

Pilesgrove Township Planning Board

FEES AND ESCROWS

Refer to Land Use Ordinance Article IX, amended 07-15-2007 for complete details.

NOTES:

1. Administrative Fees are non-refundable.
2. If your application includes more than one request, you may combine all of the administrative fees into one check, and the total sum of required escrow deposits into one check. Unused escrow funds will be refunded, upon written request, when all invoices have been paid.
3. The Treasurer handles all financial transactions related to the application. Requests for account information or release of funds should be made, in writing, to Pilesgrove Township Treasurer, 1180 Route 40, Pilesgrove, NJ 08098.
4. Checks for the application fee and required escrow **must** accompany the application. **A Completeness Hearing or Public Hearing on the application will not be held** if required fees and escrows have not been paid or accounts are delinquent.
5. The Treasurer will issue a stop-work order to all Board professionals when escrow accounts are over-spent. Work will not resume until the accounts are replenished. The applicant will generally receive two weeks notice to replenish accounts by the close of business on the First Wednesday of the month in order to be placed on the Regular Meeting agenda for the Third Wednesday of the month.
6. If the Treasurer determines, upon review of the escrow account and in consultation with the Board's Professionals, that 75% of the moneys posted have been encumbered or expended, additional sums will be required for deposit.

TYPE	APPLICATION FEE	ESCROW DEPOSIT
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TYPE	APPLICATION FEE	ESCROW DEPOSIT
Informal Review		
1 st appearance	300	300
2 nd appearance	200	750

TYPE	APPLICATION FEE	ESCROW DEPOSIT
Subdivisions		
Minor	250	2500
Preliminary Major Sub. Plat	500	5000 plus 250 per lot
Final Major Sub. Plat	300	2500 plus 75 per lot
Amended Minor, Prelim. Major and/or Final Major Sub Plat	150	1000
Request for re-approval or Extension of Time	300	300 plus 25 per lot

TYPE**APPLICATION FEE****ESCROW DEPOSIT****Site Plans**

Minor Site Plan	150	2000
Preliminary Major Site Plan	300	1000 per acre or part acre. PLUS for multi family dwellings \$75 per unit; or for nonresidential buildings, \$.05 per gross square foot of building area, but with minimum of 1500 deposited.
Final Major Site Plan	250	500 per acre or part acre PLUS for multi-family Dwellings \$5 per unit, or for Nonresidential buildings, \$.025 per gross square foot of building area, but with minimum of \$750 deposited.
Amended Minor Preliminary Major and/or Final Major Site Plan	150	1000
Request for approval or Extension of Time	300	300 plus \$25 per lot or part

**Conditional Uses
(in addition to fees for Site plan review)**

300

50 per acre or part
Provided that a Subdivision minimum of 1000 deposited**Variances**

Appeals	100	1000
Interpretation	100	1000
Bulk	200 per application	1000 for 1 st variance Plus 50 each additional variance
Use and others	250	2000
Permit	200	500
Waivers	100	\$125 for 1st waiver Plus 25 each additional waiver

TYPE	APPLICATION FEE	ESCROW DEPOSIT
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**Any other request not specifically
Noted above, including but not limited
Classification for agriculture
Division**

200

1000

**Request for Special Planning
Board Meeting**

1000

None required

**Certified list of property owners
Or certified list of public utilities**

25 cents per name or
\$10, whichever is greater.

None required

**Copy of minutes, resolutions,
Decisions, files, maps etc.**

No charge for routine copying
Refer to OPRA

May be required

Transcription of meeting

At cost

None required

Copy of tape of public hearing

25, if available

Subdivision approval certificate

50 per certificate

None required

Certificate of Non-conformity

50 per certificate

None required

Zoning application

10

None required

ZONING PERMITS

Ordinance 07-17, Amending Article IX, Chapter 145, Land Use Code, Township of Pilesgrove.

TYPE OF APPLICATION	ADMINISTRATIVE FEE	ESCROW
Farm structures	15	
Single Family dwelling	150	
All other residential accessories or structures	35	
Additions (sunrooms, porch Enclosures, bedrooms, baths	75	
Above ground pools	35	
In-ground pool	75	
Accessory structures up to 120 square feet	35	
Patios, driveways, fences, decks	35	
Commercial Construction	200	
Modified re-submission of denied application.	35	
Any application involving Inspection or review due to possible presence of wetlands	fee listed above	500

ARTICLE IX

LAND USE

Application and Escrow Fees, Guaranties, Inspections, and Off-Tract improvements

145-60 Fees

- A. Every application for development shall be accompanied by a certified check(s) payable to the Township of Pilesgrove, in accordance with the following schedule of administrative charges and escrow account deposits.. Where one application for development includes several approval requests, the sum of the individually required administrative charges and escrow account deposits shall be paid with separate checks for the total administrative charges and for the total escrow account deposits. Fees for copies of requested items, special meetings, and other items also are included in the fee schedule.
- B. Administrative charges are flat fees to cover administrative expenses. They are non-refundable.
- C. The escrow account deposits are required to pay for the costs of professional services, including engineering, planning, legal, and other expenses connected with the review of submitted materials, including any traffic engineering review or other special analysis related to the Township’s review of the submitted materials or any necessary studies regarding off-tract improvements. An applicant is responsible to reimburse the Township for all expenses of professional personnel incurred and paid by the Township for the review process of an application for development before a municipal agency, such as but not limited to:

- 1) Charges for reviews by professional personnel of applications, plans and accompanying documents
 - 2) Issuance of reports by professional personnel to the municipal agency setting forth recommendations resulting from the review of any documents submitted by the applicant
 - 3) Charges for any telephone conference or meeting requested or initiated by the applicant, his attorney or any of his experts or representatives.
 - 4) Review of additional documents submitted by the applicant and issuance of reports relating thereto
 - 5) Review or preparation of easements, developer's agreements, deeds, approval resolutions or the like
 - 6) Preparation for and attendance at all meetings by professionals serving the Board, such as the Attorney, Engineer, and Planner, or other experts as required; and
 - 7) The cost of expert advice or testimony obtained by the municipal agency for the purpose of corroborating testimony of the applicant's experts.
- D. The escrow account deposits shall be placed in a separate account by the Township Treasurer/Chief Financial Officer at the direction of the administrative officer, and an accounting shall be kept of each applicant's deposit.
- 1) All professional charges shall be paid from the account and charged to the applicant.
 - 2) Any monies not expended for professional services may be returned to the applicant within 90 days upon written request by the applicant and as authorized by the Township Committee.
 - 3) If at any time, during the review procedure 75% of the moneys posted shall have been expended, the applicant shall be required to post such additional sum as may be required by the administrative officer to cover professional costs;
 - 4) The applicant shall not be entitled to proceed with the application or any development until such time as the necessary moneys have been posted to guarantee payment of professional service fees;
 - 5) All payments charged to the deposit shall be pursuant to vouchers from the professionals stating the hours spent, the hourly rate, and the expenses incurred.
 - 6) No professional submitting charges to the Township for any review of an application for development shall charge for such services at any higher rate or in any different manner than would normally be charged to the Township for similar work; and
 - 7) The Township shall render a written final accounting to the developer on the uses to which the deposit was put; and, thereafter, the Township shall, upon written request, provide copies of the vouchers to the developer.
- E. Each applicant shall agree to pay all reasonable costs for professional review of the application. All such costs for review must be paid before any approved plat, plan, or deed is signed, and before any zoning permit, construction permit, certificate of occupancy and/or permit is issued.
- F. Payment by the Township of any bill rendered by a professional to the municipality with respect to any service for which the municipality is entitled to reimbursement under this chapter shall in no way be contingent upon receipt by the municipality of reimbursement from the applicant, nor shall any payment to a professional be delayed pending the reimbursement from an applicant.
- G. If an applicant desires a court reporter, the cost for taking testimony and transcribing it and providing a copy of the transcript to the Township shall be at the expense of the applicant, who also shall arrange for the reporter's attendance.