

Whitehall Township Site Review Application

Index No.: _____

Submission Date: _____

P.C. Meeting Date: _____

90 Day Expiration: _____

PLEASE READ CAREFULLY

All applications, plans fees and support documents must be submitted at least **21 days** prior to the Planning Commission meeting. Applicants must submit **20 FOLDED** copies of their plan. The agenda for the Planning Commission will be limited to a maximum of 8 items. Occasionally a special meeting will be scheduled if determined necessary. THIS APPLICATION FORM MUST BE COMPLETED, IF NOT, THE SUBMISSION IS CONSIDERED INCOMPLETE AND WILL BE RETURNED VIA CERTIFIED MAIL AS UNACCEPTED; THIS ALTERING THE ORDERLY REVIEW PROCESS.

NAME OF DEVELOPMENT: _____

LOCATION: _____
ZONING DISTRICT: _____ PRESENT LAND USE _____
WHAT IS THE FLOOD INSURANCE RATE MAP (FIRM) INFORMATION:
Map / Panel Number: _____ Flood Zone(s): _____
TRAFFIC IMPACT ZONE: Yes No

TYPE OF PLAN REVIEW:
 SKETCH PRELIMINARY FINAL SPECIAL EXCEPTION*
 CONDITIONAL USE*

OWNER/APPLICANT:

OWNER: _____
ADDRESS: _____
PHONE: _____ FAX: _____
EMAIL ADDRESS: _____
CONTACT: _____

APPLICANT (IF OTHER THAN OWNER): _____
ADDRESS: _____
PHONE: _____ FAX: _____
EMAIL ADDRESS: _____
CONTACT: _____

Is there an option to buy subject property? Yes No
If yes, indicate option expiration date: _____

ENGINEER/SURVEYOR:

NAME: _____
ADDRESS: _____
PHONE: _____ FAX: _____
EMAIL ADDRESS: _____
CONTACT: _____

ARE YOU REQUESTING A CURBING AND/OR SIDEWALK DEFERRAL WITH THIS PROPOSAL?
 Yes** No

** If yes, you must complete and attach a "Curbing and/or Sidewalk Deferral" form.

***For Special Exception and Conditional Uses, Complete Page 3 of this application.**

ESCROW / FEE SCHEDULE FEES (All fees must be rounded up to next whole number):

Minor Subdivision (up to and including 5 residential lots, residential zones only)

\$100.00 \$ _____

Major Subdivision/Preliminary/Sketch Plan:

\$200.00, plus \$50.00 per acres or fraction thereof \$ _____

Final Plan Review Fee

\$100.00 \$ _____

Special Exception or Conditional Use:

\$150.00 – Single Family Residential \$ _____

\$500.00 – Residential – Up to & including 5 Units \$ _____

\$1,000.00 – All Other Appeals..... \$ _____

ACT 167 Stormwater Management Plan Drainage Reviews:

\$100.00 – Single Residential Lot \$ _____

*All others \$100.00 plus \$50.00 per acres/fraction thereof
– PLUS Developer responsible for all fees over initial amount

REIMBURSABLE ESCROW

Minor Subdivision (up to and including 5 residential lots, residential zones only)

\$500.00 \$ _____

Major Subdivision/Preliminary/Sketch Plan

\$1,000.00, plus \$100.00 per acres or a fraction thereof \$ _____

- *NOTE:
1. The required fee and escrow must be paid in SEPARATE CHECKS.
 2. Interest will be accrued on the reimbursable escrow; therefore the Township must report this interest to the Internal Revenue Service. To properly report this information, the attached Form W-9 must be completed and returned as part of your complete application package. Once again, if this is not included with the application the submission will be considered incomplete and returned.
 3. Fraction of an acre requires entire incremental amount.
 4. All commercial and/or industrial subdivisions are MAJOR subdivision.

I (WE), THE UNDERSIGNED, HAVE RECEIVED AND ARE AWARE OF THE GUIDELINES, DEADLINES, APPROPRIATE ORDINANCES AND REGULATIONS PERTAINING TO THIS APPLICATION AND PLANS SUBMITTED.

Property Owner's Signature

Applicant/Developer's Signature

Print Name

Print Name

DATE

DATE

**ALL SIGNATURES MUST BE ORIGINAL
REMEMBER TO COMPLETE ATTACHED OWNER'S CERTIFICATION AND W-9 FORM**

OWNER'S CERTIFICATION

I, as the property owner of the parcel at _____
do hereby acknowledge this application, and approve of same, and agree to be
responsible, in the event of any unpaid fees associated with this development due
the Township, to reimburse the Township pursuant to the Pennsylvania
Municipalities Planning Code for any and all fees associated with this proposed
development/subdivision.

SIGNATURE

DATE

PRINTED NAME

NAME OF DEVELOPMENT/SUBDIVISION

SPECIAL EXCEPTION / CONDITIONAL USE / ZONING ISSUE REVIEW

1. A Special Exception / Conditional Use review is requested pursuant to Section _____ of the Whitehall Township Zoning Ordinance.

2. The nature of the existing use of the property can best be described as:

3. The nature of the proposed use of the property can best be described as:

4. Please describe the proposed use, including but not limited to; hours of operation, parking facilities proposed, number and type of employees, landscaping proposed, nature of surrounding properties, and other pertinent information that will assist the Commission in the review of your plan.

5. No Special exception/conditional use requested, but curative amendment review of a zoning ordinance/map regarding:



**WHITEHALL TOWNSHIP
CURBING/SIDEWALK
DEFERRAL REQUEST**

MEMORANDUM

**TO: ALL APPLICANTS REQUESTING CURBING
AND/OR SIDEWALK DEFERRALS**

Whitehall Township Codified Ordinances authorizes the Board of Commissioners to consider requests for “variances” or “deferrals” from property owners regarding the required installation of curbing and/or sidewalks. The Board may grant such relief where they have determined that:

1. The character of the neighborhood is such that the installation of sidewalks would not service *any* public purpose: or
2. Where unique physical circumstances make the installation of sidewalks an undue hardship, and the absence of this installation would not materially affect the public safety and convenience.
3. Where the property abuts a State, Federal or local roadway and said installation would adversely affect the drainage patterns or facilities presently in existence.

In granting a deferral, the Board may attach such reasonable conditions and safeguards as it deems necessary to protect the public safety and convenience, including the requirement that a bond be posted where appropriate. No deferrals will be granted for modifications required under the Federal Fair Housing or Americans With Disabilities Acts.

To assure that the Board has all the information necessary to consider your request, you must address the above issue(s), and complete the attached deferral request in its entirety, and provide any and all such information which would be helpful to the Board in making such a decision.

Once received by the Township, an Ordinance will be prepared, and placed on the next available Board of Commissioners meeting agenda for consideration. You, or an authorized representative, must attend these meetings to present your request.

Remember, this is your request, and therefore it is important that you provide as much input as possible to help the Board in making their decision.

PAID _____
Submission Deadline within 180 days of Twp Advance Notice

Date Recv'd _____
Plan Attached _____
Meeting Date _____

WHITEHALL TOWNSHIP CURBING/SIDEWALK DEFERRAL REQUEST

The fee charged is to defray the Twp
Legal & Ad costs for preparing the
necessary Twp Ordinance to
consider a deferral.

**In order that your request be given proper consideration
please complete this form and answer ALL QUESTIONS
to the best of your ability.
A plan of the property must be attached indicating the street/s
Along which the relief is being requested.
This plan should include linear fee of curbing and/or
sidewalks being requested to be waived.**

I/We, the property owner(s) of the property located at:

(Site Location)

Do hereby request the deferral of the required installation of:

_____ Curbing _____ Sidewalks

_____ Both curbing/sidewalks

For a distance of approximately _____ feet along the

_____ street frontage.
(name of street)

The reason for this deferral request is: (attach additional sheets if necessary, and site plan)

Signed _____
(Property Owner)

Applicant
Name: _____
Address: _____
Phone: _____

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.

In the cases below, the following person must give 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:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive 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 be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,
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 *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

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.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a) 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

SUBMISSION CHECKLIST FOR LAND DEVELOPMENT PLANS

- _____ 1. 20 COPIES OF PLAN (*Must be folded*)
- _____ 2. 11 COPIES OF SUPPORT DOCUMENTS
(i.e. Stormwater Calculations)
- _____ 3. COMPLETED APPLICATION FORM
- _____ 4. W-9 FORM
- _____ 5. FEES – TWO SEPARATE CHECKS
ESCROW & PLAN REVIEW
- _____ 6. FOR SPECIAL EXCEPTIONS, CONDITIONAL USES AND
OTHER ZONING RELATED REVIEWS
COMPLETED PAGE 4 OF APPLICATION
- _____ 7. WRITTEN WAIVER REQUESTS

2017 PLANNING COMMISSION SCHEDULE

<u>Meeting Date</u>	<u>Submission Deadline</u>
January 18, 2017	December 29, 2016
February 15, 2017	January 26, 2017
March 15, 2017	February 23, 2017
April 19, 2017	March 31, 2017
May 17, 2017	April 27, 2017
June 21, 2017	June 1, 2017
July 19, 2017	June 29, 2017
August 16, 2017	July 27, 2017
September 20, 2017	August 31, 2017
October 18, 2017	September 28, 2017
November 15, 2017	October 26, 2017
December 20, 2017	November 30, 2017

REVIEW AGENCIES AND/OR DEPARTMENTS

The following agencies and/or departments review all plans submitted for consideration, and their comments and recommendations are then forwarded to the Planning Commission and the Board of Commissioners.

Those review bodies are not limited to, but usually include the following:

1. **TOWNSHIP ENGINEER** – checks all engineering concerns, such as stormwater management, soil erosion control measures proposed, land slope, easements, flood plain areas or areas subject to frequent flooding, site distances and rights-of-way, grading and elevations, both existing and proposed. The Township Engineer or his/her designee reviews all plans in varying degrees of detail in relation to specific type of submission.
2. **BUREAU CHIEF OF PLANNING, ZONING & DEVELOPMENT** – reviews all plans for compliance with the required subdivision regulations and other ordinances, including but not limited to zoning, street trees and traffic.
3. **ZONING OFFICER** – reviews the plan for compliance with the Township Zoning Ordinance.
4. **POLICE CHIEF** – reviews for traffic or nuisance problems.
5. **FIRE CHIEF** – reviews plans as per the Township Fire Codes and to insure adequate emergency access.
6. **PUBLIC WORKS CHIEF** – reviews plans regarding roadway system, snow removal and maintenance of roads whether existing or proposed.
7. **TOWNSHIP TRAFFIC ENGINEER** – reviews plans for traffic problems and/or concerns. Ascertain as to whether the plan adequately complies with the Traffic Impact Ordinance, and determines required traffic improvements and/or fees pursuant to this Ordinance, based upon trip generation calculations.
8. **SEWAGE ENFORCEMENT OFFICER** – reviews and approves proposed on-site sewer systems for those developments or subdivisions requiring such facilities.
9. **OTHER TOWNSHIP STAFF** – Staff members may review plans and make sure they comply with specific Township Ordinances. Staff may include the Township Surveyor and various Code Enforcement Officials.
10. **SHADE TREE COMMITTEE** – reviews plans for compliance to the Whitehall Township Shade Tree Ordinance.
11. **RECREATION COMMISSION** – reviews plans for compliance with the Whitehall Township Recreation Plan.
12. **OTHER AGENCIES -**
 - a. **Lehigh Valley Planning Commission** – reviews plans for compliance with regional plans and concerns. The LVPC has 30 days to review plans and submit comments. The Developer must submit the application, plans and appropriate fee to the LVPC for its review and comment. *IT IS IMPORTANT TO NOTE THAT THE TOWNSHIP MAY NOT ACT ON A FINAL PLAN UNTIL COMMENTS ARE RECEIVED FROM THE LVPC OR 30 DAYS HAVE PASSED FROM A COMPLETE SUBMISSION BEING MADE TO THEM.*
 - b. **Lehigh County Conservation District** – review plans to ensure adequate soil erosion and sedimentation control measures are being proposed. The Developer must submit application, plans and appropriate fee to the LCCD for its review and approval.

- c. **Whitehall Township Authority or Northampton Borough Municipal Authority** – reviews water system proposed and determines availability to serve proposed development. APPLICANT MUST MAKE SEPARATE APPLICATION WITH THE PARTICULAR WATER AUTHORITY, NO PERMITS FOR CONSTRUCTION MAY BE ISSUED WITHOUT THE NECESSARY APPROVALS FROM THE AUTHORITY. Applicant must provide documentation to the Township that the servicing authority can provide water.
- d. **Coplay-Whitehall Sewer Authority** – reviews the sewer system planned and determines capability to serve. APPLICANT MUST MAKE SEPARATE APPLICATION WITH THE SEWER AUTHORITY. NO PERMITS FOR CONSTRUCTION MAY BE ISSUED WITHOUT THE NECESSARY APPROVALS FROM THE AUTHORITY.
- e. **Pennsylvania Department of Transportation (PennDot)** – reviews plan involving changes in construction or traffic that affects or may affect the State road network. APPLICANT MUST MAKE SEPARATE APPLICATION WITH PENNDOT FOR CHANGES AND PERMITS. All plans requiring a permit from PennDot must so note on the plan.
- f. **Other State Agencies** – other state agencies such as Pennsylvania Department of Environmental Protection may be asked to review a particular plan if it is deemed necessary.
- g. **Abutting Municipalities** – when a development abuts another municipality, or when required by State Law, the plans may be forwarded to that municipality for its review and comments.

WHITEHALL TOWNSHIP PLANNING COMMISSION

The Planning Commission is a recommending Board of seven (7) members that meets the 3rd Wednesday of each month. The Planning Commission recommends approval or denial to the Board of Commissioners on all subdivision, land development, major commercial expansion plans (those in excess of thirty percent of existing facility), and related issues. The Planning Commission also makes recommendations to the Zoning Hearing Board with regard to Special Exception uses; and reviews and provides recommendations to the Board of Commissioners regarding proposed amendments to the Official Zoning Map, Zoning Ordinance, Subdivision and Land Development Ordinance, Conditional Uses, as well as other pertinent legislation.

The Planning Commission reviews a particular plan and reports to the Board of Commissioners and the Developer in the form of a proposed resolution, recommending approval, conditional approval or disapproval; specifying the section of the regulations applicable in the event of disapproval. If the plan is complete, upon request by the Developer, the Planning Commission may upgrade the preliminary plan to a final plan as submitted.

WHITEHALL TOWNSHIP BOARD OF COMMISSIONERS

The Board of Commissioners consists of seven (7) ELECTED members, meeting the second Monday of each month, with a workshop meeting the first Monday of each month. The Board of Commissioners receives recommendations from the Planning Commission with regard to land development plans, subdivision plans, and other conditional uses.

The developer must submit eleven (11) FOLDED complete copies of the plan and support documents, as requested, to the Board of Commissioners by 3:00 p.m. the **THURSDAY** prior to the scheduled workshop meeting. This is calculated to be at least ten (10) days prior to the scheduled meeting.

Anything **NOT** submitted by this deadline will **NOT** be placed on the agenda, and if no written extension of review time is submitted by the Developer, will be placed on the agenda for plan **DENIAL**.

The Board of Commissioners will act on the particular plan based on the Planning Commission recommendation and any additional information presented to them by the Developer / Applicant. Even if a plan has been upgraded to a preliminary/final plan by the Planning Commission, the Board of Commissioners may still only consider the plan as preliminary. The Board of Commissioners is not bound by the recommendation of the Planning Commission, although deviation from it is unusual.

The Board of Commissioners decision will be final and will be communicated to the Developer in writing, subject to the acceptance by the Developer/Applicant of any conditions imposed with the approval.

Subsequent to the Commissioner's approval of the plan, the Developer is required to submit two (2) mylars of the plan to the Township for signatures. Once the Township Officials have signed the mylars, and the Developer/Applicant has posted any necessary financial security and entered into any necessary improvements agreements, the mylars will be released for recording at the Lehigh County Courthouse. Once the plan is recorded, one of the mylars and a copy of the recorded plan and recording receipt must be returned to the Township for records. Failure to record the plan in the necessary manner will result in the withholding of building permits, and may delay significantly any return of escrow monies left for the development after reviews are completed. It should be noted that with residential subdivisions, where a recreation fee is assessed, such fee(s) will be required to be paid in whole or in part (depending upon the number of units proposed) prior to recording of plan

PERTINENT INFORMATION

1. The Township has ninety (90) days to act on a subdivision and/or land development plan following the date of the first regular meeting of the Planning Commission which follows the date that the Bureau of Planning, Zoning & Development receives the preliminary plan, unless the date of that Planning Commission meeting falls more than thirty (30) days after the submission. In this case, the ninety (90) day period starts thirty (30) days after the preliminary plan is formally submitted. If necessary, the Developer may agree to a waiver of this review period.
2. The written decision of the Board of Commissioners is communicated to the Developer no later than fifteen (15) days following the decision.
3. In accordance with the MPC, the Developer of an approved plan has five (5) years from the date of preliminary plan approval to commence development or action.
4. Sign permits, building permits, plumbing permits, electrical permits, occupancy permits, and compliance with other codes and regulations are not guaranteed by the Board of Commissioners approval. Each of the necessary permits must be applied for and obtained from the appropriate Township Officials and Departments after the final approval and prior to the construction. Plan approval does not mean "BLANKET APPROVAL". Various permits are necessary prior to the construction and/or occupancy.
5. The function of the above mentioned officials, agencies and staff members are to REACT to plans or concepts presented, and not to PREPARE such plans for the Applicant. All attempts will be made to cooperate with the Applicant; however, it is the Applicant's responsibility to prepare their plans in accordance with the Township's Ordinances and Regulations.
6. All Applicants should note that a plan missing the deadline will be placed on the next month's agenda of the Planning Commission and/or Board of Commissioners, or may be placed on the agenda for denial, if no written extension of review time is submitted.
7. Failure to meet deadlines and to provide appropriate information may result in an unfavorable decision on the plan.
8. ALL PLANS MUST BE FOLDED. UNFOLDED PLANS WILL NOT BE ACCEPTED!!
9. IT IS IMPORTANT THAT ALL APPLICANTS ATTEND ALL MEETINGS OR SEND A REPRESENTATIVE!

10. Depending upon the difficulty, controversy, and impact of a proposal, Applicants may consider the importance of retaining the services of an Attorney. A certified engineer or land surveyor **MUST** be retained by Applicant/Developer for preparation of plans, since all plans, preliminary, final, special exception or conditional use, presented to the Planning Commission, Board of Commissioners and Zoning Hearing Board (Special Exception Uses only) must be sealed by a licensed engineer or professional land surveyor.
11. The Township can only review what is submitted, so a plan, prepared in strict compliance with the regulations of the Township Ordinances is of the utmost importance.
12. Waivers – pursuant to Township Ordinances, all requests for waivers to any provision of the Subdivision and Land Development Ordinance (including, but not limited to: installation of curbing and sidewalks, traffic impact and recreation fees, street trees) must be in writing and should accompany plan submission.

SPECIAL EXCEPTION REVIEW PROCESS

APPLICANT

- submits application



BUREAU OF PLANNING, ZONING & DEVELOPMENT

- receives application and reviews
- schedules meeting date
- distributes application and plan to appropriate review agencies



PLANNING COMMISSION

- reviews plan and provides comments;
- makes a formal recommendation for approval or denial to the Zoning Hearing Board



ZONING HEARING BOARD

- reviews plan and considers recommendation of the Planning Commission, makes final decision regarding plan



APPLICANT

- receives decision of the Zoning Hearing Board, and if denied, may appeal this decision to Lehigh County Court of Common Pleas

CONDITIONAL USE REVIEW PROCESS

APPLICANT

- submits application



BUREAU OF PLANNING, ZONING & DEVELOPMENT

- receives application and reviews same
- submits application and plan to various review agencies and the Planning Commission



PLANNING COMMISSION

- reviews plan and application and makes recommendation to the Board of Commissioners



BOARD OF COMMISSIONERS

- reviews plan and recommendation of the Planning Commission, and makes final decision regarding plan.



APPLICANT

- receives decision, and if denied, may appeal same to the Lehigh County Court of Common Pleas.

DEVELOPMENT NAME _____

INDEX NO. _____

DATE _____

SUBMISSION / LAND DEVELOPMENT CHECKLIST

I. PLAN PROCEDURE

_____ A. APPLICATION

- _____ 1. Submit 20 copies of the Plan to the Bureau of Development
- _____ 2. Submit a completed application form along with the appropriate number of plans
- _____ 3. Appropriate fee and escrow

_____ B. Date of Complete Submission _____

_____ C. Date of first Planning Commission meeting following submission _____
(beginning 90 day review period)

II. PLAN REQUIREMENTS

The following information is required to be placed on all preliminary and/or final plans as minimum:

_____ A. TITLE BLOCK

- _____ 1. Name of plan or identifying title
- _____ 2. Municipality in which project is located
- _____ 3. Date of plan
- _____ 4. Scale of plan 1 inch=50'; preferred sheet size 24"x36" and if necessary 30"x 42"
- _____ 5. North arrow, graphic scale and date

_____ B. Location map, scale 1" = 1000'

_____ C. Township standard Signature Block

_____ D. Name and signature of registered professional engineer, surveyor, or land architect and seal

_____ E. Name, address and telephone number of applicant

_____ F. Notarized signature block of owner/applicant

_____ G. Owner of records and address

_____ H. Adjacent property owners and subdivisions

_____ I. Water Supplier _____

_____ J. Sanitary Sewer _____ (if on-site, has application been made to SEO) _____ YES _____ NO

_____ K. Tax map lot and block number _____

_____ L. Tract Data

- _____ 1. Existing street on or adjacent to the tract including name, LR or T number, right-of-way (existing and ultimate) and catway
- _____ 2. Location and dimension of existing easements, right-of-way and public land
- _____ 3. All existing buildings, towers, sewer and water lines, monuments, culverts, gas _____ or oil pipelines, fire hydrants and other improvements
- _____ 4. Zoning of tract and all zoning boundaries, if any, within 1,000 feet of the tract (this includes special groundwater protection, airport zoning and flood hazard districts)
- _____ 5. Municipal boundaries within 1,000 feet
- _____ 6. Acreage of the tract, both gross and net
- _____ 7. Area proposed to be dedicated for public or common open space use

_____ M. Each lot Being Subdivided

- _____ 1. Proposed lot layout with approximate dimension
- _____ 2. Dimension and Square Footage of each lot
- _____ 3. Lot number(s)
- _____ 4. All lots enclosed on all sides by a lot line
- _____ 5. Proposed building location and improvements
- _____ 6. Proposed building setback lines and dimension
- _____ 7. Side and rear yard setback lines and dimension
- _____ 8. Percolation test locations, if applicable
- _____ 9. Land dedicated for public use
- _____ 10. Proposed property numbers in accordance to plan

- ____ N. Environmental Data
 - ____ 1. Contour lines at two (2) foot intervals
 - ____ 2. Elevation data (i.e. bench marks, when known)
 - ____ 3. Soil type and boundaries
 - ____ 4. Water bodies / Streams should be indicated
 - ____ 5. Floodplain boundary
 - ____ 6. Location of existing tree masses
 - ____ 7. Stormwater Management facilities indicated
 - ____ 8. Sedimentation and Erosion Control Measures
 - ____ 9. Slope data, in areas of steep slope
- ____ O. Roads
 - ____ 1. Right-of-way width indicated, existing and ultimate
 - ____ 2. Right-of-way area to be dedicated or reserved for private use
 - ____ 3. Cart way width indicated
 - ____ 4. Proposed road name
 - ____ 5. Road Profilers
 - ____ 6. Storm sewers are to be incorporated into all public streets
 - ____ 7. Sidewalks
 - ____ 8. Curbing
- ____ P. Utilities
 - ____ 1. All existing and proposed sanitary sewer lines, grades, pumping stations, etc. must be indicated on the plan when such systems are proposed
 - ____ 2. All existing and proposed public water lines, storage tanks, etc. must be indicated on the plan when such systems are proposed
 - ____ 3. A fire hydrant system must be incorporated when a public water system is proposed
 - ____ 4. Notation on site plan for on site sewer and/or water
- ____ Q. Landscaping Plan
- ____ R. Support Data
 - ____ 1. Subsurface condition of the tract
 - ____ 2. Planning modules indicating soil suitability for on-site systems
 - ____ 3. Certification by Engineer who prepared the plan that the plan is in conformance with Zoning, building and other regulations
 - ____ 4. All sufficient data relating to curb boundaries
 - ____ 5. Drainage plan which shows storm sewers, culvert natural watercourse, drainage easements and existing and proposed topographic contours
 - ____ 6. Erosion and Sedimentation Control Plan
 - ____ 7. Notation on site plan regarding PennDot Highway Occupancy Permit requirement, if required

III. ADDITIONAL COMMENTS

FINAL PLAN

The FINAL PLAN review and submission is very similar to the PRELIMINARY PLAN review process. The FINAL PLAN is a complete and exact plan drawn for recording and submitted in accordance with the requirements and regulations of the Whitehall Township ZONING and SUBDIVISION AND LAND DEVELOPMENT ORDINANCES.

The submission is exactly the same as the PRELIMINARY PLAN submission. The FINAL PLAN undergoes the same review process except the Plan is approved by the Planning Commission and Board of Commissioners as a FINAL PLAN to be officially recorded.

Upon approval of the FINAL PLAN by the Board of Commissioners, the Plan is signed by the proper Township Officials. The Developer then takes the approval plan to the Lehigh Valley Planning Commission for their signature. Once the necessary signatures are placed on the Plan, the Plan is to be recorded with the County Recorder of Deeds, and a copy of the Recorded Plan, a mylar of same, and a copy of the recording receipt shall be provided to the Township.

