

APPLICATION FOR APPROVAL  
OF A FINAL PLAT OF A MINOR SUBDIVISION  
BERKELEY TOWNSHIP PLANNING BOARD

ORIGINAL \_\_\_\_\_

APPLICANT'S INTEREST IN SUBJECT PREMISES

REVISED \_\_\_\_\_

REAPPROVAL \_\_\_\_\_

DATE \_\_\_\_\_

DEVELOPMENT NAME \_\_\_\_\_

SECTION \_\_\_\_\_

APPLICANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

TAX MAP SHEET \_\_\_\_\_

BLOCKS \_\_\_\_\_

LOTS \_\_\_\_\_

LOCATION \_\_\_\_\_

STANDARD LOTS \_\_\_\_\_

CLUSTER SUBDIVISION \_\_\_\_\_

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

ENGINEER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

ATTORNEY \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

ZONE \_\_\_\_\_

NO. OF LOTS \_\_\_\_\_

ACRES \_\_\_\_\_

AMOUNT PAID \$ \_\_\_\_\_

APPROX. COST OF PROJECT \$ \_\_\_\_\_

TYPE OF HOUSE & CONSTRUCTION \_\_\_\_\_

SALE PRICE RANGE \_\_\_\_\_

REMARKS \_\_\_\_\_

SIGNATURE OF OWNER OR AUTHORIZED AGENT \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

**CHECKLIST L.D. 5**  
**BERKELEY TOWNSHIP**  
**MINOR SUBDIVISION CHECKLIST**

The following information must be submitted for the application to be deemed complete:

Yes No N/A

**I. PLAT DETAILS:**

- 1. Title of "Minor Subdivision".
- 2. Acreage of tract to be subdivided.
- 3. Tax map sheet, block and lot number(s) of tract to be subdivided as shown on the latest Township Tax Map.
- 4. Scale: Not less than 1" = 200' and Key Map (1" = 2000") showing and naming streets and any Township boundary within 500 feet of the subdivision.
- 5. Title Block conforming to N.J.A.C. 13:40-1.2
- 6. Names of all owners of and property lines of parcels within 200 feet.
- 7. All existing streets, watercourses, flood plains, floodway and flood hazard areas within the proposed subdivision and within 200 feet.

Yes No N/A

- 8. All existing structures and uses with an indication of structures to be removed. Distance between an existing building and existing or proposed lot line. Show all setback lines.
- 9. Location of significant physical features (wooded areas, water areas, wetlands, etc.).
- 10. Existing and proposed rights-of-way and easements with dimensions, driveways, street names, sight triangles.
- 11. Reference meridian shown graphically.
- 12. Existing five (5) foot (or less) interval contours based on U.S.C. and G.S. datum extending 100 feet beyond property boundary.
- 13. Size: 30" x 42", 24" x 36", 15" x 21", 8 1/2" x 13"
- 14. Dimensions, bearings and curve data shown for all streets.
- 15. Tangents, chords, arc, radius and central angle of all street corners.
- 16. Dimensions (linear and angular) of all exterior boundaries of the subdivision and all lots and all lands dedicated for public use. Wetlands areas and their buffers delineated by area and metes and bounds on each lot.

Yes No N/A

- 17. Closure no greater than one (1) in 10,000.

- \_\_\_\_ 18. Block and lot numbers as recommended by Tax Assessor.
- \_\_\_\_ 19. All municipal boundary lines shown, crossing or adjacent to the property.
- \_\_\_\_ 20. Names of adjoining subdivisions, if any, and file numbers of the recorded plats, or the name of owners of adjacent properties.
- \_\_\_\_ 21. All monumentation shown.
- \_\_\_\_ 22. Affidavit of consent of property owners.
- \_\_\_\_ 23. Name(s) and address(es) of owner and subdivider.
- \_\_\_\_ 24. Schedule of zone requirements and plan provisions.
- \_\_\_\_ 25. Signature block for Planning Board Chairman, Secretary and Engineer.
- \_\_\_\_ 26. Signature block for Municipal Clerk.
- \_\_\_\_ 27. Signature and Seal of New Jersey Licensed Land Surveyor.
- \_\_\_\_ 28. Required certifications pursuant to the "Map Filing Law" P.L. 1960, c. 141.

II. REQUIRED DOCUMENTATION:

A. Regulatory Agencies (Proof of Submission):

- \_\_\_\_ 1. Ocean County Planning Board approval.

Yes        No N/A

- \_\_\_\_ 2. Ocean County Soil Conservation District approval.
- \_\_\_\_ 3. Any other required permits/ approvals.

B. Administrative:

- \_\_\_\_ 1. Proof of payment of property taxes for the current quarter.
- \_\_\_\_ 2. Certificate of Title.
- \_\_\_\_ 3. Evidence that the Township Tax Assessor has reviewed the proposed block and lot numbering system.



## NEW SUB ACCOUNT SET UP FORM

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

PLEASE ADD THE FOLLOWING SUB ACCOUNT AND SEND EMAIL NOTIFICATION.

SEND WIRE NOTIFICATION TO THE FOLLOWING EMAIL ADDRESS:

CONTACT INFORMATION: **ESCROW FAX NUMBER: 856-231-8936**  
EscrowDirect@td.com

MASTER NAME:

MID  BANK USE

MASTER NUMBER:  SUB ACCOUNT NUMBER:

CLIENT NAME 1:  TAX ID NUMBER  BIRTHDATE  /  /

\*\*\*\*\* W-9 REQUIRED

CLIENT NAME 2:  TAX ID NUMBER  BIRTHDATE  /  /

\*\*\*\*\* W-9 REQUIRED

CLIENT ADDRESS:

CITY:  STATE:  ZIP CODE:

Due to Government Mandated Regulations and the Patriot Act, it is critical to have the client's full name, date of birth and a signed W-9 or W-8 and passport included with this set up form.

MEMO 1:

MEMO 2:

PLEASE TRANSFER \$  FROM DISBURSEMENT  TO  
THE NEW SUB ACCOUNT NOTED ABOVE.

**Request for Taxpayer  
Identification Number and Certification**Give form to the  
requester. Do not  
send to the IRS.

Please print or type

Name (See Specific Instructions on page 2.)

Business name, if different from above. (See Specific Instructions on page 2.)

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other ►

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

Requester's name and address (optional)

City, state, and ZIP code

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. 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 2. 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 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number  
[ ] + [ ] + [ ]

OR

Employer identification number  
[ ] + [ ] + [ ]

List account number(s) here (optional)

**Part II For U.S. Payees Exempt From  
Backup Withholding (See the  
instructions on page 2.)****Part III 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 2.)

Sign  
HereSignature of  
U.S. person ►

Date ►

**Purpose of Form**

A person who is required to file an information return with the IRS must get 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.

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

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

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

**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.**

**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 may 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, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part III Instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. 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

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

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

**Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.