



REQUEST FOR RELEASE OF FUNDS

Please Use A Separate Sheet For Each Request.

Processing of release will not commence until all requested information has been provided.

(Please be advised that funds will only be released to the person or company who originally posted the funds)

Fields will expand as you type in information. Please print out, sign and date your request.

Return Completed Form to:

Township of Piscataway
ATTN: Community Development
505 Sidney Road
Piscataway, NJ 08854

TYPE OF RELEASE

Engineering and Inspection Fees

Planning or Zoning escrow

Driveway

Soil Erosion/Landscaping Bond

Street Opening Bond

APPLICATION NUMBER:

PROJECT NAME:

PROPERTY: Block: _____ Lot: _____

STREET ADDRESS:

NAME OF APPLICANT POSTING FEES/ESCROW:

SIGNATURE OF APPLICATION: _____ DATE: _____

PRINT NAME:

MAILING ADDRESS:

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL ADDRESS: _____

FOR TOWNSHIP USE ONLY

Date Request Received: _____

Engineering / Soil Erosion Approved By: _____

Planning or Zoning Escrow Approved By: _____

Date Approved: _____ or Denied _____ By: _____

If Denied – Date Letter sent to Requester: _____

Date Forwarded to Finance for Review of Account: _____

GFMS Account Number: _____

Funds to Be Released: _____ Reviewed By: _____

Date Forwarded to Clerk for Council Approval: _____

Date of Council Resolution Approving Release of Funds: _____

***THIS FORM IS AVAILABLE ONLINE AT**

<http://www.piscatawaynj.org/engineering/applications>

ENGINEERING AND INSPECTION FEES - RELEASE PROCEDURE

- All requests for Engineering and Inspection fees release must be made in writing to the Township Community Development Department.
- In accordance with MLUL 40:55D-53.2(d), upon receipt of notice that the improvements are completed, the Engineering and Inspections final bill, shall be submitted to the CFO. The CFO has 45 days to render a final accounting of the account to the applicant
- Release of balance of escrow is approved by action of the Township Council by adoption of a resolution passed at a regular meeting of the Township Council.
- Any remaining balance of escrow shall be refunded to the original applicant along with the final accounting

PROCEDURE FOR THE RETURN OF PLANNING/ZONING ESCROW

- Initial request forwarded to the Township Community Development Department
- Request is forwarded to the Planning Division
- Planning Division confirms that the conditions of the Board approval have been met
- Board Clerk sends a letter to the Board professionals asking whether all of their billing is complete. In accordance with MLUL 40:55D-53.2(d), the professional has up to 30 days to submit the final bill
- Upon receipt of the professional's final bill, a memo is prepared and sent to Administration and Finance requesting the release of planning/zoning escrow
- In accordance with MLUL 40:55D-53.2(d), upon receipt of the professional's final bill, the CFO has 45 days to render a final accounting of the account to the applicant
- Release of any remaining escrow is approved by action of the Township Council by adoption of a resolution passed at a regular meeting of the Township Council.
- Any remaining balance of escrow shall be refunded to the original applicant along with the final accounting

STREET OPENING CASH BOND RELEASE PROCEDURE

- All requests for release of the street opening cash bond must be made in writing to the Township Community Development Department on the twelve month after the final completion of the work, and the permit issued date.
- The request should indicate the Block, Lot and Location of the property.
- Request is forwarded to the Engineering Division.
- The Engineering Division shall inspect all the improvements covered by the street opening permit are satisfactory.
- The Engineering Division shall prepare a recommendation for the release of the cash bond.
- Release of the bond is approved by Council action by a Resolution passed at a regular meeting of the Township Council.
- Bond is returned to original applicant by Township of Piscataway Finance Department

SOIL EROSION/LANDSCAPING/DRIVEWAY BOND RELEASE PROCEDURE

- An applicant who has posted a soil erosion, landscaping or driveway bond applies for a final Certificate of Occupancy.
- The Engineering inspector goes out to do a final inspection. If applicant's project passes all inspections a Final Certificate of Occupancy is issued.
- Upon issuance of Final Certificate of Occupancy, the Applicant must request the return of the bond by submitting the proper request form to the Township Community Development Department. The Engineering Division generates a recommendation letter to Administration with the Block, Lot and Location of the property requesting the return of bond fee.
- Release of the bond is approved by Council action by a Resolution passed at a regular meeting of the Township Council.
- Bond is returned to original applicant by Township of Piscataway Finance Department.