



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS
GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

APPLICATION FOR DEVELOPMENT – SUBMISSION REQUIREMENTS

1. FIVE (5) COLLATED SETS OF THE FOLLOWING:

- Completed *Application for Development* (one with original signature).
- Completed *Addendum – Statement of Facts in Support of an Application*
- Completed *Application for Development Checklist* (A or B)
- Completed *Checklist Waiver Request Form*
- Zoning Officer's denial letter with Zoning Table where applicable
- Completed *Morris County Land Development Review Application* where applicable
- Completed *Soil Erosion & Sediment Control Certification*
- Completed *Disclosure of Corporate Owners or Partners* where applicable
- Completed *Owner's Letter of Consent* where applicable
- Photographs of the subject property and/or areas of proposed changes. Minimum of 5-10 is suggested.
- **Original signed & sealed survey / site plan or plot plan** (as applicable) must include original signature and seal of a licensed Engineer/Surveyor showing existing conditions of the property.
- **Survey / site plan or plot plan** showing the proposed buildings and structures drawn to scale with all dimensions for the proposed changes and all setbacks from all property lines (front, rear and side yard setbacks).
- **Architectural Plans** (as applicable); all floor plans & elevations must have the seal of a licensed New Jersey Architect, and be folded to fit in mailing envelope.

2. ADDITIONAL SUBMISSION SETS FOR ALL SITE PLAN & SUBDIVISION APPLICATIONS:

Two (2) collated sets of all documents listed above AND electronic files either by email, USB or eight (8) CD'S containing copies of all documents listed above in portable electronic format (PDF) must also be submitted to the Long Hill Environmental Commission (LEC) with submission to the Planning & Zoning Coordinator. The LEC submission should be addressed to:

Long Hill Environmental Commission
c/o Karen Shear, Secretary
915 Valley Road, Long Hill, NJ 07933

3. Fees as required by Ordinance (fee schedule attached); Please make checks payable to the Township of Long Hill.
4. One (1) completed *Proof of Payment of Taxes*, which will provide certification from the Tax Collector that no taxes or assessments for local improvements are due or delinquent.
5. One (1) completed *Request for Certified List of Property Owners*, in order to obtain list of all property owners within 200 feet of the property.
6. One (1) completed *W-9* form in order to set up the Applicant's Escrow account.



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Once all of the submission items are received and the checklist has been reviewed, the Planning & Zoning Coordinator will determine if the application is complete and notify the Applicant via email. Once the application is deemed complete, copies will be distributed to the Board Professionals to begin review. At such time the reports are received from the Board Professionals, the Planning & Zoning Coordinator will review with the Applicant to determine if changes/updates to the Application are required or if the application is ready to be scheduled for a hearing date. If it is determined that a review meeting would be beneficial to the Applicant, upon agreement, the Planning & Zoning Coordinator will coordinate a meeting date and time with both the Applicant and their professionals and the Board Professionals. Once a hearing date is determined, the Planning & Zoning Coordinator will notify the Applicant via email.

ITEMS REQUIRED TEN (10) DAYS PRIOR TO HEARING DATE

1. Fifteen (15) additional copies of the submission items listed in item #1 above. All copies must be **collated and organized** to be distributed to the Board members.
2. Notice of Hearing must be placed in the Echoes Sentinel Newspaper **ten (10) days** prior to hearing date. Return notarized Affidavit of Publication (issued by the newspaper with copy of Public Notice article) to the Planning & Zoning Coordinator for the file.
3. Provide all property owners within 200 feet of property with the *Notice of Hearing* letter via hand delivery obtaining owner's signature or via Certified US Mail. Return all original signatures and/or Certified Mail Receipts along with a completed and notarized *Affidavit of Service of Notice* to the Planning & Zoning Coordinator for the file.

Attachments:

- Application for Development
- Addendum – Statement of Facts
- Checklist A or B
- Checklist Waiver Request Form
- Zoning Table
- Morris County Land Development Application
- Soil Erosion & Sediment Control Certification
- Disclosure of Corporate Owners or Partners
- Owner's Letter of Consent
- Proof of Payment of Taxes
- Request for Certified List of Property Owners
- W-9 Form

Public notices are a jurisdictional requirement. The application cannot be heard until publication and public notice is properly served and proof of said notice is received.

This application does not relieve the Applicant from complying with other Township ordinances. Obtaining the necessary approvals and permits under such ordinances will be the responsibility of the Applicant.

MORRIS COUNTY PLANNING BOARD

In the event that this project is bounded on any side by a county road or is within 200' of another municipality or includes a subdivision, a county application must be completed and submitted to Morris County Planning Board directly. Submit to the Planning Department verification that the application was filed with the County Planning Board.



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS
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APPLICATION FOR DEVELOPMENT

PROPERTY ADDRESS

BLOCK(S) _____ **LOT(S)** _____ **ZONE** _____

APPLICANT _____ **TELEPHONE** _____

ADDRESS (if different from above) _____ **EMAIL** _____

PROPERTY OWNER (if different from above) _____ **TELEPHONE** _____

ADDRESS _____ **EMAIL** _____

ATTORNEY* _____ **TELEPHONE** _____

*REQUIRED for Corporations, LLC or Limited Partnerships

ADDRESS _____ **EMAIL** _____

ENGINEER or SURVEYOR _____ **TELEPHONE** _____

ADDRESS _____ **EMAIL** _____

ARCHITECT _____ **TELEPHONE** _____

ADDRESS _____ **EMAIL** _____

OTHER _____ **TELEPHONE** _____

ADDRESS _____ **EMAIL** _____

APPLICANT MUST PROVIDE AN ADDENDUM / STATEMENT OF FACTS IN SUPPORT OF THE APPLICATION.

Provide written statement on a separate sheet or on the form provided stating what the Applicant is proposing to do, what variances are requested and the reasons why variances are needed.

Has there been a previous variance appeal or approval of any development application (i.e. site plan, subdivision or conditional use) involving the property? **YES** ___ **NO** ___ *If YES, attach copies of the decisions and/or resolutions.*

Is the property in a density modification subdivision? **YES** ___ **NO** ___

THIS BOX FOR OFFICE USE ONLY			
DATE OF SUBMISSION:		APPLICATION NUMBER:	
SITE PLAN ___ SUBDIVISION ___ BULK VARIANCES ___ USE VARIANCE ___ OTHER ___			
PLANNING BOARD ___ ZONING BOARD ___		MEETING DATE: _____	



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COUNTY OF MORRIS
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PROPERTY ADDRESS

BLOCK(S)

LOT(S)

APPLICANT

I affirm that all statements in this submitted application are true.

Signature of Applicant

Print Name

Date

SUBMISSION REQUIREMENT

For all applications, **FIVE (5) COLLATED sets of all COMPLETED and SIGNED application forms** are required for submission to the Planning & Zoning Coordinator for completeness review. For any/all subsequent changes or updates to a pending application, five (5) copies are also required for resubmissions. All required documents are listed in the Application Checklists.

Once an application is deemed complete and scheduled for a hearing, fifteen (15) collated sets of the application forms must be submitted to the Planning & Zoning Coordinator for distribution to the appropriate Board.

ESCROW DEPOSITS

In accordance with the Ordinances of the Township of Long Hill, escrow accounts are established to cover the cost of professional services including but not limited to planning, engineering, legal and other expenses associated with the review of submitted materials. If additional sums are deemed necessary, the Planning & Zoning Coordinator will notify the Applicant of the required additional amount. **Please note: without sufficient funds in an Applicant's escrow account, the review and subsequent scheduling of the application for a meeting will cease until such time that the Applicant has replenished the escrow account as per the Planning & Zoning Coordinator's request.**

Sums not utilized in the application process shall be returned upon written request by the Applicant and after verification that all Board expenses have been satisfied. A W-9 Form (Request for Taxpayer Identification Number and Certification) must be completed and submitted with any escrow deposits.



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ADDENDUM
Statement of Facts in Support of an Application

Applicant:

Property Address:

Block:

Lot(s):

Date:

Statement of Facts to include the following:

- Present and/or previous use of the building(s) and premises.*
- Detailed description of the proposed use.*
- Detailed description of the proposed improvements to the building(s) and premises.*
- What conditions are preventing the Applicant from complying with the Zoning Ordinance?*
- Any other detailed information to further explain what the Applicant proposes for the building(s) and premises.*



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CHECKLIST WAIVER REQUEST FORM

Use for Checklists A, B & SPW

Applicant:

Property Address:

Block:

Lot(s):

Date:

ITEM #	EXPLANATION FOR WAIVER REQUEST

If additional waivers are requested, please use another form to continue.



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS
 GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

ZONING TABLE

FILL IN ALL APPLICABLE BOXES

Property Address:				
Block:	Lot:	Zone:	Total Square Feet:	
Is this property in a density modification subdivision? YES _____ NO _____				
BULK REQUIREMENTS	REQUIRED / ALLOWED	EXISTING	PROPOSED	VARIANCE
Lot Area				
Lot Width (Feet)				
Floor Area (Square Feet)				
Building Width (Feet)				
Front Yard Setback (Feet)				
Side Yard Setback (Feet)				
Rear Yard Setback (Feet)				
Building Height (Stories & Feet)				
Building Coverage (Percent)				
Lot Coverage (Percent)				
Floor Area Ratio (FAR – Percent)				
Buffer (Feet)				

LAND DEVELOPMENT REVIEW APPLICATION

Mail To:
MORRIS COUNTY PLANNING BOARD
P.O. Box 900
Morristown, NJ 07963-0900



Office Location:
30 Schuyler Place
4th Floor
Morristown, New Jersey

ALL FILINGS TO THE PLANNING BOARD SHOULD BE IN DUPLICATE WITH APPROPRIATE FILING FEE

Section I. Submission Requirements (TWO COPIES OF ALL DOCUMENTS SHOULD BE SUBMITTED)

Submission: New Planning Board Review fee enclosed
 Revised Board of Adjustment No review fee

Section II. Project Information

Project Name: _____ Block(s) _____ Lot(s) _____
 Municipality: _____ Road Frontage Name: _____
 Applicant's Name: _____ Telephone: _____ Fax: _____
 Mailing Address: _____

Section III. Site Data

What is being proposed? _____
 Zone District(s) in which property is located: _____
 Present Use(s) _____ Proposed Use(s) _____
 Proposed Water Source: _____ Sewage Disposal _____

Subdivision:
 Gross Area of Subdivision Tract _____ acres ▪ Net Lot Area _____ acres ▪ Number of Lots _____

Site Plan: Lot Area _____ Acres
 If Residential: # of Dwelling Units _____
 If Non-Residential
 New Floor Area _____ Total Floor Area _____
 New Parking Spaces _____ Total Parking Spaces _____
 New Impervious Surface _____ Total Impervious Surface _____

Section IV: Review Fees (not required for revised submissions)

Applicant hereby applies for: (check one)

Municipal Classification	Rate	Fees
<input type="checkbox"/> Subdivision: Sketch	no charge	
<input type="checkbox"/> Subdivision: Minor	\$100.00	\$ _____
<input type="checkbox"/> Subdivision: Preliminary	\$500.00 + \$25.00 per lot	\$ _____
<input type="checkbox"/> Subdivision: Final	\$100.00	\$ _____
<input type="checkbox"/> Site Plan: Multi-Family	\$500.00 + \$25.00 per dwelling unit	\$ _____
<input type="checkbox"/> Site Plan: Non-Residential	\$500.00 + \$5.00 per new parking space	\$ _____
Total enclosed (payable to "Treasurer of Morris County").		\$ _____

Application completed by: _____ applicant / owner / attorney / engineer
(please print)

Signature: _____ Dated: _____

**MORRIS COUNTY PLANNING BOARD
LAND DEVELOPMENT REVIEW
APPLICATION PROCEDURES**

SUBMISSION REQUIREMENTS:

- Subdivision – All subdivisions must be submitted to the County Planning Board for review.
Major Subdivisions – will be reviewed for County approval
Minor Subdivisions – will be reviewed to determine:
1. If the project fronts along a County road; and/or
 2. If the project will affect any County drainage facilities.
- For those minor subdivisions which meet either one or both of the above criteria, the project will be reviewed for approval. If a minor subdivision does not meet either criteria, an exemption letter will be sent.
- Site Plans – Site Plans will be reviewed to determine:
1. If the project fronts along a County road; and/or
 2. If the project contains an amount of impervious surface equal to or greater than one acre (43,560 sq. ft.)
- For those site plans which meet either one or both of the above criteria, the project will be reviewed for approval. If the site plan does not meet either criteria, an exemption letter is sent.

PROCEDURES:

New applications must be submitted to the County Planning Board by the municipal approving authority or by the applicant and accompanied by the transmittal letter stating that the application has also been made to the municipal approving authority. Development applications revised in response to County Planning Board requirements may be submitted directly to the County Planning Board by the applicant.

Digital copy of final plat and fully signed paper copy of final plat are required prior to filing of final plat at the Morris County Clerk's Office.

REVISIONS:

Subdivision plats and site plans which are revised to comply with the County Planning Board requirements, or would alter a previous County Planning Board approval, must be resubmitted to the County Planning Board for review and approval.

REPORTS:

The County Planning Board has a statutory review period of thirty (30) days from the date of a complete submission. Upon completion of the County Planning Board review, a report will be mailed to the municipal approving authority with copies mailed to the applicant and his/her engineer. For those site plans and minor subdivisions found to be exempt, a notice of exemption will be mailed to the municipal approving authority.

SUBMISSION PACKAGE:

A complete application consists of the following:

- 1. Two (2) completed copies of the County application form (on the reverse side).
- 2. Two (2) copies of the subdivision or site plan drawings.
- 3. Two (2) copies of the drainage study (if required by the County Land Development Standards or municipal ordinance).
- 4. Two (2) copies of the traffic impact study (if required by the County Land Development Standards or municipal ordinance).
- 5. Payment of the review fee in accordance with the fee schedule on the reverse side of this application. If no fee is included, the applicant will be billed and the project may not be reviewed until payment is received. No fee is required for resubmissions.

Package should be submitted via mail to: Morris County Planning Board
P.O. Box 900
Morristown, NJ 07963-0900

Or via personal delivery or overnight to: Morris County Planning Board
30 Schuyler Place, 4th Floor
Morristown, New Jersey 07960

Questions, please call: (973) 829-8120



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INFORMATION REGARDING SOIL EROSION AND SEDIMENT CONTROL CERTIFICATION

The State of New Jersey Soil Erosion and Sediment Control Act, Chapter 261, P.L. 1975 defines a project which requires a soil erosion and sediment control certificate as "any disturbance of more than 5,000 square feet of the surface area of land:

- (1) for the accommodation of construction for which the State Uniform Construction Code would require a construction permit, except that the construction of single-family dwelling unit shall not be deemed a "project" under this act unless such unit is part of a proposed subdivision, site plan, conditional use, zoning variance, planned development or construction permit application involving two or more such single-family dwelling units,
- (2) for the demolition of one or more structures,
- (3) for the construction of a parking lot,
- (4) for the construction of a public facility,
- (5) for the operation of any mining or quarrying activity, or
- (6) for the clearing or grading of any land for other than agricultural or horticultural purposes."

Soil Erosion and Sediment Control Certifications must be obtained from:

Morris County Soil Conservation District
Court House
Morristown, New Jersey 07960
Phone: (973) 285-2953 or 538-1552
Fax: (973) 605-8195

Property Address: _____

This project does not involve work for which a Soil Erosion and Sediment Control Plan Certification is required from the Morris County Soil Conservation District.

This project requires a Soil Erosion and Sediment Control Plan Certification from the Morris County Soil Conservation District. I certify that an application has been made to the Morris County Soil Conservation District for this project.

Signature

Date

Print Name



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS
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DISCLOSURE OF CORPORATE OWNERS OR PARTNERS

Date: _____

Name of Applicant: _____

Name of Corporation: _____

List all names of corporate stockholders or partners owning at least 10% of its stock or any class or at least 10% of the interest in the partnership, as the case may be.

<u>Name</u>	<u>Address</u>	<u>Percentage</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE NOTE: Corporations, LLC or Limited Partnerships *must* be represented by an attorney when applying to and appearing before the Planning Board or Zoning Board of Adjustment.



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS
GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

OWNER'S LETTER OF CONSENT

Applicant: _____

Property Address: _____

Block: _____ **Lot(s):** _____

I certify that I am the owner of record or duly authorized representative of the owner and that I concur with the application and plans presented to the Planning Board or Zoning Board of Adjustment.

Additionally, I give consent to Township of Long Hill Board Members and Consultants to enter and inspect the subject property.

Permission is hereby granted to _____ as Applicant for the proposed development.

Owner's Signature & Title *Date*

Owner (Print Name)

Address

Phone & Email Address



TOWNSHIP OF LONG HILL

COUNTY OF MORRIS
GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

PROOF OF PAYMENT OF TAXES

Application to: Planning Board Zoning Board of Adjustment

Applicant: _____

Property Address: _____

Block: _____ Lot(s): _____

I certify that I am the owner of record of the property described herein and in compliance with and/or N.J.S.A. 40:55D-39e; N.J.S.A. 40:55D-65h; and/or Ordinance #32-88. I hereby request the Tax Collector to determine whether there are delinquent taxes/assessments due.

Owner's Signature & Title

Date

Owner (Print Name)

TAX COLLECTOR'S CERTIFICATION

I DECLARE THAT: All taxes have been paid.

All assessments due have been paid.

The following are delinquent:

Water Source: City
 Well _____

Sewage Disposal: Sewer
 Septic _____

Tax Collector's Signature

Date



TOWNSHIP OF LONG HILL

MORRIS COUNTY
GILLETTE, HOMESTEAD PARK, MEYERSVILLE, MILLINGTON, STIRLING

REQUEST FOR CERTIFIED LIST OF PROPERTY OWNERS

Planning Board Public Hearing List #: _____

Zoning Board of Adjustment Date Requested: _____

List of property owners served within 200' of Block _____ Lot(s) _____

Owner: _____ Applicant: _____

Address: _____ Address: _____

The certified list of required names and addresses shall be obtained from the Tax Assessor
This form shall clearly indicate the type of service (i.e. personal service or certified mail service).

IN ADDITION TO THE NAMES ON THE ATTACHED LIST, THOSE CHECKED OFF BELOW MUST BE SERVED NOTICE.

Property owners within 200' of the town of _____ must be notified.

Property borders the Passaic River – property owners within 200' in _____ must be notified.

Property is on a county road. Morris County Planning Board is to be notified at the following address:

Morris County Planning Board
Courthouse CN 900
Morristown, N.J. 07960-900

Chapter 245, Session Laws of 1991 states that the public utilities of a municipality should be notified. The public utilities in the Township of Long Hill:

1	JCP&L 300 Madison Avenue PO Box 1911 Morristown, NJ 07962	3	NJ American Water Co. No. Div. (NJAWC) 1025 Laurel Oak Road Voorhees, NJ 08043
2	PSE&G Corporate Properties Manager 80 Park Plaza, T6B Newark, NJ 07102	4	Comcast Cable Communications 100 Randolph Road Somerset, NJ 08873

Type of Service: Certified Mail Service Personal Service

Certified by: _____
Brett Trout, Tax Assessor

Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number
or
Employer identification number

Note. If the account is in more than one name, see 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).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

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

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

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,