



*You couldn't pick a better place.*

## PLANNING BOARD (4+) TREE REMOVAL APPLICATION PACKET

The attached Cherry Hill Township Tree Removal application to the Planning Board contains the information and instructions you will need to properly file your application. The Planning Board generally meets on the first and third Monday of each month. Please review all the information provided, including the Tree Removal Ordinance. The Planning Board Secretary or his/her designee will visit the site, confer with the Director of Public Works, and issue a report. A Planning Board hearing date will be assigned by the Department of Community Development after the application has been reviewed and deemed complete within thirty (30) days. If you have any questions or require assistance during the application process, please call the Department of Community Development at (856) 488-7870.

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# PLANNING BOARD APPLICATION PROCEDURES

## TREE REMOVAL CRITERIA

Applicable Trees. In accordance with Township Ordinance 2002-15 (commonly known as the “Tree Removal Ordinance”) of Cherry Hill Township, an abbreviated minor site plan application (commonly known as a “Tree Removal Application”) must be made to the Planning Board. A Tree Removal Application is required for any of the following actions:

- The removal of four (4) or more healthy trees in excess of fifteen inches (15”) in circumference measured on the tree at a height of twelve inches (12”) above the level of the ground; or
- The clearance of an area greater than 500 square feet, regardless of the size of tree(s), brush, and/or vegetation; or
- A particular tree(s), as determined by the Planning Board, to be of particular value.

Exempt Trees. The following trees are exempt from the above-referenced Ordinance and shall not be considered part of the tree count that requires Planning Board Approval:

- any tree certified to be a dead tree by the Director of Public Works or his/her designee
- trees located in an area to be occupied by a building, driveway, street cart-way or recreational area shown on a plan approved by the Planning Board, Zoning Board, or Zoning Officer
- trees within a distance of fifteen feet (15’) around the perimeter of any such building, driveway, street cart-way or recreation area.

Denial Criteria. The Planning Board shall not permit the removal of a tree unless one of the following criteria is met:

- the applicant does not prove that such will not have a negative impact on any of the criteria listed below (in accordance with Section 21-4.5); or
- the continued existence of the existing tree location will cause a hardship to the owner and/or occupant of the property; or
- the continued existence of the existing tree location will endanger the public on the property or adjoining property owner.

NOTE: Approval for trees in county and state right-of-way (ROW) must be obtained in writing from the appropriate agency with a copy attached to this application for the Township. Any waste generated because of work performed by a private contractor shall be removed and disposed of at the contractor or property owner’s cost. Violators are subject to a fine for each offense, as each tree constitutes a separate offense.

## SUBMISSION REQUIREMENTS

The following items must be submitted, at a minimum, to be deemed a complete application and scheduled to a Planning Board hearing:

1. Completed Tree Removal Application (enclosed)
2. Completed & Signed Escrow Agreement (enclosed)
3. Application fee and escrow, of \$100.00 and \$1,000.00, respectively. Two checks made out to the ‘Township of Cherry Hill’ should be submitted.
4. Completed Property List Request Form, with fee \$0.25/name or \$10.00 (whichever is greater).
5. Tax Search from the Township Tax Collector showing all taxes are current (\$10.00 fee).
6. Camden County Planning Board Application with necessary fees (if applicable).

7. Camden County Soil Conservation District: Application for Soil Erosion & Sediment Control Plan Certification (if applicable).
8. Photographs. Provide a series of color photographs showing the premises in question taken from opposite side of street.
9. Plans. Fifteen (15) copies of a Survey and/or Site Plan of property showing the following:
  - a. Location and size of existing and/or proposed structures
  - b. Location of existing and proposed trees for removal, including circumference measured on the tree at a height of twelve inches (12") above the level of the ground and species
  - c. A grading plan showing proposed contours at one (1') foot intervals superimposed on the existing contours as well as spot elevations at property corners, finished floor elevations, adjacent grades, sidewalks, curbs and pavement.
  - d. Limits of flood plain, freshwater wetlands & transition areas, stream encroachment & buffer limits, or any other areas of environmental concern. A copy of any NJDEP documentation required must be provided to the Department of Community Development.
  - e. A buffer of fifteen feet (15') around the perimeter of any such building, driveway, street cart-way or recreation area.
10. Summary. A written response and/or professional testimony of the need for the proposed tree removal and demonstration that the proposed tree removal will not have a negative impact on any of the required criteria utilized by the Planning Board (in accordance with Section 21-4.5):
  - a. Impair drainage conditions
  - b. Impair soil erosion
  - c. Increase dust concentration
  - d. Decrease soil fertility
  - e. Deteriorate property value
  - f. Cause a deleterious effect on the land's physical condition
  - g. Destroy a buffer between residential and non-residential uses

### **APPLICATION PROCESS**

If approved, the following items are required to complete the approval process (notwithstanding any other needed items due to the unique nature of the application):

1. **Submit ten (10) copies of finalized plans**, which provide completeness items and all conditions of approval, to the Department of Community Development for approval and signature.
2. After comments from the Department of Community Development and the Planning Board Engineer have been provided, revise (if needed), and **submit** for signature.
3. Payment of any outstanding **Review Escrow**.
4. Complete and submit a **Zoning Permit** and **Tree Removal Permit** applications.

**ORDINANCE 2002-15**

**ORDINANCE AMENDING ORDINANCE 95-36  
ENTITLED “REVISED GENERAL ORDINANCE  
TOWNSHIP OF CHERRY” CHAPTER XXI.  
(TREES)**

**WHEREAS**, Chapter XXI (Trees) has not been fully reviewed and revised since 1974 (Ordinance 74-10); and

**WHEREAS**, it is in the best interests of the Township of Cherry Hill to review, revise, amend and compile all Ordinances dealing with trees into one comprehensive Ordinance.

**NOW THEREFORE BE IT RESOLVED**, by the Township Council of the Township of Cherry Hill, County of Camden and State of New Jersey that Ordinance 95-36 entitled “Revised General Ordinance, Township of Cherry Hill” Chapter XXI (Trees) be amended as follows:

**SECTION 1. CHAPTER XXI. TREES.**

**21-1 AUTHORITY (remains as written)**

**21-2 RESERVED**

**21-3 TREE SPECIFICATION (remains as written)**

**21-4 (Revised) TREE REMOVAL**

**21-4.1. Findings.** The Township Council does herein decide and find that the indiscriminate, uncontrolled and excess destruction, removal, and cutting of trees upon lots and tracts of land within the Township has resulted in creating increased municipal costs to control drainage, and has further caused increased soil erosion, decreased fertility of soil, increased dust, which has deteriorated property values, and has further rendered land unfit and unsuitable for their appropriate use, with the result that there has been and will result in the future a deterioration of conditions affecting the health, safety and general well being of the inhabitants of Cherry Hill Township and has caused the passage of this section to regulate and control the indiscriminate and excessive cutting of trees in the Township.

**21-4.2. Compliance Required.** No person shall cut or remove any tree nor shall any owner or occupant knowingly permit the removal of any tree in excess of fifteen inches (15”) in circumference measured on the tree at a height of twelve inches (12”) above the level of the ground upon any lands within the Township, unless the aforesaid is accomplished in accordance with the regulations and provisions of this section. Permits are required to remove both healthy and diseased or dead trees. The removal of diseased or dead trees requires certification by the Director of Public Works or his/her designee. In addition, any person desiring to clear an area greater than 500 square feet (no matter how small the trees, brush and/or vegetation may be must obtain approval from the Planning Board (see 21-1.5 below).

**21-4.3. Trees in Wetlands Areas.** Trees and all vegetation in freshwater wetlands areas are protected by N.J.S.A. 13:9B-1 et seq, Freshwater Wetlands Protection Act Rules, Chapter 7A; enforced by the New Jersey Department of Environmental Protection. Neither the Department of Public Works nor the Planning Board will authorize the removal of trees in any wetlands area until a permit has been issued by the Department of Environmental Protection.

**21-4.4 Permit.**

- a. *Required.* Any person desiring to destroy, cut, remove or trim more than thirty percent (30%) of any tree (healthy, diseased or dead) in excess of the aforesaid size shall apply to the Director of the Department of Public Works or his/her designee for a permit to remove the tree. The application for tree removal permit is hereby made part of this Ordinance.
- b. *Information Required.* The applicant shall identify the land upon which the tree is located and shall disclose the name and address of the owner, tenant or duly authorized agent of the owner or tenant and shall identify the location of the tree sought to be removed, cut or destroyed. The applicant must indicate any trees that have been removed from the property in the prior 12 month period.
- c. *Site Review.* The Director of Public Works or his/her designee shall review the site to determine whether the cutting, removal, or destruction of the tree shall impair drainage conditions, impair soil erosion, increase dust concentration, decrease the fertility of the soil or deteriorate the property value, destroy a buffer between residential and nonresidential uses, and shall further determine the overall physical conditions of the land and the deleterious effect thereon if any, in accordance with the standards set forth in this section. Prior to submitting the application, the applicant must identify the trees to be removed with a ribbon. The Department of Public Works will review previous files to confirm that no trees have been removed from the property in the previous 12 months.
- d. *Appeal.* Any applicant aggrieved by the action of the Department of Public Works as based upon criteria as listed above, may appeal the determination to the Township Planning Board, providing the appeal is taken in writing directed to the Secretary of the Planning Board within ten (10) days of the determination of the Department of Public Works. The Planning Board shall hear the appeal within thirty (30) days and may affirm, reverse or modify the determination of the Department of Public Works, setting forth a resolution, and the reasons for its result.
- e. *Removal of More Than Three (3) Trees.* When the proposed removal of trees involves more than three (3) trees within a twelve (12) month period (except when declared to be a hazard or dead by the Director of Public Works or his/her designee), a site plan showing the location of these trees shall be submitted to the Township Planning Board for their review (See 21-1.5 below). Upon receipt of this plan and review of the site conditions, the Planning Board shall hold a public hearing regarding the proposed tree removal and shall render their decision within thirty (30) days.
- f. *Issuance.* If the application is not governed by the provisions of paragraph e above, the Director of the Department of Public Works or his/her designee shall issue a permit if the criteria of this section are met. A copy of the permit will be given to both the property owner and his/her agent.

**21-4.5 Hearing.**

- a. Upon receipt of an application for removal of more than three (3) trees or for the clearing of small trees, vegetation and/or brush over an area greater than 500 square feet, the Planning Board Secretary or his/her designee will visit the site, confer with the Director of Public Works, and issue a report. Upon receipt of the report of the Planning Board Secretary, the Planning Board shall hold a hearing upon notice to the applicant, the owner of the affected premises and persons within two hundred feet (200') of the affected premises. The notice to persons within two hundred feet (200') of the premises shall be the responsibility of the applicant and be conducted in the same manner as provided under the Township Zoning Regulations (by certified mail or hand delivery with affidavit of service, at least ten days prior to the public hearing).

- b. The Planning Board at its bearing, shall consider the following criteria (as listed in subsection 21-1.4 of this chapter) to determine whether the cuffing, removal or destruction of the trees will:
  - 1. Impair drainage conditions
  - 2. Impair soil erosion
  - 3. Increase dust concentration
  - 4. Decrease soil fertility
  - 5. Deteriorate property value
  - 6. Cause a deleterious effect on the land's physical condition
  - 7. Destroy a buffer between residential and non-residential uses
- c. The Planning Board shall not permit removal of a tree unless the applicant proves that the removal of the trees will not have a negative impact on any of the criteria listed above or unless it determines that the continued existence of the tree will cause a hardship to the owner of the property or the occupant of the property where the tree is located, or endanger the public on the property where the tree is located, or adjoining property owner.
- d. This section of the ordinance shall not apply to any tree certified to be a dead tree by the Director of Public Works. It shall not apply to trees located in an area to be occupied by a building, driveway, street cart-way or recreational area shown on a plan approved by the Planning Board or Zoning Officer, locating all trees within relationship to the proposed improvements or within a distance of fifteen feet (15') around the perimeter of any such building, driveway, street cart-way or recreation area, unless a particular tree is determined by the Planning Board to be of particular value.

**21-4.6 Prohibitions.** No debris, limbs or other materials may be dropped upon any paved street, sidewalk or curb while in the course of cutting or removing any tree within the Township.

**21-4.7 Waste Disposal.** Waste generated as a result of a contractor removing trees must be removed and disposed of at the contractor's cost at the time the trees are removed. Anyone receiving permission to remove a tree in the right-of-way must also remove the tree stump.

**21-4.8 Enforcement.** The provisions of Chapter XXI will be enforced by the Zoning Officer of the Township or his/her designee. Any person who wishes to report what he or she believes to be unauthorized removal of trees should call the Department of Public Works to determine if a tree removal permit was granted. If the Department of Public Works has not authorized the tree removal, the complainant should call the Department of Community Development to speak with the Zoning Officer. The Zoning Officer or his/her designee will inspect and if possible photograph the property, document his/her findings, and if warranted issue a violation to the property owner.

**21-4.9 Penalty.** The provisions of Chapter XXI will be enforced by the Zoning Officer of the Township or his/her designee. Any person convicted of a violation of a provision of this section shall be liable to the penalty stated in Chapter 1, Section 1-5, for each offense (minimum \$100.00, not to exceed \$1250.00). Cutting of each tree covered by this section, shall be considered a separate offense. In addition to a monetary fine, the Zoning Officer may request and the Municipal Court may grant a *specific performance* penalty. The violator may be required to replace the tree(s) removed or destroyed with new trees.

**21-4.10 Powers Granted to the Director of the Department of Public Works**

- a. The Director of the Department of Public Works may at his discretion remove or require the removal of any tree or part thereof, deemed dangerous to public safety.
- b. The Director of the Department of Public Works may administer treatment to, or remove any tree situated on private property which is believed to harbor disease or insects readily communicable to neighboring healthy trees in the care of the municipality and enter upon private property for

that purpose with the consent of the owner thereof, provided the suspected condition is first confirmed by certificate issued by and on behalf of the New Jersey Department of Agriculture.

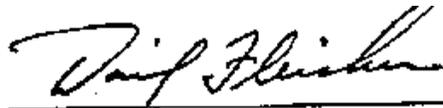
- c. (added) Private homeowner is responsible for the care of all trees on their property up to and including the curb line. Should a tree interfere with utility lines or sight lines or the flow of traffic, the Director of Public Works, other government agencies, or utility agency shall have the authority to trim or otherwise alleviate the interference.

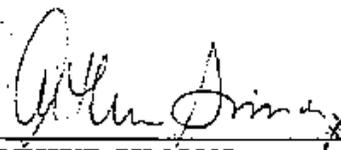
Section 2. All ordinances or parts of ordinances inconsistent with this ordinance are hereby repealed to the extent of such inconsistency only.

Section 3. This Ordinance shall take effect immediately upon successful passage.

INTRODUCED: August 26, 2002

ADOPTED: **SEPTEMBER 9, 2002**

  
\_\_\_\_\_  
DAVID FLEISHER  
COUNCIL PRESIDENT

  
\_\_\_\_\_  
ARTHUR SIMONS  
MAYOR

ATTEST:

  
\_\_\_\_\_  
NANCY L. SAFFOS  
Township Clerk



**Department of Community Development**

820 Mercer Street, Cherry Hill, NJ 08002

856-488-7870 (Phone) 856-661-4746 (Fax)

[www.Cherryhill-NJ.com](http://www.Cherryhill-NJ.com)

**4+ TREE REMOVAL PLANNING BOARD APPLICATION**

Submission Date: \_\_\_\_\_ Application No.: \_\_\_\_\_

Have any tree removal permits been obtained within the past twelve (12) months from the Department of Public Works? **Y N**

FOR OFFICE USE ONLY	
TAXES PAID YES/NO _____ (INITIAL)	
FEES \$ _____	PROJ. # _____
ESCROW \$ _____	ESCR. # _____

**1. APPLICANT**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Interest in Property: \_\_\_\_\_

**2. OWNER**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Phone: (\_\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_\_) \_\_\_\_\_  
 Email: \_\_\_\_\_

**3. ZONE** (check all that apply)

RESIDENTIAL		COMMERCIAL	OFFICE	OTHER	OVERLAY
RA	RA/PC	B1	O1	IR	FP
R1	R7	B2	O2	IN	SBC
R2	R10	B3	O3		IR/B
R3	R20	B4			A-H/C

**4. LOCATION OF PROPERTY**

Street Address: \_\_\_\_\_ Block(s): \_\_\_\_\_  
 Tract Area: \_\_\_\_\_ Lot(s): \_\_\_\_\_

**5. LAND USE**

Existing Land Use: \_\_\_\_\_  
 \_\_\_\_\_  
 Proposed Land Use (be specific): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



E S C R O W   A G R E E M E N T

# \_\_\_\_\_

**THIS AGREEMENT** made this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_(Name) is hereinafter referred to as the "Applicant", the Planning or Zoning Board of the Township of Cherry Hill is hereinafter referred to as "Board", and the Township of Cherry Hill in the County of Camden is hereinafter referred to as "Township".

**WHEREAS**, the Applicant is proceeding under Ordinances 2013-18 (Zoning Ordinance), as amended, (hereinafter "Ordinance"), for approval of \_\_\_\_\_; and

**WHEREAS**, the Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Ordinances cited above;

**NOW, THEREFORE,**

**SECTION 1. PURPOSES**

The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of its duties.

**SECTION 2. ESCROW ESTABLISHED**

The Applicant hereby creates an escrow to be established within the Controller of the Township.

**SECTION 3. ESCROW FUNDED**

The Applicant, upon execution of this agreement, shall pay to the Township such sums as are required by Ordinance to be deposited in the repository referred to in Section 2.

**SECTION 4. INCREASE IN ESCROW FUND**

If, during the existence of this Escrow Agreement, the funds held by the escrow shall be insufficient to cover any voucher or bill submitted by the professional staff and reviewed and approved by the Director of the Department of Community Development or the Director's designee. The Applicant shall, within fourteen (14) days of receipt of written notice, deposit additional sums with the escrow holder to cover the amount of the deficit referred to above and such additional amount reasonably anticipated by the Director needed to complete the application process. **Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Planning Board or Zoning Board, nor shall any further inspections be performed by or on behalf of the Township until such additional escrow has been deposited.** Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by *N.J.S.A. 40:55D-1 et seq* and particularly *N.J.S.A. 40:55D-51* and *N.J.S.A. 40:55D-73* thereby barring an applicant from seeking a default approval under *N.J.S.A. 40:55D-10.4*.

The written notice referred to in this paragraph shall be sent to:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
\_\_\_\_\_  
(Address)

Unless otherwise shown, receipt shall be presumed to have occurred three (3) days after mailing. The notice required under this paragraph shall be in the form of a Project Account Statement sent from Office of the Controller.

After a period of forty five (45) days from the notice from the Township, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. If the escrow funds are depleted, after the application is filed or granted, the applicant shall pay additional

funds upon demand within the aforementioned fourteen (14) day period. The failure to pay ,the demanded funds may also result in a voiding of any prior approvals upon due notice to the applicant by the Board. In addition to the foregoing, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the above-described property and shall be collectable as in the case of taxes by the adoption of a resolution by the Township governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

In the event of the sale or transfer of property which is the subject of a development application or a change in the identity of the applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in questions and shall be considered to be the asset and/or obligation of any subsequent owner or applicant unless the initial owner or applicant provides written notice to the approving authority, and to the professionals providing review services, that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received by the Township officials and professionals, no further review shall be undertaken by relevant professionals until the new or subsequent owner or applicant has established an escrow account and signed an escrow agreement.

**SECTION 5. TIME OF PAYMENT**

The professionals referred to in this Agreement, upon the conclusion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the Township for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the amounts of all fees and costs incurred as a result of the services set forth under Section 1 of this Agreement.

**SECTION 6. PAYMENTS FROM ESCROW FUNDS**

The Director or designee shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this Agreement. Upon making a determination that said services have been performed properly, the Director or his designee shall process said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Township. At the conclusion of this processing, the amounts specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this agreement.

**SECTION 7. APPLICANT NOTIFICATION TO DISPUTE CHARGES**

Pursuant to N. J. S. A. 40:55D -53. e. t seq. applicants shall notify in writing Cherry Hill Township, Department of Community Development, and the professional whenever applicants disputes the charges made by a professional for service rendered to the municipality in reviewing applications for development, review and preparation of documents, inspection of improvements, or other charges made. The Township, or its designee, shall within a reasonable time period attempt to mediate any disputed charges. If the matter is not resolved to the satisfaction of the applicant, the applicant may appeal to the Camden County Construction Board of Appeals.

**SECTION 8. RETURN OF UNUSED ESCROW FUNDS**

Escrow funds cannot be refunded for at least one hundred twenty (120) days from the time of a final decision of the Planning or Zoning Board. After one hundred twenty (120) days, a request to refund unused escrow may be made by letter.

**IN WITNESS WHERE OF**, the parties hereto have set their hands and seals the date first written above.

---

SIGNATURE (*Applicant\**)

*\* If the applicant is a corporation, this signature must be attested to by an attorney.*

## 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:  Individual/Sole proprietor     Corporation     Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ -----  
 Other (see instructions) ▶

Exempt payee

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

Requester's name and address (optional)

City, state, and ZIP code

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.

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

Social security number
<div style="display: flex; justify-content: space-around; width: 100%;"> <span>⋮</span> <span>⋮</span> </div>
or
Employer identification number
<div style="display: flex; justify-content: space-around; width: 100%;"> <span>⋮</span> <span>⋮</span> </div>

### 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. citizen or other U.S. person (defined below).

**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 ▶

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

### 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.

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. 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.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**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,

**P R O P E R T Y   L I S T   R E Q U E S T**

I am requesting a list of property owners within two hundred (200') feet of the following subject property:

ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

BLOCK(S): \_\_\_\_\_                      LOT(S): \_\_\_\_\_

DATE: \_\_\_\_\_                      APPLICATION No.: \_\_\_\_\_

REQUESTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_                      PHONE NUMBER: \_\_\_\_\_

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

A fee of \$10.00 or \$.25/name is required, whichever is greater. Checks or money orders made payable to 'The Township of Cherry Hill' can be submitted to the Department.

FEE RECEIPT No.: \_\_\_\_\_

**N O T I C E   O F   H E A R I N G   ( F o r m   P B   1 )**

**To Property Owners within 200 feet of Subject Parcel to be heard before the Planning Board**

In accordance with the requirements of the Cherry Hill Township Ordinances and Municipal Land Use Law N.J.S.A. 40:55D-12 of the Revised Statutes of New Jersey, you are hereby notified that an application has been filed by the undersigned with the Planning Board Administrator. The application and plans are available for examination in the Department of Community Development during normal business hours. You may contact the Planning Board Administrator and the Department of Community Development at (856) 488-7870 for definitive information on consideration of the application.

Take notice that a public hearing will be conducted before the Planning Board in connection with this application in the Council Chambers (Room 208) of the Municipal Building on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ at 7:30 p.m.

**PROPERTY INVOLVED:**

APPLICATION No.: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

TOWNSHIP TAX MAP PLATE: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_

PRESENT USE: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCES REQUESTED: \_\_\_\_\_

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

*and any other variances, waivers or approvals deemed necessary by the Planning Board.*

Further take notice that said Planning Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Planning Board Secretary concerning such adjournments, postponements, or continuations.

\_\_\_\_\_  
APPLICANT



**P U B L I C   N O T I C E (Form PB 3)**

The Courier Post is the official newspaper of the Township of Cherry Hill. If legal notice is required for an application, the notice should be published at least ten days prior to the scheduled hearing date. Applicants are also required to publish a notice of decision after the adoption of a resolution by the Planning Board. Below is the contact information for the Courier Post and sample formats for legal notices:

THE COURIER POST  
301 CUTHBERT BOULEVARD  
CHERRY HILL, NJ 08002  
  
PHONE: (888) 516-9220  
FAX: (866) 829-5015  
EMAIL: [clegals@gannett.com](mailto:clegals@gannett.com)

*PLEASE BE ADVISED THAT THE COURIER POST REQUIRES SUBMISSION OF LEGAL NOTICES TWO (2) DAYS PRIOR TO THE DATE TO BE PUBLISHED.*

**SAMPLE PUBLIC NOTICE**

PLEASE TAKE NOTICE that the undersigned has applied to the Planning Board of the Township of Cherry Hill for relief from: \_\_\_\_\_

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

and any other variances, waivers or approvals deemed necessary by the Planning Board.

On property located at: \_\_\_\_\_

and more specifically known as Block(s): \_\_\_\_\_ Lot(s): \_\_\_\_\_

A Public Hearing will be held regarding Application # \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_, at 7:30 PM in the Council Chambers (Room 208) of the Municipal Building, 820 Mercer Street, Cherry Hill, New Jersey at which time you may appear either in person or by attorney and present objections you may have to this Application. The application and plans are available for examination in the Department of Community Development, 820 Mercer Street, Cherry Hill, New Jersey from 9:00 AM to 5:00 PM Monday to Friday. This notice is being given in accordance with the requirements of the Cherry Hill Township Ordinances and Municipal Land Use Law *N.J.S.A.40:55D et. seq.*

Further take notice that said Planning Board may at its discretion, adjourn, postpone, or continue the said hearings from time to time, and you are hereby notified that you should make diligent inquiry of the Planning Board Secretary concerning such adjournments, postponements, or continuations.

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
ADDRESS



You couldn't pick a better place.

# Zoning Permit application

ADDRESS: \_\_\_\_\_ BLOCK(S): \_\_\_\_\_

ZONE: \_\_\_\_\_ LOT(S): \_\_\_\_\_

RESIDENTIAL (Fee: \$20.00)       NON-RESIDENTIAL (Fee: \$50.00)

EXISTING USE: \_\_\_\_\_

PROPOSED IMPROVEMENTS AND/OR USE (be specific): \_\_\_\_\_

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

### CERTIFICATE OF OCCUPANCY

TENANT FIT-UP       CHANGE OF USE       CHANGE OF OWNER       CHANGE OF OCCUPANCY

### BUILDING PERMIT (scaled copy of survey required, please complete information in box)

FENCE       DECK/PATIO       NEW DWELLING       ACCESSORY USE  
 SHED       POOL/HOT TUB       ADDITION       OTHER

SIZE: _____' x _____'	HEIGHT: _____'	DEPTH: _____'	
LENGTH                      WIDTH			
SETBACKS: FRONT: _____'	REAR: _____'	SIDE: _____'	BOTH SIDES: _____'
Is the lot an inside or corner lot? <input type="checkbox"/> INSIDE LOT <input type="checkbox"/> CORNER LOT			
Will TREES be removed? <input type="checkbox"/> NO <input type="checkbox"/> YES      If Yes, how many? _____ # OF TREES			

Was Planning Board or Zoning Board approval required for this improvement and/or property?

NO       YES      If Yes, what is the APPLICATION No.: \_\_\_\_\_      DATE APPROVED? \_\_\_\_\_

**APPLICANT**       SAME AS OWNER

**OWNER**

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE: \_\_\_\_\_

PHONE: \_\_\_\_\_

PERMIT No.: \_\_\_\_\_      DATE SUBMITTED: \_\_\_\_\_      DATE PROCESSED: \_\_\_\_\_

**C O N S E N T   T O   A S S U M E   L I A B I L I T Y**  
Relative to (45 day) Time Frame for Appeal

**PROPERTY INVOLVED:**

APPLICANT'S NAME: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_                      BLOCK(S): \_\_\_\_\_                      LOT(S): \_\_\_\_\_

APPLICATION No.: \_\_\_\_\_

NATURE OF RELIEF OR VARIANCES REQUESTED: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The undersigned applicant, or attorney on behalf of the applicant, hereby acknowledges that the time frame for appeal of the decision of the Cherry Hill Township Planning Board, relative to the above mentioned application, has not expired pursuant to *N.J.S.A. 40:55D-17*. The applicant agrees that he/she will not hold Cherry Hill Township liable for any damages arising from the use of the property prior to the appeal period having expired.

\_\_\_\_\_  
SIGNATURE (APPLICANT / ATTORNEY)

\_\_\_\_\_  
DATE