

Mantua Township Municipal Land Use Board

SUBCOMMITTEE APPLICATION FILING PROCEDURES

1. Subcommittee Meetings are held on the first Tuesday of each month at 3:00 P.M.

2. You are required to bring your completed application to the Land Use Office on or before the submission date (typically 4 weeks prior) to be placed on the meeting agenda. Submission/Meeting dates attached.

3. The following items must be submitted **on or before the submission date**:
 - Six (6) copies of the Subcommittee Application
 - Six (6) copies of the conceptual plan, site plan or subdivision plan.*
 - Completed W-9 Form.
 - Tax Verification Form.
 - Fees: An escrow deposit is required to appear before the Subcommittee. Checks should be made payable to Mantua Township. Escrow deposit for Site Plan/Major Subdivision/Conceptual Plan \$1,000.00 Minor Subdivision \$500.00.

4. An agenda will be provided via email advising you of the meeting time/date.

5. It is helpful to have the site plan as complete as possible to allow the Board Professionals to provide feedback.

* The Subcommittee cannot meet with applicants regarding use variance submissions.

Any questions regarding this process please contact the Land Use Office at 856-468-1500 extension 135.

MANTUA TOWNSHIP LAND USE SUBCOMMITTEE APPLICATION

____ Minor Site Plan ____ Major Site Plan ____ Subdivision ____ Concept Plan

The Land Use Board Subcommittee meeting the first Tuesday of each month at 3:00 P.M.

APPLICANT: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ENGINEER: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

ATTORNEY: _____

ADDRESS: _____

TELEPHONE: _____ EMAIL: _____

PROPERTY INFORMATION:

LOCATION: _____

BLOCK: _____ LOT(S) _____ TAX MAP: _____

ZONING DISTRICT: _____ LOT SIZE: _____

PRESENT USE OF LAND: _____

PROPOSED USE OF LAND: _____

PROPOSED BUILDING SIZE: _____

PROPOSED NUMBER OF LOTS IF APPLYING FOR SUBDIVISION: _____

Deed restrictions, covenants, easements or association by-laws Yes _____ No _____
(Copy must be provided)

Variance or Waiver requests must be submitted for discussion on an attached sheet.

I fully understand I shall be responsible for all fees incurred in connection with the submission and review of this application:

DATE

SIGNATURE OF APPLICANT



TOWNSHIP OF MANTUA

Gloucester County, New Jersey

401 Main Street • Mantua, NJ 08051
(856) 468-1500 • Fax (856) 468-2720
www.mantuatownship.com

TAX VERIFICATION FORM

TO: Mantua Township Land Use Board
FROM: Alice Kellmyer, Tax Collector
RE: Property Tax Verification for Land Use Board Submission

Block: _____ Lot _____

Owner: _____

Address: _____

Property Taxes Are _____ Current _____ Delinquent

Notes:

Date

Alice Kellmyer, Tax Collector

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
or
Employer identification number

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.)

Sign Here	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,

MANTUA TOWNSHIP LAND USE BOARD

SUBCOMMITTEE DATES 2025

Meetings are held at 3:00 P.M. at Mantua Township Municipal Building

Submission 12/3/2024
Meeting 1/7/2025

Submission 1/7/2025
Meeting 2/4/2025

Submission 2/4/2025
Meeting 3/4/2025

Submission 3/4/2025
Meeting 4/1/2025

Submission 4/1/2025
Meeting 5/6/2025

Submission 5/6/2025
Meeting 6/3/2025

Submission 6/3/2025
Meeting 7/1/2025

Submission 7/1/2025
Meeting 8/5/2025

Submission 8/5/2025
Meeting 9/2/2025

Submission 9/2/2025
Meeting 10/7/2025

Submission 10/7/2025
Meeting 11/4/2025

Submission 11/4/2025
Meeting 12/2/2025

Submission 12/2/2025
Meeting 1/6/2026