



**CITY OF UNION CITY  
APPLICATION TO THE PLANNING BOARD  
OR  
ZONING BOARD OF ADJUSTMENT  
COMPLETENESS CHECKLIST**

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This checklist is provided to applicants to assist in the determination of whether the application is complete, as required by N.J.S.A. 40:55D-10.3 of the Municipal Land Use Law. The applicant must complete this checklist and submit it at the time of the initial application. See Article VI of the Zoning Ordinance of the City of Union City for further details of submission requirements and procedures.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

**CERTIFICATION OF COMPLETENESS**

I, The undersigned certifies this application fully complies with all standards and requirements contained in the Municipal Land Use Law, N.J.S.A. 40:55D-1 et. Seq. and amendments thereto, the current Zoning and Subdivision Ordinances of the City of Union City and the City of Union City checklist. I further certify that all information contained herein is complete and accurate.

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Seal & License No.

## **INFORMATION SECTION**

- **CHECKLIST( pages 3 & 4 )**
- **Fee Schedule: Application & Escrow (pages 5-7 )**
- **Meeting Schedule: Planning & Zoning Boards (pages 8 & 9)**

City of Union City  
For Official Use Only

Application No. \_\_\_\_\_

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Received By: \_\_\_\_\_

**SITE PLAN CHECKLIST- PART A**

**SUBMISSION DOCUMENTS**

Prior to issuance of Certificate of Completeness, the Planning Board / Zoning board of Adjustment shall determine that the following documents have been submitted:

C    N    N/A

A. Twelve(12) copies of Application Form

B. Twelve(12) sets of site plans

1. *All Plans/Schematics presented to the Zoning Board shall be accurate and to scale.*
2. *All presentations shall show structural elements, i.e. Column locations proper ramp slopes etc.*
3. *All projects must be buildable.*

C. Photographs of site and surrounding properties within 200 ft. of the property in question and any visual aids depicting the subject zoning district.

D. Three(3) prints of the Soil Erosion and Sediment Control Plans

E. Storm Drainage and Detention Basin calculations

F. Certification of payment of taxes

G. Statement from Building Department as to the number of legal residential units in the building.

H. Proof of ownership or consent of owner to the submission of the application

I. Copies of any protective covenant, deed restrictions or easements



J. Information on any prior approval issued by either the Planning or Zoning Board concerning this property; if there are prior approvals on the property, provide copies of prior board resolutions for same. If those prior approvals have not been developed then the owner/applicant should be required to certify that, if this application is approved, the prior approval will be abandoned and deemed to be null and void.



K. Information on all past site remediation work done on the site, including copies of all filings with NJDEP and the issuance of any **“NO FUTHER ACTION”** letters or **“REMEDIAL ACTION ORDERS”**.



L. Schedule with applicable Zoning requirements, how each one is met or not – and a list of all requested variance relief, design waivers, exceptions or de Minimis requests from **RSIS** standards, and an explanation justifying such relief.



M. A corporation or partnership applying to either board for permission to subdivide a parcel into 6 or more lots; or to build a multiple family dwelling of 10 or more units; or for a site to be used for commercial or retail purposes shall list the names and addresses of all stockholders or individuals owning at least 10% of stock in the company, regardless of class, or at least 10% of any **LLP. (This is required under NJSA 40:55D-48)**



N. Proof of submission to the Hudson County Planning Board.



O. Notice and proofs of service, including an excerpt from the tax map which shows all properties within 200 ft. of the development, with block and lot numbers; a list of all property owners of all properties within 200 ft. of the development, with addresses block and lot numbers; affidavit of service to be provided to the Board Secretary no later than 48 hours prior to then hearing; copies of all post office receipts which prove that service has been made by certified mail and; proof of publication of legal notice to be provided to the Board Secretary no later than 48 hours prior to hearing.

1. *Applicants must use a 200' certified tax list that has been provided by the tax assessor's office not earlier than 3 weeks from the time the certified mail notices are sent out. If an applicant presents a tax list that is older than 3 weeks from the time the notices are mailed out, the Board may elect not to hear the application and have the applicant re-notice.*



P. Application Fee \$ \_\_\_\_\_  
( See attached schedule “A” )



Q. Escrow Deposit, including W-9 Form \$ \_\_\_\_\_  
( See attached schedule “A” )



R. A signed and sealed copy of the survey, prepared by a licensed land surveyor.



S. Proof that any and all outstanding Uniform Construction Code violations and / or any Union City Property Maintenance violations have been satisfied or a letter from the Building Department that no such violations exist.



T. Proof that all open permits and/ or inspections have been closed out.

## (SCHEDULE A)

### §18-57 ESCROW DEPOSITS, APPLICATION FEES AND INPECTION FEES.

*Union City Land Development Ordinance Adopted March 20, 2012*

#### §18-57.1 Purpose.

The purpose of this section this section is to provide for the establishment of a fee schedule for the payment of fee with respect to all applicants submitted to the City of Union City pursuant to the City's Zoning and land use regulations.

#### §18-57.2 Procedures.

- A. Application fees covering administration and overhead shall be charged to the applicant and shall be submitted at the time of the application for a review or hearing by the Planning Board or Zoning Board of Adjustments.
- B. In addition to the fees to be paid herein, the applicant shall submit escrow deposits at the time of submission of an application for review or hearing by the Planning Board or Zoning Board of Adjustments.
- C. All application fees and escrow funds shall be paid to the City's Tax Collector in cash, certified check, attorney's check, or money order made payable to the City of Union City. Application fees and escrow funds shall be paid to the City Tax Collector with separate certified checks or money orders. Along with the application fees and escrow funds, the applicant shall submit a letter breaking out the totals into its component parts, pursuant to paragraphs D and E below.
- D. Where an application involves more than one of the categories itemized below, the fees and / or escrow deposit applicable to each category shall be required.
- E. The escrow funds shall be deposited into a separate trust account by the City, pursuant to N.J.S.A 40:55D-53.1, and if the deposit amount required is greater than 5,000 dollars, interest will accrue to the applicant. Disbursements may be made from the escrow fund only after approval by the City of Union City's Chief Financial Officer.
- F. Escrow funds shall be placed in an escrow account by the chief Financial Officer. Such funds shall be used to pay Board Attorney, Professional Engineer, Professional Planner, Traffic Engineer, and other experts deemed necessary to review and comment on the application. Said experts shall submit vouchers to the City for all reasonable and necessary fees for review of the application, which fees shall be paid from the escrow account in a manner prescribed in N.J.S.A. 40:55D-53.2c and N.J.S.A. 40A:5-16 through 40A:5-18.
- G. Where the review costs exceed the escrow deposit fee, the applicant shall pay the additional amount within 15 days of the request. Failure to remit the additional required deposit within the requested timeline shall render the application the application incomplete, and no further action or proceedings shall be taken by the Planning Board or Zoning Board of Adjustment until after compliance. Where the review costs are less than the amount of the escrow deposit, the difference shall be returned to the applicant within 120 days of final disposition of the application.
- H. In the event that an application is withdrawn, application fees are non-refundable, but any escrow funds remaining at the time of withdrawal shall be required to re-pay all application fees and establish a new escrow account.
- I. An application is deemed incomplete until all application fees and escrow deposits are submitted.
- J. No construction shall commence, nor shall a certificate of occupancy be issued, until the inspection fees required by §18-57.2D of this section have been submitted

## §18-57.3 SCHEDULE OF FEES AND ESCROW DEPOSITS.

### 1. Site plan or subdivision.

#### 1. Application fees

- Minor site plan: 500 dollars.
- Preliminary residential site plan: 500 dollars plus 50 dollars per dwelling unit.
- Preliminary site plan under 5,000 square feet: 1,000 dollars, plus 50 dollars for every 1,000 square feet.
- Preliminary site plan between 5,000 and 9,999 square feet: 1,000 dollars, plus 50 dollars for every 1,000 square feet.
- Preliminary site plan between 10,000 and 25,000 square feet: 1,500 dollars, plus 50 dollars for every 1,000 square feet.
- Preliminary site plan over 25,000 square feet: 2,000 dollars, plus 50 dollars for every 1,000 square feet.
- Final site plan: 50 percent of preliminary site plan fee.
- Amendment or extension of preliminary or final site plan: 500 dollars.
- Minor subdivision: 500 dollars, plus 100 dollars per lot.
- Preliminary major subdivision: 500 dollars, plus 50 dollars per lot.
- Amendment or extension of preliminary or final subdivision: 500 dollars.

#### 2. Escrow deposits.

- Minor site plan: 1,000 dollars.
- Preliminary residential site plan: 1,000 dollars, plus 100 dollars per dwelling unit.
- Preliminary site plan under 5,000 square feet: 1,000 dollars.
- Preliminary site plan between 5,000 and 9,999 square feet: 4,000 dollars.
- Preliminary site plan between 10,000 and 25,000 square feet: 4,000 dollars.
- Preliminary site plan over 25,000 square feet: 5,000 dollars.
- Final site plan: 50 percent of preliminary site plan fee.
- Amendment or extension of preliminary or final site plan: 1,000 dollars.
- Minor subdivision: 1,000 dollars.
- Preliminary major subdivision: 2,500 dollars.
- Final major subdivision: 1,000 dollars.
- Amendment or extension of preliminary or final subdivision: 1,000 dollars.

**B. Appeals, interpretations and variances.**

**A. Application Fees.**

- Hear and decide appeals, pursuant to N.J.S.A. 40:55D-70a: 300 dollars except that the fee for a request pertaining to not more than two existing nonconforming dwelling units shall be 100 dollars.
- Hear and decide interpretation of the Zoning Map or Ordinance, pursuant to N.J.S.A. 40:55D-70b: 300 dollars.
- Variance pursuant to N.J.S.A. 40:55D-70c: 300 dollars for the first variance, 150 dollars for each additional variance.
- Variance pursuant to N.J.S.A. 40:55D-70d: 500 dollars for the first variance, 250 dollars for each additional variance.

**B. Escrow Deposits.**

- Hear and decide appeals, pursuant to N.J.S.A. 40:55D-70a: 500 dollars except that no escrow deposit shall be required for request pertaining to not more than two existing nonconforming dwelling units.
- Hear and decide interpretation of the Zoning Map or Ordinance, pursuant to N.J.S.A. 40:55D-70b: 500 dollars.
- Variance pursuant to N.J.S.A. 40:55D-70c: 1,000 dollars if not part of site plan, 3,000 dollars if part of site plan..
- Variance pursuant to N.J.S.A. 40:55D-70d: 1,000 dollars if not part of site plan, 3,000 dollars if part of site plan.

**C. Other fees.**

**1) Application fees.**

- (a) Special meeting: 1,000 dollars.**
- (b) Informal or concept reviews: 250 dollars.**

**2) Escrow**

- (a) Special meeting: 1,000 dollars.**
- (b) Informal or concept reviews: 500 dollars.**

**D. Inspection fees.**

Inspection fees for drainage, paving, landscaping, curbing and other improvements which relate to matters involving public facilities: the greater of 100 dollars or 10 percent of the cost of the improvement.



**CITY OF UNION CITY  
ZONING BOARD OF ADJUSTMENT**

**2018 SCHEDULE**

**WHEREAS**, pursuant to Chapter 23, Laws of 1975, known as THE OPEN PUBLIC MEETING ACT, all meetings of any public body organized under the laws of the State and whose members are collectively empowered as a voting body to spend public funds and conduct discussions relating to the public business, are required to be publicly announced and scheduled with adequate posting and advanced newspaper notice as to time, date, location and to the extent known, the purpose or agenda of each such meeting.

**NOW, THEREFORE, BE IT RESOLVED**, by the Members of the Zoning Board of Adjustment of the City of Union City, in the County of Hudson, State of New Jersey, that the following is the Schedule of the Regular Meetings for the Year 2018, at which public business will be formally discussed, decided or acted upon:

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>PURPOSE/AGENDA</b>
Thursday, 01/11/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 02/08/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 03/08/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 04/12/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 05/10/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 06/14/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 07/12/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 09/13/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 10/11/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 11/01/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Thursday, 12/13/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business

**BE IT FURTHER RESOLVED** that the Board Secretary is hereby authorized and directed to (1) post and maintain a copy of the schedule on the regular bulletin board of the City of Union City located in the City Hall; (2) file a copy of the same in the Office of the Municipal Clerk; (3) forward copies thereof to the official newspapers circulating in the City of Union City; and (4) do and take any and all necessary actions hereafter to comply with said statutes to the end that adequate public notice of any and all such public meetings, pursuant to said statute, be given and afforded to the public according to law.

**BE IT FURTHER RESOLVED** that such meetings as the public business may be required shall be scheduled and held pursuant to and with additional notice as it is required by said statute.

I, **Carlos H. Vallejo**, Secretary of the Zoning Board of Adjustment of the City of Union City, in the County of Hudson, New Jersey, **DO HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution adopted by the Zoning Board of Adjustment of the City of Union City, Hudson County, New Jersey at a meeting held on **November 2, 2017**.

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**Carlos H. Vallejo, Secretary**





**CITY OF UNION CITY  
PLANNING BOARD**

**2018 SCHEDULE**

**WHEREAS**, pursuant to Chapter 23, Laws of 1975, known as THE OPEN PUBLIC MEETING ACT, all meetings of any public body organized under the laws of the State and whose members are collectively empowered as a voting body to spend public funds and conduct discussions relating to the public business, are required to be publicly announced and scheduled with adequate posting and advanced newspaper notice as to time, date, location and to the extent known, the purpose or agenda of each such meeting.

**NOW, THEREFORE, BE IT RESOLVED**, by the Members of the Planning Board of the City of Union City, in the County of Hudson, State of New Jersey, that the following is the Schedule of the Regular Meetings for the **Year 2018** at which public business will be formally discussed, decided or acted upon:

<b>DATE</b>	<b>TIME</b>	<b>LOCATION</b>	<b>PURPOSE/AGENDA</b>
Tuesday, 01/23/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Tuesday, 02/27/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Tuesday, 03/27/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Tuesday, 04/24/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Tuesday, 05/22/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Tuesday, 06/26/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Tuesday, 07/24/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Tuesday, 09/25/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Tuesday, 10/23/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business
Tuesday, 11/27/2018	6:00 PM	Municipal Chambers, 3715 Palisade Ave.	Any and all public business

**BE IT FURTHER RESOLVED** that the Board Secretary is hereby authorized and directed to (1) post and maintain a copy of the schedule on the regular bulletin board of the City of Union City located in the City Hall; (2) file a copy of the same in the Office of the Municipal Clerk; (3) forward copies thereof to the official newspapers circulating in the City of Union City; and (4) do and take any and all necessary actions hereafter to comply with said statutes to the end that adequate public notice of any and all such public meetings, pursuant to said statute, be given and afforded to the public according to law.

**BE IT FURTHER RESOLVED** that such meetings as the public business may be required shall be scheduled and held pursuant to and with additional notice as it is required by said statute.

I, **Carlos H. Vallejo**, Secretary of the Planning Board of the City of Union City, in the County of Hudson, New Jersey, **DO HEREBY CERTIFY** that the foregoing is a true and correct copy of a Resolution adopted by the Planning Board of the City of Union City, Hudson County, New Jersey at a meeting held on **November 28, 2018**.

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**Carlos H. Vallejo, Secretary**

## **APPLICATION FORM**

Refer to the Checklist page when preparing the application.

Submit 12 copies(sets)



## CITY OF UNION CITY

### Application for site Plan and/ or Subdivision Approval In Conjunction with a Variance Application

1. **NAME OF APPLICANT:** \_\_\_\_\_

**ADDRESS OF APPLICANT:** \_\_\_\_\_

**INTEREST OF APPLICANT (IF OTHER THAN OWNER):** \_\_\_\_\_

2. **NAME AND ADDRESS OF PRESENT OWNER:**

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

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

3. **DATE OF DEED:** \_\_\_\_\_ **RECORDING IN BOOK:** \_\_\_\_\_

**PAGE:** \_\_\_\_\_

4. **PROPERTY ADDRESS:** \_\_\_\_\_

5. **BLOCK:** \_\_\_\_\_ **LOT:** \_\_\_\_\_ **ZONING DISTRICT:** \_\_\_\_\_

6. **YARD SET BACK (DISTANCE OF BUILDING FROM PROPERTY LINE):**

**FRONT:** \_\_\_\_\_ **REAR:** \_\_\_\_\_ **SIDE#1:** \_\_\_\_\_ **SIDE#2:** \_\_\_\_\_

7. **HEIGHT OF BUILDING: # OF STORIES(floors)** \_\_\_\_\_ **TOTAL FEET HEIGHT:** \_\_\_\_\_

8. **FLOOR AREA OF BUILDING:** \_\_\_\_\_ (Square feet-total of all floors)

9. **TOTAL LOT AREA COVERED BY BUILDING:** \_\_\_\_\_ (Square Feet)

10. **NUMBER OF PARKING SPACES TO BE PROVIDED:** \_\_\_\_\_

11. **NUMBER OF LOADING BERTHS TO BE PROVIDED:** \_\_\_\_\_

12. **PROPOSED USE:** \_\_\_\_\_

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

**13. PLEASE INDICATE WITH CHECK-MARK BELOW THE TYPE OF RELIEF BEING SOUGHT BY THIS APPLICATION:**

- |                           |                             |                          |                            |
|---------------------------|-----------------------------|--------------------------|----------------------------|
| A. Min Lot Area _____     | B. Min Lot Width _____      | C. Min Lot Depth _____   | D. Min Front Yard _____    |
| E. Min Rear Yard _____    | F. Min Side Yard _____      | G. Max Bldg Height _____ | H. Max Bldg Coverage _____ |
| I. Max Lot Coverage _____ | J. Off-Street Parking _____ | K. Max Bldg Length _____ | L. _____                   |
|                           | Site Plan _____             | Subdivision _____        |                            |

14. If alterations or renovations are involved, please describe in detail (by Rider, if necessary ) what the alteration, remodeling, renovation or new construction will be: \_\_\_\_\_

15. When the necessary matter involves a Subdivision, please follow Subdivision Ordinance 17-1;

16. When the matter involves a Site Plan, please be guided by the City of Union City Site Plan Ordinance. If the matter involves a Variance, please be guided by City of Union City Zoning Ordinances. In both instances, please be guided by the State Of New Jersey land Use Law.

17. Refer to the SITE PLAN CHECKLIST for guided instruction when submitting an application.

**CORPORATE APPLICANT:** \_\_\_\_\_

**Signed By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Title of Office:** \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

APPLICATION# \_\_\_\_\_

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

DATE OF HEARING: \_\_\_\_\_

FEE DEPOSITED: \_\_\_\_\_





*The City  
Of  
Union City*

**TAX & ASSESSMENT PAYMENT REPORT**

OWNERS (s): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_, Union City, NJ 07087  
BLOCK: \_\_\_\_\_  
LOT: \_\_\_\_\_

*To be completed by the Tax Collector*

- Certification that the taxes on the above referenced property ARE CURRENT to date.
- Certification that all assessment that are due HAVE BEEN PAID.
- The following periods (or Assessments) are delinquent/past due:

DATE:

\_\_\_\_\_  
Tax Collector

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <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 <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	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 Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

<b>Social security number</b>									

**OR**

<b>Employer identification number</b>									

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

### 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 on page 3.

<b>Sign Here</b>	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.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

#### 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? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

MEMORANDUM

TO: Martin T. Martinetti, Zoning Official  
Building Department

FROM: Applicant or Applicant's Attorney

RE: Verification of Legal Units

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Effective January 4, 2011 the City of Union City implemented a new Ordinance codifying the use of an Application Checklist as part of the submission process for the Zoning Board of Variance and the Planning Board.

In compliance with the new Ordinance you are requested to verify the number of legal residential units or open violations for the address listed below:

\_\_\_\_\_, Union City, NJ 07087

Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

Applying to: (Detailed explanation for the proposed use)

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Name of owner: \_\_\_\_\_

Address of owner: \_\_\_\_\_

Phone # of owner: \_\_\_\_\_

Name of Management Partner of Corporation or LLC:

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Management Partner of Corporation or LLC #: \_\_\_\_\_

Address and Phone # of Management Partner of Corporation or LLC:

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Name of Architect: \_\_\_\_\_

Address of Architect: \_\_\_\_\_

Phone # of Architect: \_\_\_\_\_

Applicant's Attorney: \_\_\_\_\_

Address of Attorney: \_\_\_\_\_

Phone # of Attorney: \_\_\_\_\_

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**OFFICE USE ONLY**

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**\*\*\*Please check for proof that any and all outstanding Uniform Construction Code violations and / or any Union City Property Maintenance violations have been satisfied or a letter from the Building Department that no such violations exist. \*\*\***

Hearing Date: \_\_\_\_\_

(Please respond 2-days prior to meeting date)

Date: \_\_\_\_\_

Received by: \_\_\_\_\_

**CITY OF UNION CITY  
COUNTY OF HUDSON, STATE OF NEW JERSEY**

**ORDINANCE**

**ORDINANCE AMENDING CHAPTER 223 "LAND DEVELOPMENT",  
SECTION 12 OF THE CODE OF THE CITY OF UNION CITY  
ENTITLED "CONSTRUCTION REQUIREMENTS"**

**SUMMARY OF ORDINANCE**

This ordinance amends Section 223-12 and Article III of the Code of the City of Union City to prohibit the use of the following four (4) materials, and any other similar or like material, for all new construction of building façade or other street frontages: thin brick, tile, synthetic stucco and hardy planks. (This section is applicable on new construction only.)

Adopted: **December 1, 2015**

Hearing Held: **December 15, 2015**

**ORDINANCE**

**AN ORDINANCE AMENDING CHAPTER 223 "LAND DEVELOPMENT" AND CHAPTER 366  
"STREETS AND SIDEWALKS"  
OF THE CODE OF THE CITY OF UNION CITY**

**SUMMARY OF ORDINANCE**

This ordinance amends Section 223-11G and Article VI of the Code of the City of Union City to prohibit the construction, placement and/or relocation of utility boxes, meters, panels, devices and other similar equipment and installations on the portion(s) of any structure that is located adjacent to a street or roadway.

Adopted: **December 1, 2015**

Hearing Held: **December 15, 2015**

**ORDINANCE**

**AN ORDINANCE AMENDING CHAPTER 223  
OF THE CODE OF THE CITY OF UNION CITY  
ENTITLED "LAND DEVELOPMENT"**

**SUMMARY OF ORDINANCE**

This ordinance requires installation of permanent standby generators in residential properties with 5 or more stories or 20 or more residential units throughout the City. The section is applicable on new construction only.

Adopted: **December 1, 2015**

Hearing Held: **December 15, 2015**

## **Chapter 366. Streets and Sidewalks**

### **Article IV. Excavations and Openings**

#### **§ 366-15. Street openings by utility companies.**

**A.**

Utility companies, including those engaged in the installation of gas, water and electric lines, shall report to the Department of Public Works and the City Engineer, yearly, their intentions with regard to prospective work requiring future street openings in the community for the purpose of coordinating such activity with pavement projects anticipated by the City.

**B.**

Except in the case of an emergency, the City shall have the right to schedule street openings with utility companies in a manner which will create the least disturbance to pavement courses, in furtherance of which purpose the Department of Public Works shall provide to the utilities a schedule of expected street construction and resurfacing.

#### **§ 366-18. Replacement of pavement by City.**

Whenever, in the opinion of the Commissioner of Public Works, the nature of any street improvement through which an excavation has been made is such that it will be for the best interest of the City that the replacement holding the permit for the excavation to temporarily fill in and close the same, bringing the filling to grade with such tops as the Commissioner shall seem proper to make the same safe and fit for public travel. In that event, any moneys deposited upon application for the permit shall be held to meet the expense of such repavements and the holder of the permit shall be entitled to receive only the balance of the moneys so deposited after deducting the cost of repaving. Money deposited and withheld, however, must be accounted for to the holder of the permit within one year from the date of deposit.

#### **§ 366-19. Default by permittee.**

Should the pavement not be replaced within 30 days in the manner and condition to correspond with the remainder of the pavement on the highway, the person holding the permit shall be in violation of this article. In that event the City, under the direction of the Department of Public Works, may repair that portions of the street, all expenses shall be deducted from the permit fee on deposit with the Commissioner of Revenue and Finance. Should there be a deficit after making this deduction, the City may institute suit of recovery against the permit holder in a court of proper jurisdiction.

## **§ 366-21. Required notification.**

### **A.**

Once a year the Construction Code Official shall notify public utility providers and municipalities of planned work on City roads. Any work to be done on these roads will have to be done before paving is started. Such notice shall state that no road opening permit shall be issued for openings, cuts or excavations in such City road for a period of five years after the date of paving. The notice shall also notify such permittee that applications for road opening permits, for work to be done prior to such paving shall be submitted promptly in order that the work covered by the permit may be completed before paving.

### **B.**

During such five-year period, no permit shall be issued to open, cut or excavate in such City road unless, in the judgment of the Construction Code Official, an emergency exists which makes it absolutely essential that the road opening permit be issued.

### **C.**

The Construction Code Official is authorized to demand a cash escrow or equivalent in an amount not exceeding \$10,000 to assure that any road opening on roadways paved within the past five years is restored satisfactorily. The restoration shall include milling and repaving of the area so as to blend uniformly with the adjacent roadway as per the conditions stated in the permit, including restoration of pavement markings, signage and all other appurtenances.