

**WARREN TOWNSHIP ZONING BOARD OF ADJUSTMENT
APPLICATION FOR VARIANCE, APPEAL OR INTERPRETATION**

Name of Applicant: _____ Phone #: _____

Address: _____

Owner's Name: _____ Phone #: _____

Address: _____

Attorney's Name: _____ Phone #: _____

Firm & Address: _____

Name & Address of person preparing plans: _____ Phone#: _____
(Profession)

Name: _____

Address: _____

Name and Address of Intended witness: (List additional names on rider)

_____ Phone #: _____

_____ Phone #: _____

Location of Property: _____
(Street Number & Name)

_____ *(Tax Map Block)* _____ *(Lot)* _____ *(Zone)* _____ *(Total Area of Acreage)*

Total Square Footage of Building: _____ Total Square Footage of Lot: _____

Number of Stories: _____

List any zoning variances known, design standard exceptions or waivers required: and attach as a separate rider, you factual basis and legal theory for the relief sought. If an appeal or interpretation is involved set forth on the rider the reasons why the relief you are seeking should be granted.

Deed restriction that apply or are contemplated (If no restrictions, circle "NONE", if "YES") Attach copy.

_____ Change in Occupancy, Utilizing Existing Facilities

_____ Addition(s) or Expansions of Existing Facilities

_____ All New Construction

_____ Site Work Only

Present or Previous Use: _____

Proposed Use: _____

Briefly describe and prior or presently pending proceedings before the Warren Township Zoning/Planning Board or any other Federal, State or Local Board or Agency involving the property which is subject to this application.

If applicable, attach completed application forms for subdivision or site plan approval.

Signature of Applicant(s)

Date

Consent of Owner(s) if other than applicant

I (we) the undersigned being the owners of the lot or tract described in the forgoing application hereby consent to the making of this application and the approval of the plans submitted herewith.

Date: _____

(Title or office if corporation or partnership)

Do not write below this line-for official use only

Class of Approval Requested

_____ (a) Appeal

_____ (b) Interpretation

_____ © Bulk Variance

_____ (d) Use Variance

**WARREN TOWNSHIP BOARD OF ADJUSTMENT
TECHNICAL CHECKLIST – VARIANCE APPLICATION**

Applicant’s Name and Address:

Telephone #: _____ Case #: _____

Location: _____
(Block) (Lot) (Street Address)

Submitted plans must be deemed complete in accordance with this checklist prior to scheduling a hearing before the Board of Adjustment. Plat plans will be determined either complete or not complete within 45 days of date of submitted to the “Warren Township Board of Adjustment Clerk”.

APPLICANTS SHALL CHECK OFF ALL ITEMS AS SUBMITTED, NOT APPLICABLE, OR WAIVER REQUESTED.

PLEASE NOTE: Any request for waiver must accompany this application as a separate rider, denoting reasons why the waiver should be granted. The Board of Adjustment will review your request and notify you whether or not the waiver has been granted.

PLAT DETAILS	SUBMITTED	NOT APPLICABLE	WAIVER REQUESTED	FOR BOARD OF ADJUSTMENT USE
1. 2 copies of completed application and checklist.				
2. Application fee in accordance with Warren Township Ordinance: 15-5.2 Fees Board of Adjustment (A) Appeal filed pursuant to <u>N.J.S.A. 40:55D-70 (a)</u> : 1. Residential.....\$150.00 2. Other.....\$300.00 (b) Appeals filed pursuant to <u>N.J.S.A. 40:55D-70 (b)</u> : 1. Residential.....\$150.00 2. Other.....\$300.00 (c) Appeals filed pursuant to <u>N.J.S.A. 40:55D-70 (c)</u> : 1. Residential.....\$200.00 2. Other.....\$300.00 (d) Appeals filed pursuant to <u>N.J.S.A. 40:55D-70(d)</u> : 1. New Use or structure: a) Residential-\$200.00 for the first dwelling unit, then add \$25.00 for each additional unit.....\$200.00 (b) Non Residential.....\$300.00 e) Appeals filed pursuant to <u>N.J.S.A. 40:55D-34</u>\$150.00 f) Appeals filed pursuant to <u>N.J.S.A. 40:55D-36</u>\$150.00				

PLAT DETAILS	SUBMITTED	NOT APPLICABLE	WAIVER REQUESTED	FOR BOARD OF ADJUSTMENT USE
<p>1. Escrow fee in accordance with Warren Township Ordinance 15-5 Escrow funds required:</p> <p>A) Appeals filed pursuant to <u>N.J.S.A. 40:55D-70 (a)</u></p> <p>1. Residential.....\$1,000.00</p> <p>2. Other.....\$2,000.00</p> <p>b) Appeals filed pursuant to <u>N.J.S.A. 40:55D-70(b)</u></p> <p>1. Residential.....\$2,000.00</p> <p>2. Other.....\$5,000.00</p> <p>c) Appeals filed pursuant to <u>N.J.S.A. 40:55D (c):</u></p> <p>1. Residential**</p> <p>**Residential variances which concern subdivisions, site plans, isolated lots and lots not fronting on improved roads (all other residential variances shall have no escrow requirements).....\$2,000.00</p> <p>Other.....\$5,000.00</p> <p>(d) Appeals filed pursuant to <u>N.J.S.A. 40:55D(d):</u></p> <p>1. New use structure:</p> <p> i. Residential.....\$4,000.00</p> <p> ii. Nonresidential-see escrow required under subsection 15-5.3a.3 \$5,000.00</p> <p>2. Extension, alteration or repair of existing use or structure:</p> <p>3. i. Residential.....\$2,500.00</p> <p> ii. Nonresidential-see escrow required under Subjection 15-5.3a.3</p> <p>e) Appeals filed pursuant to <u>N.J.S.A. 40:55D-34</u>.....\$4,000.00</p> <p><u>N.J.S.A. 40:55D-36</u>.....\$4,000.00</p>				
4. Signed Developer's Escrow Agreement				
5. Owner's Letter of consent if applicant is other than owner				
6. Certification by tax collector that all taxes have been paid through the current quarter				
7. Certification of Township Engineering Department of compliance with Watercourse Protection & Flood Hazard regulation (Section 15-10) or, in the alternative, certification by the Warren Township Engineering Department that the structure is not located in the Watercourse protection area. If the structure is located in the Watercourse protection area, site plan approval is required.				
8. 14 Folded blue on white prints in accordance with the following:				
9. Name and address of owner and applicant shown on plans				
10. Name and address of person preparing plans, including signature, date, seal and license number shown on plans				

PLAT DETAILS	SUBMITTED	NOT APPLICABLE	WAIVER REQUESTED	FOR BOARD OF ADJUSTMENT USE
11. North arrow				
12. Names of adjoining property owners within 200 feet with respective block and lot numbers				
13. Designation of Zoning District				
14. Tax Map identification (sheet number, block and lot numbers) shown on the plans				
15. All existing and proposed streets shown on plans				
16. Location and width of all existing and proposed easements				
17. Proper scale (1"=40' minimum) labeled on plat (1 inch = 40 feet)				
18. Entire tract on one sheet at scale not more than 1" = 100' (1 inch equals 100 feet)				
19. Date and revision dates on each sheet. (Overall plan revision dates to be shown on cover sheet)				
20. All proposed plot lines, as well as any lot lines to be eliminated, must be clearly indicated on plans				
21. Location of all existing buildings and structures				
22. Height and size of existing buildings and structures				
23. Percent (%) coverage for: a. lot coverage of building b. Lot coverage of all buildings, decks, and pavements c. Floor area ratio				
24. Indicate on plans those structures to be removed				
25. Designate and note any existing structure, which are on the Historic Landmarks' inventory (Maintained by Somerset County)				
26. Show location and size (square footage) of existing and proposed driveways				
27. Area in square feet of all existing and proposed lots				
28. Dimensions are (in square feet) and height of proposed buildings, additions or structures				
29. Mark front yard, side yard and rear yard setbacks lines on plan				
30. Show location of septic fields if applicable				
31. Show location of well and indicate if it is the sole source of drinking water if applicable				

PLAT DETAILS	SUBMITTED	NOT APPLICABLE	WAIVER REQUESTED	FOR BOARD OF ADJUSTMENT USE
32. Applicant will provide a disk in Autocad format, acceptable to the Township Engineer, at the time maps are submitted for signature by the Board, with all information necessary to update Township Tax Maps as a result of any development approval finally granted. In accordance with Ordinance No. 03-05 Section 15-6 (Checking the "submitted" column signifies applicant agrees.)				
33. Recycling Plan pursuant to the provisions of subsection 11-1.16.				
34. For Telecommunications Facilities a Structural Integrity Report must be submitted by a qualified expert certifying that the tower & equipment comply with BOCA requirements in accordance with Ordinance 2000-18 Section 16-5.31(g)3				
35. APPLICATION FEES (j) Wireless Telecommunications Facilities (1) if no new tower is proposed \$2,500 (2) if a new tower is proposed \$4,000				
36. ESCROW FEES (g) Wireless Telecommunications Facilities (1) if no new tower is proposed \$ 5,000 (2) id a new tower is proposed \$10,000				

The Board of Adjustment may require submissions of additional information not specified in this checklist as are reasonably necessary to make an informed decision as to whether the requirements necessary for approval of the application shall not be deemed incomplete for lack of any such additional information or for any revisions in the accompanying documents so required (Municipal Use Law Chapter 291C. 40:55D-10.3) (Ord. No. 92-33).

DEVELOPERS ESCROW AGREEMENT

The undersigned applicant hereby agrees that if the Escrow amount submitted with this application is not sufficient to cover professional charges and/or fees, he/she will provide additional funds as deemed necessary by the Escrow Official in accordance with Section 17-4.4 "Fees" of the Revised General Ordinances of the Township of Warren.

In the event it is determined that additional funds are required, the Board Secretary or Escrow Official shall notify the applicant. The applicant agrees to pay the additional fees (14) fourteen days of said notice.

Applicant further agrees and acknowledges that if the aforesaid "additional fees" are not paid within the time specified, all processing of the applicant's application will be terminated until the payment is made in full. In any event, no Certificate of Occupancy will be issued by the Construction Code Official until such time that the applicant has posted all outstanding balances to cover all escrow charges with the escrow official.

The Township agrees that in the event that amounts deposited in said escrow account shall be in excess of the amount required for professional review and charges, the excess funds plus any accrued interest due to applicant in accordance with the law (MLUL 40:55D-53.1); shall be returned to the applicant within 90 days of the signing of the plans by the Chairman and Secretary of the Board, providing the applicant has submitted a written request for this release.

If, however; no request for release is received the monies shall remain in the individual escrow account until issuance of Certificate of Occupancy, at which time the unused monies shall be automatically released.

I, the applicant, have carefully read and understand the above Developers Escrow Agreement and hereby agree to abide by the conditions set forth above. I further understand that should I not abide by these conditions summary collection proceedings may be initiated by the Township.

Date: _____ Applicant's Signature: _____

Applicant's Tax ID #: _____

WARREN TOWNSHIP ZONING BOARD OF ADJUSTMENT

PUBLIC HEARING PROCEDURES

As required by law, the Board of Adjustment must follow certain procedures during its hearings. The following outlines those procedures.

A printed agenda, a copy of which is available on the witness table in front of the room, lists the cases scheduled for the meetings.

Not all cases on an agenda are necessarily completed during a given meeting. If a case has not been completed by 11p.m., the Chairman will announce a date at which the hearing will be continued. This date should be noted carefully. Notices in writing for the cases to be continued will normally not be repeated. To confirm a re-scheduling, an interested person may call the Board of Adjustment at extension #243 between 8:30 a.m. and 4 p.m.

PROCEDURES

A Board of Adjustment hearing is similar at a Court proceeding. The Chairman conducts the proceeding. The Board renders a determination. To support merits of his case, the applicant may provide the testimony of expert witnesses. The Board Members, its Professionals (Board Attorney, Planning/Zoning Officer and Engineer) as well as the public have the right to cross-examine these experts and other witnesses.

Once a case is announced by the Chairman, the applicant, sometimes represented by an Attorney, will come forward. Those involved in the application are introduced. The nature of the proposal is explained and witnesses are called.

During the latter part of the hearing, members of the public will be given the opportunity to comment on the application as well as present their own expert witnesses. The applicant has the right to cross-examine those who make statements or testify; therefore, those statements should be supportable by facts. Hearsay evidence and petitions are not admissible. A petition is not permitted, since all the signers may not be present to be sworn in and cross-examined.

A verbatim record of the proceedings is kept by tape recorder and by court reporter. The Chairman determines when the public may speak. The public should wait to be called upon.

PUBLIC QUESTIONS

Those with QUESTIONS ONLY should raise their hands. When acknowledged by the Chairman, he/she should approach the podium, state their name & address and direct the question to the person from whom a response is requested. Responders will testify only in their area of expertise. Once the questioning by the public is finished, the Chairman will temporarily close the hearing to the public. This procedure will follow the testimony of each expert. After all witnesses have been presented and testimony completed, the Board and its Professionals will ask any final questions.

PUBLIC COMMENTS

The Chairman will open the meeting for STATEMENTS. At this time, the public has the opportunity to make a comment on the proposal or to offer testimony. Those requesting to be heard are considered as witnesses. When called upon, he/she must approach the podium and be sworn in by the court reporter. The speaker must announce full name (including spelling of it) as well as address. The remarks may be directed to a specific person or to the Board.

The Chairman has the right to close the public portion of the hearing and/or to exclude irrelevant, immaterial or unduly repetitious evidence. Also, the Chairman may limit the time or number of questions a citizen may ask, in order to give adequate time to others.

After a case has been heard and decided, whether approved or denied, the Board must adopt a Resolution memorializing the decision.

ABOUT THE BOARD

The Warren Township Committee appoints the members of the Board of Adjustment. The Board was created by a statute known as the Municipal Land Use Law and by Township Ordinance. The Board is considered quasi-judicial. No members of the Board may be an elected official. The Board consists of seven regular members as well as two alternate members. A maximum of seven members may vote on any application.

Each January, the Board holds a re-organizational meeting during the first ten days of the month. New members, who have not been sworn in previously, would be sworn in at that time. A Chairman, Vice Chairman and Secretary are elected. The Board Clerk, the Attorney and Planner are appointed to assist the Board. The Board establishes meeting dates for the year and adopts the Rules of Order. The Chairman appoints a Committee Chairman and two members to a Site Plan and Sub-Division Review Committee.

If you have any questions, you should call Maryellen Vautin, Board Clerk, at (908) 753-8000 ext. 243 at the Municipal Building during business hours - 8:00 a.m. and 4:00 p.m.

HOW TO PREPARE AN APPEAL TO THE WARREN TOWNSHIP BOARD OF ADJUSTMENT

1. Obtain packet containing Variance Application and Checklist from Clerk to the Board of Adjustment. (Phone Number: 908-753-8000 ext. 243)
2. Obtain Certified Property List from Engineering office - \$10.00
3. Submit the following to the Clerk of the Board of Adjustment:
 - a. Completed Application with Checklist noting submitted documents & material, in triplicate
 - b. Completed Certifications from the Tax Collector & Engineering Department
 - c. Fourteen (14) copies of an accurately drawn plot plan in accordance with the Checklist requirements. If applicable, provide the required number of any documents accompanying the application
 - d. Fourteen (14) copies for Site Plan Approval of an accurately drawn site plan & pertinent documents in accordance with the checklist requirements for submission to the T.C.C.
 - e. Check made payable to "WARREN TOWNSHIP" for required application fee indicated in the Checklist
 - f. Submit a separate check for required escrow made payable to :
WARREN TOWNSHIP" for the amount indicated in Checklist
4. **BEFORE SERVING ANY NOTICES, OBTAIN DATE OF PUBLIC HEARING FROM CLERK, WHO WILL REVIEW YOUR APPLICATION FOR COMPLETENESS. THE BOARD ATTORNEY WILL REVIEW YOUR SAMPLE NOTICES PRIOR TO PUBLICATION & SERVICE**
5. At least ten (10) days prior to the date of Public Hearing, you will be required to place a Notice of Public Hearing of your case in: "THE COURIER NEWS", the official newspaper of the Municipality.
6. At least ten (10) days prior to the date of Public Hearing, you will be required to notice the Property Owners on the Certified List you obtained from Engineering via certified mail or personal service
7. At least five (5) days prior to the date of Public Hearing, submit the following to the Clerk:
 - a. Property Owners list completed as to date & manner of service
 - b. Sample copy of Notice of Public Hearing as served on property owners
 - c. Proof of publication of Notice of Public Hearing as published in the Courier News
 - d. Notarized Affidavit of Service of Notice
8. At the time of the hearing, applicant must appear in person or be represented by an Attorney. Corporations & Partnerships **MUST** be represented by an Attorney.

NOTE: The Board of Adjustment meets on either the first or third Monday of each month at 7:00 p.m., unless otherwise indicated. The Schedule of Public Meeting Dates are posted on the Municipal Bulletin Board.

INSTRUCTIONS...COMPLETE THE FOLLOWING "NOTICE OF PUBLIC HEARING"

SEND TO: All property owners within the 200 ft. property search list & "THE COURIER NEWS LEGAL AD DEPARTMENT" **AT:** cnlegals@gannett.com **AT LEAST 17 DAYS PRIOR TO THE HEARING TO ENSURE PUBLICATION AT LEAST 10 DAYS PRIOR TO THAT DATE.**

THE CLERK TO THE BOARD OF ADJUSTMENT WILL ADVISE YOU OF THE DATE OF THE HEARING.

NOTICE OF PUBLIC HEARING

Please take notice that on _____ at 7:00 p.m., in the meeting room located at the Municipal Court, 44 Mountain Blvd., Warren, NJ, the Warren Township Board of Adjustment will hold a public hearing on the following application, at which time and place all interested parties will be given an opportunity to be heard.

CASE NO. _____ BLOCK _____ LOT _____

Location of the property is _____ Warren, NJ

Application for a variance has been made to permit:

This would involve the following violations:

The property is owned by: _____

The maps and documents for which approval is sought shall be available at the Municipal Building in the office of the Clerk to the Board of Adjustment at 46 Mountain Blvd., Warren, NJ during the Clerk's regular business hours.

Date: _____

IN ACCORDANCE WITH THE ATTACHED CHECK LIST, IF YOUR PROPERTY IS CONNECTED TO THE TOWNSHIP SEWER LINE OR WILL BE SERVED BY A SEWER CONNECTION IF APPROVAL IS GRANTED, KINDLY BRING THE FOLLOWING FORM TO THE SEWER AUTHORITY OFFICE FOR COMPLETION. YOU WILL THEN BE REQUIRED TO RETURN THIS FORM TO THE BOARD OF ADJUSTMENT WITH YOUR APPLICATION DOCUMENTS.

MEMO TO: WARREN TOWNSHIP SEWER AUTHORITY
FROM: WARREN TOWNSHIP BOARD OF ADJUSTMENT

RE: APPLICANT _____
OWNER OF OTHER THAN APPLICANT _____
BLOCK _____ LOT _____
ADDRESS _____
PURPOSE OF APPLICATION _____

The above-mentioned applicant is in the process of filing an appeal to the Board of Adjustment. This office would appreciate your review of the enclosed documents and advising us if you are willing to give "Certification of the Warren Township Sewer Authority" as required by item #7 in the Variance Check list.

Please furnish me with the following information regarding the above property.

- () Applicant must obtain approval from the Sewerage Authority prior to Certification being issued.
- () Applicant has received Sewer approval-documents attached.
- () All user and connection fees have been paid to date.
- () The following are delinquent and past due:
- () Additional comments:

Date: _____
Sewer Authority

IN ACCORDANCE WITH THE ATTACHED CHECK LIST, KINDLY BRING THE FOLLOWING FORM TO THE TAX COLLECTOR'S OFFICE FOR COMPLETION. YOU WILL THEN BE REQUIRED TO RETURN THE FORM TO THE BOARD OF ADJUSTMENT OFFICE WITH YOUR APPLICATION DOCUMENTS.

MEMO TO: WARREN TOWNSHIP TAX COLLECTOR
FROM: APPLICANT _____
RE: BLOCK _____ LOT _____
ADDRESS _____

Please furnish me with the following information regarding the above property:

- () All taxes due have been paid.
- () The following are delinquent and past due.

Date: _____
Tax Collector's Office

IN ACCORDANCE WITH CHECKLIST REQUIREMENTS, KINDLY SUBMIT A COPY OF YOUR SURVEY OR SITE PLAN AND THE FOLLOWING FORM TO THE ENGINEERING DEPARTMENT FOR COMPLETION. YOU WILL BE REQUIRED TO RETURN THE FORM TO THE BOARD OF ADJUSTMENT OFFICE WITH YOUR APPLICATION DOCUMENTS.

WARREN TOWNSHIP
ENGINEERING DEPARTMENT CERTIFICATION

APPLICANT: _____

BLOCK: _____ LOT: _____

ADDRESS: _____

IN COMPLIANCE WITH THE WATERCOURSE PROTECTION AND FLOOD HAZARD REGULATION (SECTION 15-10), THE ENGINEERING DEPARTMENT REVIEW OF THE SUBJECT FILE CERTIFIES THE FOLLOWING:

1. _____ PROPOSED STRUCTURE IS NOT LOCATED IN THE WATERCOURSE PROTECTION AREA.

2. _____ STRUCTURE IS LOCATED IN THE WATERCOURSE PROTECTION AREA AND REQUIRES SITE PLAN APPROVAL.

DATE

WARREN TOWNSHIP ENGINEERING DEPARTMENT

Township of Warren Board of Health

Somerset County

46 Mountain Boulevard, Warren, New Jersey 07059-5695
908-753-8000 Extension 239 – (Fax) 908-757-9173

APPLICANTS TO BOARD OF ADJUSTMENT HEALTH DEPARTMENT CERTIFICATION

Review Date: _____

By: _____
for Kevin G. Sumner, Health Officer

Block: _____ Lot(s) _____ Date: _____

Kindly submit copy of Survey or Plot Plan – See guidance document attached.

Owner: _____

Address _____ Phone Number (Day) _____ Phone Number (Eve.) _____

Applicant (if different): _____

Address _____ Phone Number (Day) _____ Phone Number (Eve.) _____

Address of Site: _____

PREVIOUS SITE USE:

(Owner/Applicant must answer questions 1-5 only)

- Water Supply _____ Public _____ Well _____ Well Depth _____
If well, indicate location on Plot Plan.
- Excrement & laundry waste disposal: _____ Septic System _____ Sewers _____
If septic, indicate location on Plot Plan.
- Underground storage tanks on site: _____ Yes _____ No _____
If “yes”, indicate on Plot Plan the location of heating oil and any other underground storage tanks.
- Number of bedrooms in house:
A. Before changes: _____
B. After changes: _____
- Proposed changes: _____

I attest that, to the best of my knowledge, all of the above statements are true and accurate.

Owner Date

Applicant (if different) Date

**WARREN TOWNSHIP HEALTH DEPARTMENT
BUILDING ADDITION/BOARD OF ADJUSTMENT CHECKLIST**

Please provide the following information on a sketch or survey.

- _____ 1. **Provide a survey/map of property showing:**
 - a. **Street location**
 - b. **Property lines**
 - c. **House location**
 - d. **Driveways**
 - e. **Septic location (septic tank, field location, clean-outs, etc.) – present or past**
 - f. **Decks or patios**
 - g. **Pools**
 - h. **Garages**
 - i. **Fences**
 - j. **Walls**
 - k. **Sewer line location**
 - l. **Gas line location**
 - m. **Main line location**
 - n. **Well or wells (present or past)**
 - o. **Underground storage tanks (fuel oil, gasoline) – past of present**
 - p. **Easements**

- _____ 2. **Provide record of septic tank pumping.**

- _____ 3. **Provide information showing that septic has been properly abandoned (including location).**

- _____ 4. **Provide information showing that portable/irrigation well has been abandoned (including location).**

- _____ 5. **Provide information on abandonment of underground storage tank (including location).**

- _____ 6. **Number of bedrooms before addition _____
Number of bedrooms after addition _____**

- _____ 7. **Provide well water analysis results.**

- _____ 8. **Complete “Septic System Certification”**

- _____ 9. **Structures have been demolished.**

- _____ 10. **Other Conditions:** _____

This checklist is provided as an aide completing the application. Further information may be required following review.

Board of Adjustment Certification

Page Two

Board of Health Department review of the subject file reveals the following conditions on the subject property:

- 6. _____ The changes proposed do not meet minimum specification distances.

- 7. _____ The application does not meet the standards of the NJAC 7:9A in that:

- 8. _____ The Board of Health records indicate the following problems with the existing subsurface sewage disposal system or well:

- 9. _____ The proposed addition/alteration can be expected to increase the volume of discharge to the subsurface sewage disposal system (NJAC 7:9A-3.3(b) as defined by statute.

- 10. _____ As required by NJAC 7:9A for approval of the proposal the subsurface sewage disposal system must be expanded to conform to code.

- 11. _____ Comments: _____

_____ for Kevin G. Sumner, Health Officer
Date: _____

Attachment: Guidance document

PLEASE PRINT OUT THE **W-9 FORM** FROM THE ATTACHED LINK RETURN COMPLETED FORM TO THE BOARD OF ADJUSTMENT OFFICE WITH YOUR APPLICATION DOCUMENTS.

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>