



Township of South Orange Village

Engineering and Zoning Department

PRE-APPLICATION SKETCH PLAN REVIEW INSTRUCTIONS

Per Ordinance 2019-22, the Board of Trustees amended portions of Chapters 143 and 185 (Site Plan Review and Deposit) of the Village Code to clarify and permit parties filing for plan review to benefit from review and guidance before preparation and submission of plans for land development, and specifically established a process for Informal Pre-Application Sketch Plan Reviews at Section 185-52A.

Description: Prospective Applicants are encouraged, but not required, to submit for review by the approving authority, non-binding informal pre-application sketch plan review with the Zoning Officer, Village Planner, and/or Land Use Administrator to engage in preliminary discussions regarding the development proposal, compliance with the Ordinance, review process, and board jurisdiction. A pre-application sketch plan review will provide prospective applicants with non-binding zoning guidance and input during the formative stages of site plan design.

To the extent in-person pre-application sketch plan meetings shall be desired, such meetings shall be scheduled at the availability of the Zoning Officer and/or Land Use Administrator within 45 days of submission. In-person pre-application sketch plan meetings shall be attended by the prospective applicant and may be accompanied by their professionals as appropriate. The Zoning Officer, Village Planner and/or other Village professionals may attend as appropriate.

Instructions: Applications for pre-application sketch plan review shall be made on a form provided by the Zoning Officer / Land Use Administrator and shall provide:

1. 3 Hard Copies, and 1 Digital Copy of all submissions in PDF format. Submissions to be e-mailed to dtravers@southorange.org
2. Pre-Application Sketch Plan Review Form with Applicant and property information, certification of ownership, and tax status
3. Property Survey
4. Concept Sketch showing general site design concept, including use, location and bulk; buildings and improvements; density; open space; traffic and pedestrian patterns; and other general design components. The sketch plan shall be to scale, but detailed dimensions need not be shown.
5. Technical Review Fee Form and Payment. There shall be no application fee for Pre-Application Sketch Plan Review. However, prospective applicants will be required to pay technical review fees pursuant to Chapter 185-159A(4) and in accordance with the schedule set forth in Chapter 143, Fees, of this Code:

Pre-Application Sketch Plan Review:	Fee
a. Single- to- Two- Family Residential and Minor Subdivision	\$250.00
b. Mixed Use or Non-Residential on less than either 0.25 acres or 5,000 GSF	\$500.00
c. Mixed Use or Non-Residential on less than either 0.5 acres or 15,000 GSF	\$1,000.00
d. All Other	\$3,500.00

The Application and payment must be submitted in hard copy to the Land Use Administrator in Village Hall.



Township of South Orange Village
Engineering and Zoning Department

PRE-APPLICATION SKETCH PLAN REVIEW
APPLICATION

Date Received by Village: _____ Staff Signature: _____

Date Filed: _____

Applicant Name: _____

Applicant Telephone: _____ Email: _____

Relationship to Property (circle one): Owner Contract Purchaser Prospective Purchaser

Address of Proposed Project: _____

Block: _____ Lot(s): _____ Zone: _____

Present Use: _____

Summary of Proposal: _____

Submission Checklist: 3 Hard Copies and 1 Digital Version of all below

- Application Form
- Certification of Ownership
- Certification of Tax Status
- Property Survey
- Concept Sketch
- Technical Review Fee Form and Payment



Township of South Orange Village
Engineering and Zoning Department

TOWNSHIP OF SOUTH ORANGE VILLAGE

County of Essex

Date: _____

State of New Jersey

PRE-APPLICATION SKETCH PLAN REVIEW
TECHNICAL REVIEW FEE FORM

Applicant Name _____

Address of Proposed Project _____

Block _____ Lot(s) _____

I understand that I am required to submit the sum of \$_____ pursuant to Chapter 185 – 159(A)(4) and in accordance with the schedule set forth in Chapter 143 - Fees of the Township of South Orange Village Code. I further understand that there is no application fee for Pre-Application Sketch Plan Review, however, prospective applicants are required to pay Technical Review Fees to cover the cost of professional services including engineering, planning, legal and other expenses. To the extent the Applicant desires professional services beyond those covered by the Technical Review Fee (and the applicable hourly rates of the professionals involved within the initial fee), the Applicant may request, in writing, extended services and assume responsibility for hourly fees associated with the additional professional services as shall be agreed upon by the parties.

Signature

Print Name

Title

CERTIFICATE OF OWNERSHIP

Listed below are the names and addresses of all owners of ten percent (10%) or more of the stock / interest in the undersigned Applicant Corporation / Partnership:

	<u>NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

Where corporations / partnerships own ten percent (10%) or more of the stock / interest in the undersigned or in another corporation / partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders / individual partners exceeding the ten percent (10%) ownership criterion have been listed.

CORPORATION/PARTNERSHIP OFFICER

SIGNATURE

DATE

Sworn to and subscribed
before me this

_____ day of _____, 20_____

Notary Public

TOWNSHIP OF SOUTH ORANGE VILLAGE

CERTIFICATE OF PAID TAXES

ARTICLE VI (n) Certificate from Tax Collector that all taxes are paid to date.

Owner: _____ Phone No. (____) _____

Address: _____

City/State: _____ Zip Code: _____

TITLE and LOCATION OF PROPERTY: _____

Block No. _____ Lot No. _____ Zone No. _____ No. of Lots _____

Tax Sheet No. _____

TAXES AS RECORDED FOR 20 _____

First Quarter _____ Second Quarter _____

Third Quarter _____ Fourth Quarter _____

The TAX COLLECTOR of the Township of South Orange Village

_____, dated _____, 20 _____,
(Name):

certifies that the above taxes are paid to date.

Request for Taxpayer Identification Number and Certification

Give form to the requester. Do NOT send to the IRS.

Name (if joint names, list first and circle the name of the person or entity whose number you enter in Part I below. See instructions on page 2 if your name has changed.)

Business name (Sole proprietors see instructions on page 2.)

Please check appropriate box: Individual/Sole proprietor Corporation Partnership Other ▶

Address (number, street, and apt. or suite no.)

City, state, and ZIP code

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). For sole proprietors, see the instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How To Get a TIN** below.

Social security number

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OR

Employer identification number

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Part II For Payees Exempt From Backup Withholding (See Part II instructions on page 2)

List account number(s) here (optional)

Part III Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number or I am waiting for a number to be issued to me, and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding.

Certification instructions.—You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, the acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (Also see Part III instructions on page 2.)

Sign Here | **Signature** ▶ **Date** ▶

Section references are to the Internal Revenue Code.

Purpose of Form.—A person who is required to file an information return with the IRS must get your correct TIN to report income paid to you, real estate transactions, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 to give your correct TIN to the requester (the person requesting your TIN) and, when applicable, (1) to certify the TIN you are giving is correct (or you are waiting for a number to be issued), (2) to certify you are not subject to backup withholding, or (3) to claim exemption from backup withholding if you are an exempt payee. Giving your correct TIN and making the appropriate certifications will prevent certain payments from being subject to backup withholding.

Note: If a requester gives you a form other than a W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

What is Backup Withholding?—Persons making certain payments to you must withhold and pay to the IRS 31% of such

payments under certain conditions. This is called "backup withholding." Payments that could be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, your payments will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

- You do not furnish your TIN to the requester, or
- The IRS tells the requester that you furnished an incorrect TIN, or
- The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
- You do not certify to the requester that you are not subject to backup withholding under 3 above (for reportable

interest and dividend accounts opened after 1983 only), or

- You do not certify your TIN. See the Part III instructions for exceptions.

Certain payees and payments are exempt from backup withholding and information reporting. See the Part II instructions and the separate **Instructions for the Requester of Form W-9.**

How To Get a TIN.—If you do not have a TIN, apply for one immediately. To apply, get **Form SS-5, Application for a Social Security Number Card** (for individuals), from your local office of the Social Security Administration, or **Form SS-4, Application for Employer Identification Number** (for businesses and all other entities), from your local IRS office.

If you do not have a TIN, write "Applied For" in the space for the TIN in Part I, sign and date the form, and give it to the requester. Generally, you will then have 60 days to get a TIN and give it to the requester. If the requester does not receive your TIN within 60 days, backup withholding, if applicable, will begin and continue until you furnish your TIN.