

## Mantua Township Municipal Land Use Board Rules and Regulations

To the Applicant:

1. Meetings are held on the 3<sup>rd</sup> Tuesday of each month at 7:00 pm.
2. You are required to bring your completed application to the Land Use Office before the deadline or by the deadline, which is typically six weeks prior to the regularly scheduled monthly meeting. The deadlines are in your package.
3. The following must be submitted by the deadline:
  - An original **notarized** application form and seventeen (17) copies of same.
  - Fees for the application and escrow. Check with the Land Use Coordinator for fees. **These fees are a deposit only. Additional fees may apply and are the applicant's responsibility.** A separate check for the application fee and a separate check for escrow fee is required.
  - Seventeen (17) copies of a sketch or survey of the property.
  - A certified list of tax owners.
  - A copy of this page signed by the applicant.
4. The following should be **completed** and **submitted** 10 days prior to the Joint Land Use Board Meeting to allow our Solicitor the time to review these items before the meeting.
  - A signed and **notarized** Affidavit of Notice served on the neighbors within two hundred feet along with postmarked green and white receipt stubs for certified mail, return receipt requested attached.
  - You must publish Notice of Hearing in the South Jersey Times or Courier Post. **This notice must be in the newspaper (10) days prior to the meeting date (You can publish sooner than the required 10 days).** The newspaper will send you an Affidavit of Publication, which you must submit to the Coordinator in advance of the meeting..
  - A copy of the Notice sent to the neighbors.
  - A copy of the letter from the tax collector regarding property taxes

If you must mail the notices, they must be by certified mail (return receipt requested) and you must return the white and green postmarked stubs 10 days prior to the meeting and the green cards at or before the meeting to the Coordinator. If you personally deliver the notices, you must list the neighbors' names and addresses on the affidavit of notice with their signature.
4. It is your responsibility to make certain that the notice in the newspaper is printed no later than ten (10) days before the meeting. It is also your responsibility to bring the proof-of-publication of the notice in the newspaper to the Coordinator before the meeting. (The newspaper will send this to you).
5. If you are submitting an application for use variance, which will require a subdivision or site plan, you must obtain additional forms from the Land Use Office. You must also state in your notice for the use variance that you will be applying for a site plan and/or subdivision.
6. All professional reviews incurred in connection with the review of this application are to be paid for by the applicant. **We are not able to give an estimation of fees at this time.** However, in order for this application to be heard, you must sign the certification below.

I hereby certify that I shall be responsible for all professional fees incurred in connection with the review of this application.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Applicant

**You must attend the meeting or your application will not be considered. Please be prepared to present the appropriate evidence in connection with your application.**

**Revised 8/22/2019**

**Mantua Township Land Use Board  
Minor Site Plan/Subdivision Applications**

**Meetings are 3<sup>rd</sup> Tuesday of every month  
7:00 p.m. in the Municipal Building**

- **Deadlines for the Land Use Board Meetings are attached to this packet.**
- **20 copies of the application and plans (5 full size sets and 15 sets 11"x17") must be submitted to the Land Use Office.**
- **The first Tuesday of every month there will be a subcommittee meeting at the Municipal Building at 3:00 p.m. Additional fees apply.**
- **Applicants should contact the Land Use office to request to be placed on the Subcommittee Agenda if necessary.**



# TOWNSHIP OF MANTUA

Gloucester County, New Jersey

401 MAIN STREET  
MANTUA, NJ 08051  
(856) 468-1500  
Fax (856) 464-1022

**To:** Mantua Township Land Use Board

**From:** Alice Kellmyer, Tax Collector

**Subject:** Property Tax

At this time the taxes on the following are as follows:

**Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**Owner** \_\_\_\_\_

**Location** \_\_\_\_\_

**Paid to Date** \_\_\_\_\_

**Balance Due** \_\_\_\_\_

# TOWNSHIP OF MANTUA

Land Use Board  
Gloucester County, New Jersey

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401 MAIN STREET  
MANTUA, NJ 08051  
(856) 468-1500 Ext. 135 Fax (856) 468-3671  
[www.mantuatownship.com](http://www.mantuatownship.com)

## 200 FOOT CERTIFIED LIST REQUEST

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualification: \_\_\_\_\_

Phone Number: \_\_\_\_\_

\_\_\_\_\_

Use Variance: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature: \_\_\_\_\_

**TOWNSHIP OF MANTUA**  
**CHECKLIST OF MINOR SUB-DIVISIONS AND SITE PLANS**

**APPLICABILITY** – See Site Plan, Subdivision definitions in Section 230-7 of the Mantua Code

**CRITERIA:** Section 230-82, Mantua Code (Land Development and Use)

**Section 230-82,B, (3), (a) = Key Map**

\_\_\_\_\_ To Scale of 1 inch = 2,000 feet or less

**Section 230-82,B, (3), (b) = Title Block**

\_\_\_\_\_ Names of Project, (Mantua) Township, (Gloucester) County

\_\_\_\_\_ Name, address of subdivider or developer

\_\_\_\_\_ Name, address of owner(s) of record

\_\_\_\_\_ Plan scale (1 inch equals 100 feet, or less)

\_\_\_\_\_ Date of original preparation, subsequent revisions.

**Section 230-82,B, (3), (c)**

\_\_\_\_\_ Acreage figures of entire tract and individual existing and/or proposed lots

\_\_\_\_\_ North Arrow

**Section 230-82,B,(3), (d) = Approval signatures**

\_\_\_\_\_ Chairman of the Land Use Board

\_\_\_\_\_ Secretary of the Land Use Board

**Section 230-82,B, (3), (e)**

\_\_\_\_\_ Block and lot numbers of tract (per Township Tax map)

**Section 230-82B, (3), (f)**

\_\_\_\_\_ Subdivision or development boundary line (heavy solid)

**Section 230-82B,3 (g) = Location existing and proposed (if any)**

\_\_\_\_\_ Property lines, including bearings and distances.

\_\_\_\_\_ Streets

\_\_\_\_\_ Buildings, including dimensions, status (to be retained or removed).

\_\_\_\_\_ Parking spaces, loading areas, driveways.

\_\_\_\_\_ Railroads

\_\_\_\_\_ Bridges

\_\_\_\_\_ Drain pipes, culverts

\_\_\_\_\_ Natural features (e.g. wetlands, watercourses, treed areas (both within tract and within 200 feet of tract boundary).

**Section 230-82,B, (3), (h)**

\_\_\_\_\_ Location(s), width(s) of existing/proposed utility easements

**Section 230-82,B, (3), (i) = Zoning Data**

\_\_\_\_\_ Zoning district(s) affecting the tract.

\_\_\_\_\_ Area and yard requirements of zoning districts.

**Section 230-82B, (3), (j)**

\_\_\_\_\_ Proposed buffer, landscaped areas

**Section 230-82B, (3), (k)**

\_\_\_\_\_ Floodways (100 year)

\_\_\_\_\_ Flood fringe areas (100 year)

**Section 230-82B, (3), (l) = Topography**

\_\_\_\_\_ Contours at two foot intervals, referenced to USGS data

**Section 230-82B, (3), (m)**

\_\_\_\_\_ Marshes, ponds and lands subject to flooding within the tract and within 100 feet of the tract.

**Section 230-82B, (3) (n) = (Minor Subdivisions Only)**

\_\_\_\_\_ Names of all adjacent property owners (per Township Tax Assessor).

**Section 230-82B, (3) (o) = (Minor Subdivisions Only)**

\_\_\_\_\_ Statement whether lots are or are not served by sanitary sewer.

\_\_\_\_\_ For lot(s) not served by sanitary sewer, certification by a licensed professional engineer that lot(s) can accommodate septic system(s)

\_\_\_\_\_ Copies of written reviews/reports by the Gloucester County Board of Health (for septic system(s).

\_\_\_\_\_ Locations of test borings and results, certified by licensed professional engineer (for septic systems).

**Section 230-82B, (3) (r)**

\_\_\_\_\_ For tracts involving corner lots, delineations of site triangle easements.

**Section 230-82B, (3), (s) = Deed Descriptions, including**

\_\_\_\_\_ Metes and bounds

\_\_\_\_\_ Covenants

\_\_\_\_\_ Restrictions

\_\_\_\_\_ Roadway dedications

\_\_\_\_\_ Site triangle dedications



## NOTICE OF HEARING

A public hearing will held by the Mantua Township Land Use Board  
on \_\_\_\_\_ at 7:00 pm in the Mantua Township Municipal  
Building 401 Main Street, Mantua NJ 08051

The subject of this hearing will be to consider an application for a  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
and any other variances, waivers or approvals deemed necessary by the Land Use Board.

For the following purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

by the undersigned appellant \_\_\_\_\_  
on Plate# \_\_\_\_\_ Block# \_\_\_\_\_ Lot# \_\_\_\_\_ on the Tax Map  
of Mantua Township located at \_\_\_\_\_

You are advised of this hearing because you are owner of property within 200 feet and  
are required to be notified according to Law.

Any interested party may attend in person or by attorney and be heard with reference  
to this application.

Appellant \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

**Subdivision Approval  
Mantua Township**

**1. Instructions**

A. The applicant shall submit the following items 28 days, prior to the regular meeting of the Planning Board for applications under its jurisdiction, or a least 10 days prior to the regular meeting of the Zoning Board of Adjustment for applications including a use variance request:

**Sketch Plats:**

- a. Twenty (20) copies of this application form.
- b. The application fee (see fee form).
- c. Twenty (20) copies of the plat, including all details required in the municipal Subdivision Ordinance.

**Preliminary Plats:**

- a. Twenty (20) copies of this application form.
- b. The application fee (see fee form).
- c. Twenty (20) copies of the plat, including all details as required in the municipal Subdivision Ordinance.

**Final Plats:**

- a. Twenty (20) copies of this application form.
- b. The application fee (see fee form).
- c. Twenty (20) copies of the plat, including all details as required in the municipal Subdivision Ordinance.

B. Certain requests for subdivision approval require public notice. Pursuant to N.J.S.A. 40:55D-12, those instances requiring public notice include:

- a. All applications for preliminary approval of a major subdivision.
- b. All applications involving a request for simultaneous approval of a variance.

See the Master Application form for the applicant's responsibilities for public notice.

**2. Application is hereby made for:**

**Sketch Plat**

- Classification and approval of a minor subdivision.
- Classification of a major subdivision.

**Preliminary Plat**

- Preliminary approval of a major subdivision.

**Final Plat**

- Final approval of a major subdivision.

3. Owner: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

**(OVER)**

4. **Authorized Representative:** (if different from owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

5. **Property Description:**

Location: \_\_\_\_\_

Tax Map #: \_\_\_\_\_ Block: \_\_\_\_\_ Plate: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Area of entire tract: \_\_\_\_\_ Portion being subdivided: \_\_\_\_\_

Number of proposed lots: \_\_\_\_\_

6. Located on: \_\_\_\_\_ Municipal Street: \_\_\_\_\_

County Road: \_\_\_\_\_ Road to be dedicated: \_\_\_\_\_

State Highway: \_\_\_\_\_

If municipal street.... is street... Paved? \_\_\_\_\_ Graveled? \_\_\_\_\_

Dirt? \_\_\_\_\_ Or only paper? \_\_\_\_\_

7. Does this application represent a request for simultaneous approval of a site plan, conditional use, and/or variance relief? \_\_\_\_\_ If so, state type of additional approvals being sought? \_\_\_\_\_

\_\_\_\_\_

8. Has the subject property received previous approval of any development application, i.e. site plan, subdivision, conditional use or variance request? \_\_\_\_\_ If so, state date and type of approval. \_\_\_\_\_

\_\_\_\_\_

I hereby certify that all answers and information is true to the best of my knowledge.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**MANTUA TOWNSHIP LAND USE BOARD**

**DEADLINES FOR 2019**

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**DEADLINE 12/18/18**  
**MEETING 1/15/19**

**DEADLINE 6/18/19**  
**MEETING 7/16/19**

**DEADLINE 1/22/19**  
**MEETING 2/19/19**

**DEADLINE 7/23/19**  
**MEETING 8/20/19**

**DEADLINE 2/19/19**  
**MEETING 3/19/19**

**DEADLINE 8/20/19**  
**MEETING 9/17/19**

**DEADLINE 3/19/19**  
**MEETING 4/16/19**

**DEADLINE 9/03/19**  
**MEETING 10/15/19**

**DEADLINE 4/23/19**  
**MEETING 5/21/19**

**DEADLINE 10/08/19**  
**MEETING 11/19/19**

**DEADLINE 5/21/19**  
**MEETING 6/18/19**

**DEADLINE 11/05/19**  
**MEETING 12/17/19**

**MANTUA TOWNSHIP LAND USE BOARD**

**DEADLINES FOR 2020**

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**DEADLINE 12/10/19**  
**MEETING 1/21/20**

**DEADLINE 6/09/20**  
**MEETING 7/21/20**

**DEADLINE 1/07/20**  
**MEETING 2/18/20**

**DEADLINE 7/07/20**  
**MEETING 8/18/20**

**DEADLINE 2/04/20**  
**MEETING 3/17/20**

**DEADLINE 8/04/20**  
**MEETING 9/15/20**

**DEADLINE 3/10/20**  
**MEETING 4/21/20**

**DEADLINE 9/08/20**  
**MEETING 10/20/20**

**DEADLINE 4/07/20**  
**MEETING 5/19/20**

**DEADLINE 10/06/20**  
**MEETING 11/16/20**

**DEADLINE 5/05/20**  
**MEETING 6/16/20**

**DEADLINE 11/03/20**  
**MEETING 12/15/20**

**DEADLINE 12/08/20**  
**MEETING 1/19/21**

**MANTUA TOWNSHIP LAND USE BOARD**

**DEADLINES FOR 2021**

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**DEADLINE 12/08/20**  
**MEETING 1/19/21**

**DEADLINE 6/08/21**  
**MEETING 7/20/21**

**DEADLINE 1/05/21**  
**MEETING 2/16/21**

**DEADLINE 7/06/21**  
**MEETING 8/17/21**

**DEADLINE 2/02/21**  
**MEETING 3/16/21**

**DEADLINE 8/10/21**  
**MEETING 9/21/21**

**DEADLINE 3/09/21**  
**MEETING 4/20/21**

**DEADLINE 9/07/21**  
**MEETING 10/19/21**

**DEADLINE 4/06/21**  
**MEETING 5/18/21**

**DEADLINE 10/05/21**  
**MEETING 11/16/21**

**DEADLINE 5/04/21**  
**MEETING 6/15/21**

**DEADLINE 11/09/21**  
**MEETING 12/21/21**

**DEADLINE 12/07/21**  
**MEETING 1/18/22**

**Please note that approvals from the following entities may be necessary to complete your Land Use Board approval. Please review the Board Professionals' Review Letters in their entirety to see if these approvals are required.**

**Nic Lamana  
Mantua Township Fire Marshal  
155 E. Union Street  
Sewell, NJ 08080  
(856)468-7222 Ext. 2  
[nlamana@mantuafd.com](mailto:nlamana@mantuafd.com)**

**Gloucester County Planning Board  
1200 N. Delsea Drive  
Clayton, NJ 08312  
(856)307-6650**

**Gloucester County Soil Conservation District  
14 Parke Place Boulevard  
Suite B  
Sewell, NJ 08080  
856-589-5250**



**AFFIDAVIT OF OWNERSHIP**

**MUST BE COMPLETED AND RETURNED**

1. Name of Company/Organization: \_\_\_\_\_
  
2. Is Company a Corporation? \_\_\_\_\_
  
3. Name of State Which Incorporated: \_\_\_\_\_
  
4. Is Company a Partnership? \_\_\_\_\_

**PLEASE LIST ANY AND ALL INDIVIDUALS WHO ARE OWNERS (FULL OR PART) OF THE COMPANY/ORGANIZATION, AND IF A NON-PROFIT ORGANIZATION, PLEASE LIST ALL BOARD MEMBERS.**

Name

Address

Title


\_\_\_\_\_  
Signature and Title

\_\_\_\_\_  
Please PRINT Name & Title

DEVELOPMENT APPLICATION #: \_\_\_\_\_

DATE FILED: \_\_\_\_\_

**Site Plan and/or Conditional Use Variance Approval  
Mantua Township**

**1. Instructions:**

- A. The applicant shall submit the following items twenty-eight (28) days prior to the regular meeting of the Planning Board.
  - a. Twenty (20) copies of this application form.
  - b. The application fee (see fee form).
  - c. Twenty (20) copies of the site plan including all details and materials as required in the municipal Zoning Ordinance.
  
- B. All requests for conditional uses approval and certain requests for site plan approval require public notice. Pursuant to N.J.S.A. 40:55D-12, those instances requiring public notice include:
  - a. All requests for conditional use approval.
  - b. Site plans involving a variance request and/or preliminary subdivision approval.

See the Land Use Ordinance for applicant's responsibilities for public notice.

2. Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**3. Authorized Representative:** (if different from owner)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**4. Property Description:**

Location: \_\_\_\_\_

Tax Map #: \_\_\_\_\_ Block: \_\_\_\_\_ Plate: \_\_\_\_\_

Zoning District: \_\_\_\_\_

5. Proposed land use: \_\_\_\_\_

6. Description of proposed operations including hours of operation: \_\_\_\_\_

\_\_\_\_\_

**(OVER)**

7. Square feet of enclosed building space: \_\_\_\_\_  
(If residential, number of dwelling units proposed \_\_\_\_\_.)

8. Estimated cost of construction \_\_\_\_\_

9. Does this application represent a request for simultaneous approval of a variance and or/subdivision, or conditional use? If so, state type of additional approvals being sought?

\_\_\_\_\_

10. Has the subject property received previous approval of any development application, i.e. site plan, subdivision, conditional use or variance? \_\_\_\_\_ If so, state date and type of approval. \_\_\_\_\_

\_\_\_\_\_

I hereby certify that all answers and information is true to the best of my knowledge.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

1995 Developer Escrow Statute Amendments  
Effective September 17, 1995

**APPEALS AGAINST CHARGES**

Appeals must be filled within forty-five (45) days of receipt of voucher. If voucher is not received, then within sixty (60) days of receipt of account statement.

For an appeal of any charges the applicant must notify the Governing Body, Board, CFO or the person designated by the CFO and Professional in writing.

Governing Body or designee has reasonable time to fix any charges.

If applicant is not satisfied by local efforts, they must go to the County Construction Code Appeal Board.

Appeal must be in writing and copies sent to all parties affected by the appeal.

During an appeal process, all work on the application of project must continue normally, without any adverse action by the municipality or applicant.

The CFO or the person designated by the CFO will continue to make payments out of the account during the appeal process.

CFO or the person designated by the CFO continues to make payments out of account during the appeal process. Any charges that are disallowed are to be reimbursed by the municipality.

1995 Developer Escrow Statute Amendments  
Effective September 17, 1995

**PROCEDURES FOR ESCROW CHARGES**

Professionals send copies of vouchers to applicants.

Chief Financial Officer (CFO) or the person designated by the CFO sends account statement to applicant on a quarterly basis.

If charges are greater than \$1,000.00 than CFO or the person designated by the CFO sends statements on a monthly basis.

If Insufficient Funds arise, CFO or the person designated by the CFO sends notice to the Applicant.

Township cannot stop work without giving reasonable time for the applicant to replenish funds.

Applicant must notify CFO or the person designated by the CFO when project is complete by way of certified mail.

CFO or person designated by the CFO notifies professionals. Professionals have thirty (30) days to submit all final bills if determined complete.

CFO or person designated by the CFO has forty-five (45) days after the thirty (30) days to submit a final account statement and refund any escrow.

**JOINT STATEMENT  
ON THE PERMISSIBLE DIVISION OF  
RESPONSIBILITY IN SUBMISSION OF SITE PLANS**

The New Jersey Joint Committee of Architects and Engineers (the "Joint Committee"), State Board of Architects and State Board of Professional Engineers and Land Surveyors (the "Boards") issue this Joint Statement to inform licensees, local and state governmental agencies, consumers and other members of the public of the application of current law regarding the division of responsibility as it relates to the practice of the professions, preparation of a site plan and the requirement for a signed and sealed survey to accompany a site plan, as set forth in N.J.A.C. 13:27-7.1 et seq. and N.J.A.C. 13:40-7.1 et seq., also known as the "Site Plan Rule". By this Joint Statement, the Committee and Boards set forth the authority by which those parameters are established and alert licensees and relevant parties of the long-standing interpretation of the law.

Determining the scope of practice is solely within the authority of the Boards governing those professions as set forth at N.J.S.A. 45:3-1, et seq. and N.J.S.A. 45:8-27, et seq. and interpreted by the Boards in their respective regulations, including the Site Plan Rule. N.J.A.C. 13:27-7.5(b) and N.J.A.C. 13:40-7.5(b) specifically state that no local ordinance, policy or action which attempts to define the scope of professional activity of architects, engineers, land surveyors, planners, or certified landscape architects in the preparation of site plans is permitted to reduce or expand the scope of professional practice recognized by the Boards. The Joint Committee reviews and resolves issues in an area of concurrent practice between the practice of architecture and the practice of engineering, specifically in the area of building design, as set forth in the Building Design Services Act, N.J.S.A. 45:4B-1, et seq. Accordingly, only the Joint Committee and Boards that govern the practice of these professions may determine the scope of practice and related issues for these professions.

The Site Plan Rule at N.J.A.C. 13:27-7.3 and N.J.A.C. 13:40-7.3 describes the permissible activities that licensed architects and licensed professional engineers may perform in the preparation of site plans. Specifically, the Site Plan Rule states that both architects and engineers can show the location of proposed buildings and their relationship to the site and the immediate environs. However, although a licensed architect may prepare a site plan, in the following areas only a licensed professional engineer may prepare a site plan: (1) drainage facilities for site plans of 10 acres or more; (2) those involving storm water detention facilities; (3) those traversed by a water course; (4) off tract utility extensions; or (5) on site sanitary sewage disposal or flow equalization facilities.

The Site Plan Rule also states that a signed and sealed copy of a survey shall be submitted to the reviewing governmental body with a site plan submission. N.J.A.C. 13:27-7.2 and N.J.A.C. 13:40-7.2 provide that in preparing a site plan, the licensed professional may transfer relevant information shown on the survey to the site plan. However, the licensed professional is not permitted to alter the survey or establish existing conditions and exact locations of physical features including metes and bounds, drainage, waterways, specific utility locations and easements, all of which must be determined only by a professional land surveyor. Further, the site plan must include the date of the survey, by whom it was prepared and for whom it was prepared. It is the responsibility of the licensed professional preparing the site plan to ensure that the survey is attached to the site plan. The survey and site plan are considered separate documents and modification is prohibited by any licensed professional without the permission of the person who prepared the plan.

This notice is intended to set forth the application of current law. It does not represent any changes in policy or interpretation.

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	
	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	Township of Mantua 401 Main Street Mantua, NJ 08051	
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black;"> </td> </tr> </table>										
or										
Employer identification number										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border: 1px solid black;"> </td> </tr> </table>										

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

### Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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 (IRS) 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, and
3. I am a U.S. person (including a U.S. resident alien).

**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 you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, 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. (See the instructions on page 4.)

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,