



City of Margate City
Department of Building Inspection
9001 Winchester Avenue
Margate City, New Jersey 08402
(609) 822-1974
Email: margate_inspection@margate-nj.com

CITY OF MARGATE PERMIT PROCEDURES

BULKHEAD APPLICATION

1. APPLICATION CHECKLIST:

- ☐ Bulkhead Permit Review Application
- ☐ Plans and specifications signed and sealed by a NJ Licensed Professional Surveyor
- ☐ Copy of received permits from appropriate agencies (NJDEP/ US ARMY CORPS OF ENGINEERS/ SOIL CONSERVATION DISTRICT) or letter from same indicating permit not required.
- ☐ Submit a completed W-9 form.
- ☐ Submit Inspection Fee Escrow: A \$2,000 (Two Thousand Dollars) performance guarantee is to be placed in escrow, which will be released upon submittal of an as-built prepared by a licensed professional land surveyor and approved by the building official prior to release.
- ☐ Submit a \$25.00 Administrative Fee: Must be submitted as a separate check payment.

2. MUNICIPAL PERMIT APPLICATION:

- ☐ Submit a Municipal Permit Application: May be submitted at the same time or once notified that bulkhead permit has been approved by the city. This is the actual bulkhead permit application and will have a payable fee once approved.
- ☐ Wait for approval; work must not commence until the construction permit is issued.

3. Closing Your Permit:

- Complete all required inspections.
- Submit a final bulkhead as-built prepared by a licensed professional land surveyor.
- Submit inspection requests via email to margate_inspection@margate-nj.com.

CONNECT WITH MARGATE ONLINE

Margate City is on SDL Portal, an online hub where residents & professionals can access town data, search properties and view their permit status 24/7.

- ☒ Search Permit Data
- ☒ Access Property Data
- ☒ View Inspection Results
- ☒ And more!

SDL | PORTAL

visit: sdl.town/Margate to get started



Department of Building Inspection

9001 Winchester Avenue
Margate City, New Jersey 08402
609-822-1974
Fax: 609-822-2248

Bulkhead Permit Review Form

**SURVEY SHOWING LOCATION OF WORK, ELEVATIONS, SETBACKS, AND COVERAGE
MUST ACCOMPANY PERMIT APPLICATION*

BLOCK: _____ LOT: _____ ZONE: _____

NAME: _____ TEL: _____

ADDRESS: _____

CONTRACTOR: _____ TEL: _____

ADDRESS: _____

DESCRIPTION OF WORK: _____

_____ COST OF JOB: _____

City Engineer's Comments: _____

Zoning Officer's Comments: _____

Building Inspector's Comments: _____

City Engineer's Signature: _____
Signature (Engineer)

Date: _____

Approved Denied
(circle one)

Zoning Signature: _____
Signature (Zoning Officer)

Date: _____

Approved Denied
(circle one)

Const. Official's Signature: _____
Signature (Const. Official)

Date: _____

Approved Denied
(circle one)

Request for Taxpayer Identification Number and Certification

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

Please print or type

Name (See **Specific Instructions** on page 2.)

Business name, if different from above. (See **Specific Instructions** on page 2.)

Check appropriate box: ☐ Individual/Sole proprietor ☐ Corporation ☐ Partnership ☐ Other ☐

Address (number, street, and apt. or suite no.)

Requester's name and address (optional)

City, state, and ZIP code

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. 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 2.** 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 2.

Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

Social security number								

or

Employer identification number								

List account number(s) here (optional)

Part II For U.S. Payees Exempt from Backup Withholding (See the Instructions on page 2.)

Part III Certification

Under penalties of perjury, I certify that:

- 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**
- 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**
- I am a U.S. person (including a U.S. resident alien).

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 2.)

**Sign
Here**

**Signature of
U.S. person**

Date

Purpose of Form

A person who is required to file an information return with the IRS must get 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 give your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations.

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.

What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

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 not be subject to backup withholding. **Payments you receive will be subject to backup withholding if:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part III instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- 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 the Part II instructions and the separate **Instructions for the Requester of Form W-9**.

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. Willingly 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

Name. If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

Sole proprietor. Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

Limited liability company (LLC). If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, **enter the owner's name on the "Name" line.** Enter the LLC's name on the "Business name" line.

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

Other entities. Enter your business name as shown on required Federal tax documents on the "Name" line. 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 the "Business name" line.

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 **LLC** that is **disregarded as an entity** separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

Note: See the chart on this page 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 Social Security Administration office. Get **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 get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS's Internet Web Site at www.irs.gov.

If you do not have a TIN, 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 type of payments. You will be subject to backup withholding on all

such payments until you provide your TIN to the requester.

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

Part II-For U.S. Payees Exempt From Backup Withholding

Individuals (including sole proprietors) are **not** exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the separate Instructions for the Requester of Form W-9.

If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding. Enter your correct TIN in Part I, write "Exempt" in Part II, and sign and date the form.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

Part III-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, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required).

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 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 state tuition program payments, IRA or MSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to

report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 31% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

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)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship	The owner ³
For this type of account:	Give name and EIN of:
6. Sole Proprietorship	The owner ³
7. A valid trust, estate, or pension trust	Legal entity ⁴
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. 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

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, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

⁴ List first and circle the name of the legal 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.)

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.



City of Margate City
Department of Building Inspection
9001 Winchester Avenue
Margate City, New Jersey 08402
(609) 822-1974 Fax: (609) 822-2248
Email: margate_inspection@margate-nj.com

PERMIT No:

M _____

MUNICIPAL PERMIT APPLICATION

- ♦ A ZONING PERMIT MUST ACCOMPANY THIS APPLICATION- **Zoning Permit No.:** _____
- ♦ A SEPARATE STREET OPENING PERMIT IS REQUIRED FOR ANY WORK IN THE PUBLIC RIGHT OF WAY, INCLUDING SIDEWALK & CURB REPLACEMENTS!

A. IDENTIFICATION:

SUBJECT
PROPERTY ADDRESS: _____

BLOCK: _____ LOT: _____

PROPERTY OWNER'S NAME: _____ PHONE: _____

ADDRESS: _____ EMAIL: _____

CONTRACTOR: _____ PHONE: _____

ADDRESS: _____

EMAIL: _____ Home Improvement License #: _____

B. TYPE OF APPLICATION: Check all that apply and provide the estimated cost of each item:

- | | | | |
|--|---------------------|--------------------------|----------------------|
| <input type="checkbox"/> FENCE: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | Height in Ft.: _____ |
| <input type="checkbox"/> SHOWER ENCLOSURE: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | Height in Ft.: _____ |
| <input type="checkbox"/> SHED: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | Height in Ft.: _____ |
| <input type="checkbox"/> DRIVEWAY: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | |
| <input type="checkbox"/> PAVERS: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | |
| <input type="checkbox"/> CONCRETE:
(Excluding Sidewalk & Curb) | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | |
| <input type="checkbox"/> BULKHEAD: | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | |
| <input type="checkbox"/> OTHER: _____ | Est. Cost: \$ _____ | Dimensions in Ft.: _____ | |

PROPOSED WORK: ☐ **NEW** ☐ **REMOVE & REPLACE** ☐ **ALTERATION**

Description of work: _____

★ **DIG RELEASE #:** _____ ★ (Must call 1-800-272-1000 to obtain Dig Release Number)

C. CERTIFICATION IN LIEU OF OATH: I hereby certify that I have read this application, that the information provided is correct, and that I am the (authorized agent of) owner in fee of the property listed, as such hereby agree to comply with the applicable requirements of the Code of the City of Margate City, County of Atlantic and The State of New Jersey.



OWNER/CONTRACTOR SIGNATURE

DATE

★ **FOR OFFICE USE ONLY:** DATE RECEIVED: _____ ZONING APPROVAL DATE: _____

CONSTRUCTION OFFICIAL APPROVAL: _____ DATE: _____

AMOUNT DUE: \$ _____ ☐ CHECK ☐ CASH ☐ CC RECEIPT #: _____

DATE ISSUED: _____ COLLECTED BY: _____

WHITE – OFFICE

YELLOW – APPLICANT COPY

PINK – TAX ASSESSOR'S OFFICE

ORDINANCE #08 – 2016

AN ORDINANCE AMENDING CHAPTER 175, LAND USE, OF THE CODE OF THE CITY OF MARGATE CITY, COUNTY OF ATLANTIC AND STATE OF NEW JERSEY

NOW THEREFORE BE IT ORDAINED by the Commissioners of the City of Margate, County of Atlantic and State of New Jersey as follows:

SECTION 1. Margate City Code Chapter 175, Land Use, shall be amended as follows:

A. Article VII, Fees and Deposits, Section 175-42, Fee Schedule, shall be amended as follows:

At the time of filing any application with the Planning Board or Board of Adjustment, including any application for amendment to or extension of any development approval, any request for a zone change or recommendation of a zone change, any request for amendment of the Master Plan, and/or any request for concept review of a development proposal, each applicant shall pay to the City of Margate a nonrefundable application fee and technical review fee deposit in accordance with the following schedule. The applicant shall pay the fee required for each application which is submitted.

In addition, a \$2,000.00 (Two Thousand Dollars) performance guarantee is to be placed in escrow, which will be released upon submittal of an as-built survey prepared by a licensed professional land surveyor and approved by the building official prior to release.

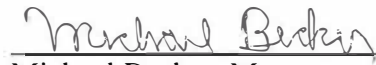
Action	Application Fee	Escrow Fee
Staff Committee application	\$25	--
Site plan application		
Land area under 10,000 square feet	\$350	\$500
Land area 10,000 square feet or more	\$500	\$1,000
Site plan application for commercial changes with no physical alteration except redecorating and conforming sign	\$50	\$50

Action	Application Fee	Escrow Fee
	Board Administrators	
Notices of publication of hearings required	Published by applicant at applicant's cost	--
Publication of final decision	Shall be the responsibility of the Board involved, to be paid for out of application fees	--
Transcripts of record of proceedings	Cost to be borne by applicant if applicant requests a transcript	--
Extension of any approval having a time limitation	Same as original	Same as original
Engineering inspection fee for site plans wherein land area is 10,000 square feet or more	--	\$150
Engineering inspection fee for major subdivisions	-	5% of improvement costs, as determined by the City Engineer, to be deposited prior to final subdivision approval by the Planning Board. If engineering inspection costs exceed the deposit, the excess shall be paid to the City by the subdivider prior to acceptance of the improvements by the City
Site plans or subdivisions amended prior to final action	1/2 of original	1/2 of original
Use and density (D) variances		
Single-family dwellings	\$500	\$100
Duplex, triplex or quadruplex	\$500	\$175

Action	Application Fee	Escrow Fee
Multiple dwellings	\$500	\$200
Commercial/office	\$500	\$250
Commercial/residential mixed	\$500	\$350
Maritime use or related	\$500	\$500
All other variances, including Zoning Board interpretation		
Single-family dwellings	\$250	\$200
Duplex, triplex or quadruplex	\$200	\$200
Multiple dwelling	\$350	\$300
Commercial/office	\$300	\$300
Commercial/residential mixed	\$300	\$350
Maritime use or related	\$250	\$500
Deck/bulkhead application [Added 9-18-2008 by Ord. 36-2008]	\$25	\$500 \$2,000 (includes application review and as- built review)

SECTION 2: All ordinances or parts of ordinances inconsistent with any terms of this ordinance are hereby repealed to the extent of such inconsistency only.

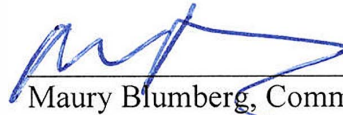
SECTION 3: This ordinance shall take effect upon its final passage and publication as required by law.



Michael Becker, Mayor



John Amodio, Commissioner



Maury Blumberg, Commissioner

Board of Commissioners of the City of
Margate City, New Jersey

Introduction: April 21, 2016

Published: April 26, 2016

Enactment: May 5, 2016