

Wayne Township
Planning and Zoning Department

**INSTRUCTIONS FOR DE MINIMIS EXCEPTION FROM THE RESIDENTIAL SITE
IMPROVEMENT STANDARDS (N.J.A.C. 5:21)**

1. Filling out the Forms

- A. Fill out the application form completely.
- B. Remit the appropriate fees with the application.
- C. Applicants who are corporations, partnerships, LLCs, etc., must be represented by counsel. Applicants who are individuals must be represented either by themselves or by counsel.

2. Submission Package

- A. Submit to the Planning and Zoning Department twenty (20) collated application packages.
- B. Your application package is to consist of twenty (20) collated package of:
 - Application form
 - Plan showing the *de minimis* exception proposal
 - Architectural drawings (if necessary)
 - Any other documentation you deem necessary for your application

Wayne Township Department of Planning and Zoning
475 Valley Road
Wayne, NJ 07470

www.waynetownship.com

973-694-1800, x 3282

Monday, Wednesday – Friday, 8:30 a.m. to 4:30 p.m.

Tuesday, 8:30 a.m. to 7:00 p.m.

**WAYNE TOWNSHIP DEPARTMENT OF PLANNING AND ZONING
LAND DEVELOPMENT APPLICATION**

**DE MINIMIS
EXCEPTION
REQUEST**

The undersigned, as Applicant/Owner of the subject property identified herein, hereby makes application to the Township of Wayne for (check all that apply):

1. APPLICANT INFORMATION

Name: _____

Mailing Address: _____

Telephone/E-mail: _____ / _____
Daytime phone E-mail

Applicant is a: (check applicable status)

Corporation Partnership Individual (s) Other _____
(please specify)

Corporate/LLC/Partnership, etc.: List all persons owning 10% or more of the stock in the corporation in compliance with N.J.S.A. 40:55D-48.2

Name	Address	% Interest
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

Relationship of applicant to property (check applicable status):

Owner Contract Purchaser Lessee Other _____
(please specify)

Attorney's Name: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Preparation of plans by:

Name: _____

Address: _____

Tel: _____ E-mail: _____

2. SUBJECT PROPERTY INFORMATION

Subject Property Owner's name: _____

Wayne street address of the Subject Property: _____

Tax Map Block(s): _____ Lot(s): _____ Zone District(s): _____

Existing Use of Property: _____

3. NATURE OF APPLICATION

Clearly detail your proposal (attach additional sheets if necessary)

4. OTHER DOCUMENTATION

Are there any existing Deed Restrictions? ___ No ___ Yes (attach copy of restrictions)

Are there any proposed Deed Restrictions? ___ No ___ Yes (attach copy of proposed restrictions)

5. RELIEF

RSIS *De Minimis* Exceptions Requested (use sep. sheet if necessary)

6. VERIFICATION AND AUTHORIZATION

Owner's Statement: I, the undersigned, being the owner of the property described in this application, hereby consent to the making of this application and the approval of the plans submitted. I hereby authorize members of the Land Use Board and its staff to conduct a site visit of the premises that are the subject of this application.

Property Owner's Name (PRINTED) _____ Property Owner's Signature _____ Date _____

Applicant's Statement: I hereby certify that the above statements made by me and the statements and information contained in the papers submitted in connection with this application are, to the best of my knowledge, true and accurate.

Applicant's Name (PRINTED) _____ Applicant's Signature _____ Date _____

Sworn and Subscribed before me

_____ day of _____
Month Year

(Notary)

LEGAL NOTICE
ORDINANCE NO.5
2018
TOWNSHIP OF WAYNE
COUNTY OF PASSAIC
STATE OF NEW JERSEY
EFFECTIVE DATE: APRIL 4, 2018

AN ORDINANCE TO AMEND AND SUPPLEMENT CHAPTER 134 (LAND DEVELOPMENT)
OF THE CODE OF THE TOWNSHIP OF WAYNE

BE IT ORDAINED by the Municipal Council of the Township of Wayne in the
County of Passaic, State of New Jersey, as follows:

SECTION 1. Chapter 134 (Land Development), Article I (General
Provisions), Section 134-2 (Definition of terms) of the Code of the Township
of Wayne is hereby amended and supplemented as follows:

§ 134-2.2. Definitions.

AMENDED SITE PLAN - an application for development where the request by the
applicant is for a change or modification to a previously approved minor or
major site plan for which no final certificate of occupancy has been issued
by the Wayne Township Construction Official.

AMENDED SUBDIVISION - an application for development where the request by
the applicant is for a change or modification to a previously approved minor
or major subdivision that has not been perfected by either having deeds or
the Final Plat filed with the Passaic County Register of Deeds in accordance
with the law.

SECTION 2. Chapter 134 (Land Development), Article II (Development
Administration, Organization and Procedures), Section 10 (Development review
fees) of the Code of the Township of Wayne is hereby amended and supplemented
as follows:

134-10.1 Application Fees and Escrow Fees

**At the time of filing of an application for development, the
applicant shall pay the following nonrefundable application fees
payable to the "Township of Wayne" by cash, personal check,
certified check, or bank money order.** Applications for development
requiring a combination of requests shall pay a fee equal to the **sum of the
fee for each element.** The **exception** to this is that any case involving
multiple bulk variances shall pay only one bulk variance fee. Remitted fees
for informal review of a concept plan shall be a credit toward fees for
review of the application for development pursuant to the Municipal Land Use
Law at N.J.S.A. 40:55D-10.1.

In addition to the required application fees established below, the applicant shall be required to establish one (1) or more escrow accounts with the Township to cover the reasonable costs of professional review of applications for development, review and preparation of documents, and professional consultation required as a result of an application, set forth herein. Services may include the services of a duly licensed surveyor, planner, attorney, or any other official or person who would provide services to ensure that an application complies with the standards set forth in the Code and whose testimony may be solicited to give further information to the Township or the approving authority in any area addressed by any of the applicant's experts. **The escrow fees shall be paid separate and apart from than the application fees by personal check, certified check, or bank money order made payable to the "Township of Wayne."** Escrow fees shall be replenished by the applicant within ten (10) days upon request by the Planning Department.

Non-profit organizations and places of worship may make request to the Township Council for the waiving of the fees and/or escrow requirements pursuant to this section.

No fee or escrow shall be charged in the case of an application for development for a firehouse or first aid building.

See next page

Application Type	Fee	Escrow
A. Subdivisions		
(1) Concept (N.J.S.A. 40:55D-10.1)	\$250	\$0
	The amount shall be credited toward fees for the review of the application for development.	
(2) Minor subdivision: Lot line adjustment(s) or up to three (3) building lots being created:	\$450	\$1,000
(3) Amended minor subdivision	\$250	\$1,000
(4) Preliminary major subdivision		
2-10 lots		
11-20 lots	\$2,150	\$4,000
21-30 lots	\$2,500	\$4,500
31 or more lots	\$3,000	\$5,000
	\$3,500	\$7,000
(5) Final major subdivision		
2-10 lots		
11-20 lots	\$2,000	\$2,500
21-30 lots	\$2,150	\$3,000
31 or more lots	\$2,500	\$3,500
	\$3,000	\$4,000
(6) Preliminary and final (simultaneous)		
2-10 lots	\$2,500	\$5,000
11-20 lots	\$3,000	\$5,500
21-30 lots	\$3,500	\$6,000
31 or more lots	\$4,000	\$8,000
(7) Amended preliminary and/or final subdivision	\$650	\$2,000
(8) Modification of a condition to a prior approval where notice is not required pursuant to N.J.S.A. 40:55D-12.a	\$500	\$375
(9) Modification of a condition to a prior approval where notice is required pursuant to N.J.S.A. 40:55D-12.a	\$650	\$375

B. Site Plans

(1) Concept (N.J.S.A. 40:55D-10.1)	\$250	\$0
	The amount shall be credited toward fees for the review of the application for development	
(2) Minor site plan	\$1,000	\$3,000
(3) Preliminary site plan		
A. 0 sf to 20,000 sf new construction	\$1,500	\$4,000
B. 20,001 sf to 50,000 sf new construction	\$2,000	\$4,000
C. 50,001 sf to 100,000 sf new construction	\$3,000	\$5,000
D. 100,001 sf to 150,000 sf new construction	\$5,000	\$5,500
E. 150,001 sf to 200,000 sf new construction	\$8,000	\$5,500
F. 250,001 sf or more of new construction	\$20,000	\$5,500
(4) Final site plan		
A. 0 sf to 20,000 sf new construction ⁺	\$900	\$2,000
B. 20,001 sf to 50,000 sf new construction ⁺	\$1,750	\$2,000
C. 50,001 sf to 100,000 sf new construction ⁺	\$3,000	\$2,000
D. 100,001 sf to 150,000 sf new construction ⁺	\$4,750	\$2,000
E. 150,001 sf to 200,000 sf new construction ⁺	\$7,000	\$2,000
F. 250,001 sf or more of new construction ⁺	\$19,500	\$2,000
 ⁺ Based on the square footage approved in the preliminary plan for which the application is a final application.		
(5) Combined Preliminary and Final Site Plan		
A. 0 sf to 20,000 sf new construction	\$2,000	\$5,000
B. 20,001 sf to 50,000 sf new construction	\$3,000	\$5,000
C. 50,001 sf to 100,000 sf new construction	\$5,500	\$6,000
D. 100,001 sf to 150,000 sf new construction	\$8,550	\$6,500
E. 150,001 sf to 200,000 sf new construction	\$14,000	\$6,500
F. 250,001 sf or more of new construction	\$30,000	\$6,500
(6) Wireless communications facilities whether minor or major site plan	\$1,650	\$2,000
(7) Amended major site plan (Preliminary and/or final)	\$650	\$2,000
(8) Amended minor site plan	\$500	\$1,500
(9) Modification of a condition to a prior approval where notice is not required pursuant to N.J.S.A. 40:55D-12.a	\$250	\$375
(10) Modification of a condition to a prior approval where notice is required pursuant to N.J.S.A. 40:55D-12.a	\$500	\$375

(11) Multi-family with 3 or more units: preliminary	\$100 per dwelling unit plus \$150 public hearing fee	\$5,000
(12) Multi-family with 3 or more units: final	\$50 per dwelling unit, plus \$46 per dwelling unit (for engineering fee)	\$5,000
C. Variances/Applications pursuant to N.J.S.A. 40:55D-70	Fee	Escrow
(1) Appeal	\$250	\$500
(2) Interpretation	\$250	\$500
(3) Bulk (single-family residential)	\$650	\$500
(4) Bulk (single-family residential and non- building)	\$500	
(5) Bulk (nonresidential)	\$650	
(6) Use (N.J.S.A. 40:55D-70d) Includes Bifurcated Use (except as noted below for residential)	\$1,150	\$1,000
(7) Residential FAR Use (this fee includes bulk fee, if the application needs said relief)	\$800	\$500
(8) Flood plain	\$500	\$375
D. Access (pursuant to N.J.S.A. 40:55D-35/36)	\$450	\$375
E. Conditional Use	\$650	\$375
F. Zone change	\$2,500	\$0
G. Environmental protection		
(1) Residential	\$500	\$500
(2) Commercial	\$1,000	\$500
H. Residential <i>de minimis</i> exception (as the <u>only</u> relief being requested)	\$500	\$375

Updated January 3, 2023

MASTER NAME: _____

Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

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

Print or type. See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.		BIRTH DATE: _____
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate		Exempt payee code (if any) _____
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.		Exemption from FATCA reporting code (if any) _____
<input type="checkbox"/> Other (see instructions) ▶		(Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See instructions.		Requester's name and address (optional)
6 City, state, and ZIP code		
7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number														
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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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here	Signature of U.S. person ▶ _____	Date ▶ _____
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General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
 - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
 - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
 - Form 1099-S (proceeds from real estate transactions)
 - Form 1099-K (merchant card and third party network transactions)
 - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.