

*TOWNSHIP OF PISCATAWAY
VARIANCE APPLICATION*

APPLICATION #: _____

EMAIL _____

SECTION I

Applicant's Name _____ Phone # _____

Applicant's Address _____ City _____ State _____ Zip Code _____

The Applicant is a: Individual _____ Corporation _____ Partnership _____ Other _____

The subject property is located at: _____, Piscataway, NJ, located

in a _____ Zone, found on Piscataway Tax Map Sheet # _____; also know as:

BLOCK _____, LOT(S) _____

BLOCK _____, LOT(S) _____

BLOCK _____, LOT(S) _____

The relationship of the Applicant to the subject property is:

Owner _____ Tenant or Lessee _____ Contract Purchaser _____ Other _____

AGENT FOR APPLICANT: (Person to whom all correspondence regarding this application will be sent).

If same as above, please so indicate. ***All Corporations must be represented by an Attorney***

Name _____ Phone # _____ Email _____

Address _____ City/ State _____ Zip Code _____

SECTION II

Nature of Application (Please check all that apply):

- _____ "C" Variance (Bulk)
- _____ "D" Variance (Use)
- _____ Appeal of Zoning Officer's Decision
- _____ Interpretation of Zoning Ordinance
- _____ Certification of Non-Conforming Use
- _____ Temporary Use

Chapter 21, Section 501 of Piscataway Township Codification's to determine "C" Variance regulations.
Chapter 21, Section 619 to determine fence regulations.
Chapter 21, Section 617 to determine swimming pool regulations.

SECTION # II (Con't)

Chapter/ Section: _____ for _____ Required _____ Proposed _____

Chapter/ Section: _____ for _____ Required _____ Proposed _____

Chapter/ Section: _____ for _____ Required _____ Proposed _____

SECTION III

Specifically describe your **PROPOSAL BELOW**. Include as much detail as possible to explain exactly what you proposed to do: _____

Please describe any prior actions taken with regard to this property by either the Zoning Board of Adjustment or the Planning Board. ***If any action was taken, please include a copy of the approved resolution with your application*** _____

Specifically, describe your **REASONS FOR RELIEF**. (What is it about the nature of your property which requires you to ask for the relief from Code provisions?) _____

Other Applications which accompany this Variance Application:

Site Plan _____ Subdivision _____ Other (please specify) _____

SECTION IV

Verification & Authorization (TO BE SIGNED BY BOTH APPLICANT & OWNER), Not to be signed by Applicant's Attorney.

1. APPLICANT'S VERIFICATION: I hereby certify that the above statements made by me and contained in the paper submitted by me as part of this application are true and correct. I am aware that if any of the foregoing statements are willfully false, I am subject to punishment.

Applicant's Signature

2. OWNER'S AUTHORIZATION: I hereby certify that I reside at _____, in the County of _____ and State of _____, and that I am the owner of the Lot(s) or parcel of land know as Block(s) _____, Lot(s) _____ on the Tax Map of Piscataway Township which is the subject property of the above application and that said application is authorized by me.

Owner's Signature

Sworn and subscribed to before me on this _____ day of _____, 20____.

Notary Public or Attorney at Law of New Jersey

VARIANCE CHECKLIST

APPLICANT MUST CHECK OFF AND SUBMIT THE FOLLOWING:

- () 1 Original Application, signed before a Notary Public
- () 13 Copies of signed application
- () 1 Original duly executed property survey (plot plan) showing:
 - a. All structures on adjacent (surrounding) properties, with distances from property lines shown.
 - b. All proposed additions, changes, alterations to the property in question with accurate dimensions and distances from property lines.
 - c. All improvements to the property (trees, curbs, gutters, sidewalks, sewer locations, water and fire hydrant locations, etc.)
 - d. Dimensions of adjacent right-of-way(s) and easements shown. *Can be determined from current tax maps found in the Township Engineering Office*
- () 13 Copies of the original property survey (plot plan)
- () List of Property Owners of copy of request filed with the Tax Assessor (Request list from clerk). (If said list is more than 4 months old, it will have to be updated prior to noticing)
- () Copy of PROPOSED Notice to Newspaper and Surrounding property owners
- () List of other to be serviced with notice (See Notice Form)
- () Fees \$ _____
- () Proof of Tax Payment
- () Three (3) sets of building plans, elevations and floor plan (picture of proposed fence, shed, etc.)
- () Copy of Deed for property
- () Executed copy of contract for purchase of property (if applicable)
- () Duly executed statement giving owner's consent to proceed (if applicable)

TITLE SEARCHES MAY BE REQUIRED IN SOME INSTANCES

PLEASE LIST IF APPLICABLE

Applicants' Attorney: _____ Phone # _____

Address: _____ Email _____

Applicants' Engineer: _____ Phone # _____

Address: _____ Email _____

Applicants' Planner: _____ Phone # _____

Address: _____ Email _____

Applicants' Architect: _____ Phone # _____

Address: _____ Email _____

Other: _____ Phone # _____

Address: _____ Email _____

NOTICE TO ALL APPLICANTS PLANNING BOARD & ZONING BOARD OF ADJUSTMENT

No application will be accepted unless all of the paperwork is enclosed at time of submission.

Upon acceptance of the application, the Administrative Officer has **45 days** to review the paperwork for completeness. Once ruled complete, the application will be scheduled for the next available meeting date. Every effort will be made to complete the necessary staff review in a timely manner to assure every applicant the earliest available meeting date.

The applications are examined in the order they are received; **expedited review is not available**. Once deemed complete, you will receive a letter by mail with your meeting date. At that time, you will notice in the newspaper (Legal Notice) and every property owner on your 200 foot property list.

PLEASE BE ADVISED: If escrow is required, A W-9 form and a check for \$500 will be required at time of submission. The escrow fee will enable the Township to begin the review process of your application. Upon review, the applicant or applicant's Attorney will be advised of the remaining escrow required and the application fees if necessary.

**APPLICATIONS CAN BE SUBMITTED BY MAIL, IN PERSON OR PUT
IN THE DROPBOX LOCATED IN THE PUBLIC WORKS CENTER
BUILDING LOCATED AT:**

The Township of Piscataway
Community Development
505 Sidney Road
Piscataway, NJ 08854

TOWNSHIP OF PISCATAWAY

NOTICE INSTRUCTIONS

**NOTICE MUST BE GIVEN NO LATER THAN TEN (10) DAYS PRIOR TO THE HEARING
FOR NEWSPAPER AND 200' RADIUS LIST**

1. By publication in one of the following newspapers:

The Courier News
Green Bay Press Gazette

Email:

CNlegals@gannett.com

Telephone: (877) 735-7355

The Star Ledger
Attn: Legal Advertising
1 Star Ledger Plaza
Newark, NJ 07102
Telephone: (973) 877-4141

Legal/Bids are currently published everyday except Sunday. Items must be received 3 business days before publication, by 12 noon.

2. By personal service or certified mail, return receipt requested:

- (a) To OWNERS OF PROPERTY WITHIN 200 FEET of the subject property in accordance with the list prepared by the Township Tax Assessor. This list must be no more than four (4) months old at the time the notice is served upon adjoining property owners. *Personal service is NOT done properly if handed to someone other than the property owner or placed into a mailbox. **SIGNATURES AND DATES on the property list are required if hand serving the notices.
- (b) To the Middlesex County Planning Board (if application is for property adjacent to an existing County road or proposed road shown on the official County map or on the County Master Plan; adjoining other County land or situated within 200 feet of a Municipal boundary.
- (c) Please notify the CLERK of the adjoining municipality and THE OWNERS OF PROPERTY that are within 200 feet of your property (if applicable). You will need to request a list from that municipality in order to properly notice anyone within that municipality that is within 200 feet. **It is up to the applicant to request the property list from a surrounding municipality**
- (d) To the New Jersey State Commissioner of Transportation (if property is adjacent to a State Highway).
- (e) ALL of the utility companies, cable companies and Board of Education listed on your 200' list.

After completing the above notification procedures, sign the Affidavit of Service and have notarized. Please return to the Board clerk all of your notices and affidavits prior to the hearing.

*****BY LAW, IF EITHER NOTICE IS NOT SATISFIED 10 DAYS PRIOR TO THE HEARING, THE BOARD MUST RESCHEDULE THE APPLICATION TO A LATER HEARING DATE.**

NOTICE FORM

*This form is to be used for both the Newspaper Publication & your 200' property list

Date: _____

To: (Newspaper): _____

To: Property Owner of Block _____ Lot _____

PISCATAWAY TOWNSHIP, TAKE NOTICE THAT:

_____,
Applicant's Name _____ **Property Address**

Has requested the granting of a Bulk/Use Variance, Application # _____, to

Applicant will appear before the Zoning Board of Adjustment to appeal/permit/seek relief from the Piscataway Township Zoning Code:

_____, where required is _____, and proposed is _____

_____, where required is _____, and proposed is _____

_____, where required is _____, and proposed is _____

For the Property located at _____, Piscataway, NJ 08854, listed as Block _____, Lot _____ on Tax Map number _____.

The applicant also requests any and all other variances/relief that the Zoning Board may deem necessary as per said application. The public hearing will take place on _____, 20____, Via Zoom at 7:30 PM.

Application and related documents pertaining to this application are available to public for review Monday through Friday, 9 am to 12:30 PM and 1:30 PM to 4 PM. In the office of Community Development, 505 Sidney Road, Piscataway.

Note: All interested parties may attend the Public hearing and have a change to comment on said application. Letters and Petitions are not permitted; persons for or against an application must be present for comment.



MUNICIPAL COMPLEX • PISCATAWAY, N.J. 08854

TOWNSHIP OF PISCATAWAY

CERTIFIED LIST OF PROPERTY OWNER REQUEST

TOWNSHIP OF PISCATAWAY
PUBLIC WORKS COMPLEX
ATTN: DAWN CORCORAN, ZONING OFFICER
505 SIDNEY ROAD
PISCATAWAY, NJ 08854

DATE: _____

CERTIFIED LIST OF PROPERTY OWNERS within 200 feet of premises known as:

Property Address: _____

Block(s): _____ Lot(s) _____

SEND TO:

Name: _____

Address: _____

EMAIL: _____

PHONE NUMBER: _____

\$10.00 Fee Received by: _____ **Date:** _____

Check/Cash/Money Order **Check/MO Number:** _____

Tax Map Prepared by: _____ **Date:** _____

Tax Map Sheet (s): _____

List Prepared by: _____ **Date:** _____

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY:

COUNTY OF MIDDLESEX:

I, _____, being duly sworn in according to law, depose and say: I have given written notice of a public hearing in accordance with the requirements set forth on the notice instructions provided by the Township of Piscataway in the form attached hereto, to all such parties as are listed on the attached certified property list, of the property know as (street address) _____, Block _____, Lot _____.

Said notice was given by (either/both) certified mail, return receipt requested (and/or) personal service.

I have also caused said notice to be published in the _____ which is the Official Newspaper of the Township of Piscataway. The affidavit of publication, provided to me by the Newspaper is attached as evidence of said publication.

All notices were given at least ten (10) days prior to the date of said hearing to be held before the _____ Board of the Township of Piscataway.

Print Name

Signature

Sworn and subscribed before me

This _____ day of _____, 20____.

Notary Signature

COURT STENOGRAPHER REQUIREMENTS:

Please be advised that all applications requesting a variance from N.J.S.A. 40:55D-70-70(a), (b) or (d) or any application seeking subdivision or site plan approval that seeks to construct more than 5,000 sq. ft. of building space, shall at their own cost & expense, arrange for the attendance of a **certified shorthand reporter** and provide the Planning Board or Zoning Board with a transcript of the proceedings before the Board, prepared by that certified shorthand reporter, within twenty-one (21) days of a public hearing on such application.

APPLICATION FILING PROCEDURES
PISCATAWAY TOWNSHIP
PLANNING BOARD / ZONING BOARD OF ADJUSTMENT

INSTRUCTIONS:

The following items must be turned in with every application:

- 14 sets of duly executed, folded plans
- 14 applications (signed original plus 13 copies)
- 1 checklist for each application
- Filing fees
- 1 proof of ownership document, preferably a deed. If owner is not the applicant, a statement of consent from the owner allowing the applicant to proceed, and a copy of the contract of sale, if possible.
- (Pursuant to N.J.S.A. 40:55D-48.1) – A corporation or partnership applying for permission to subdivide a parcel of land into six or more lots, or applying for a variance to construct a multiple dwelling of 25 or more family units or for approval of a site to be used for commercial purposes must list the names and addresses of all stockholders or individual partners owning at least 10% of its stock of any class or at least 10% of the interest in the partnership, as the case may be.
- (Pursuant to N.J.S.A. 40:55D-48.2) – If a corporation or partnership owns 10% or more of the stock of a corporation, or 10% or greater interest in a partnership, subject to disclosure pursuant to stockholders holding 10% or more of its stock or of 10% or greater interest in the partnership, as the case may be, and this requirement must be followed by every corporate stockholder or partner in a partnership, until the name and addresses of the non-corporate stockholders and individual partners, exceeding the 10% ownership criterion established within the Municipal Land Use Law, have been listed.
- Proposed form of notice for publication and service, unless application is for a minor subdivision with no variances or for a conventional site plan with no use or other variances or for final approval.
- Submission to Middlesex County Planning Board, 40 Livingston Avenue, New Brunswick, NJ, is required for all subdivision and site plan applications. A letter stating the results of the County review is required to be submitted to the appropriate reviewing Board of the Township.
- Affidavit of publication (obtained from newspaper) where notice is required.
- Affidavit of service if notice is required. Signed property list must be attached if property owners were personally served, or, certified letter return receipts must be attached if certified mail was use.
- Property list may need to be requested if notice is required. These take seven (7) to ten (10) days to process.

FOR SUBDIVISIONS:

- A green application, labeled "Classification" must be filled out. This will allow the Board to classify an application as a major or a minor, and if a minor, will suffice to effect a minor subdivision by the Planning Board or Board of Adjustment (fee required). If a minor subdivision approval is granted, a deed preferably with both tracts described on the same deed, along with any required deed conveying a dedication to the Municipality, must be returned to the Office of the Division of Planning and Development. The deed (s) will be checked for accuracy and will be returned to the applicant/attorney upon all Municipal parties being satisfied as to the wording of the deed (s). The applicant/attorney has 190 days from the APPROVAL date of the application by the respective Board (s) to file the deed (s) with the Middlesex County Clerk at the Courthouse in New Brunswick, New Jersey.
- If determined a major, a Preliminary Major Subdivision application must be filled out. A public hearing is required, and notices must be sent to all property owners within a 200 foot radius of the property in question, as well as publication in the Star Ledger or Courier News at least ten (10) full days in advance of the hearing. Preliminary major subdivision approval is good for three (3) years.
- If a Preliminary Major Subdivision approval is granted, the applicant must submit an application for Final Major Subdivision, to be heard and granted after ALL conditions of the Preliminary have been met and bonds and certified checks in the amount of 120% of the improvements plus 5% engineering and inspection fees have been submitted to cover the required cost. This estimate is to be submitted by applicant and approved by the Township Engineering staff. The applicant will then bring three (3) mylar and two (2) linen copies of the final map to the Municipality to be checked by the Engineering Department. Once in order, appropriate Municipal signatures will be affixed to the map, and the applicant may file the maps with Middlesex County. When one (1) mylar and one (1) linen copy of the filed maps are returned to the Engineering Department, permits can be issued. (Maps must be filed within 95 days of the date of the Municipal signatures)

FOR SITE PLANS:

- Preliminary and final site plan may be heard concurrently or separately, as requested by the applicant.
- Preliminary site plan approval is good for three years. Final site plan approval is good for two years.

FOR VARIANCES:

- The same application form is used for the Planning Board and Zoning Board of Adjustment.
- All signatures must be notarized.
- Advice of the Zoning Officer should be sought prior to submission of the application to insure that all variances have been properly listed.
- All applications for a variance require notice to surrounding property owners within 200 feet of the property in question, and publication of the notice in:

THE STAR LEDGER
1 STAR LEDGER PLAZA.
NEWARK, NJ 07102
(732) 908-4318 - Advanced Media Inc.

COURIER NEWS
Green Bay Press Gazette
Email: CNLeglas@gannett.com
(877) 735-7355

Publish at least ten (10) full days prior to the public hearing.

CONDITIONAL USE APPLICATIONS:

- Must be requested where use in the zone is conditional. (Can be ascertained by looking in the Township Zoning Ordinance.)
- Notice to surrounding property owners within 200 feet of the subject property and notice publication in the Star Ledger or Courier News is required 10 days prior to the hearing date for this application.

PLANNING BOARD applications which have been ruled complete at least 10 days prior to the meeting will be scheduled for public hearings at the site plan/subdivision committee meeting (a work session), the fourth Wednesday of each month at 2:30 p.m. **BOARD OF ADJUSTMENT** applications which have been ruled complete will be scheduled for the first available hearing date in the order in which they have been ruled upon for completeness

All decisions by both boards must be reduced to writing, then adopted by the respective Board. The resolution is adopted at the next regular meeting from the date the decision was made. (This is usually a one-month time period).

Note: The legal notice, required to be published after the Board's decision, will be published by Piscataway Township for any and all single-family residential uses. In accordance with 19A-3.9, all other applicants shall be required to arrange for such publication at their own cost and expense. The period of time in which an appeal of a decision may be made shall run from the publication of the decision.



MUNICIPAL COMPLEX • PISCATAWAY, N.J. 08854

TOWNSHIP OF PISCATAWAY

TOWNSHIP OF PISCATAWAY APPLICATION FOR SITE PLAN FIRE REVIEW

APPLICANT: _____

PROPERTY ADDRESS: _____

BLOCK _____ LOTS(S) _____

DATE RECEIVED: _____

PLANNING BOARD () ZONING BOARD ()

APPLICATION # _____

In accordance with Piscataway Township Fire Prevention Code, Chapter 19. All Site Plans are to be reviewed by the Fire Prevention Office for Fire Safety.

Please include:

- (1) Set of plans and application are to be delivered to the Fire Prevention Office located in the Public Safety Building, 555 Sidney Road, Piscataway, NJ 08854.
- (2) FEE: \$40
*Please make Check payable to:
Piscataway Township Fire Prevention Bureau

PLANS: APPROVED _____

DENIED: _____

COMMENTS: _____

Robert Gorr, Fire Prevention

Date

TEXAS EASTERN TRANSMISSION CORPORATION

aka ENBRIDGE

Texas Eastern Transmission Corporation owns, operates and maintains six (6) high pressure natural gas pipelines through Piscataway Township. The safety of the general public and our employees and the preservation of our pipeline system are our major objectives.

811 is the number to call before you dig. Calling 811 before every digging job gets your underground utility lines marked for free and helps prevent undesired consequences.

Before digging around or near pipelines, it's important to contact One-Call - the source for safe digging information. Mishaps can easily be prevented by knowing exactly where you should and should not dig.

Spectra Energy operates natural gas transmission pipelines in 26 states and participates in One-Call programs in all of those states. We encourage those who are going to dig or otherwise disturb the surface to call their state One-Call Center to report planned digging activities and allow us and other underground facility operators a chance to mark surface above the facilities before digging begins.

For more information on damage prevention and a list of state One-Call Center phone numbers, call toll-free (888) 258-0808 or see the **Dig Safe** website.

Spectra Energy is a sponsor of the Common Ground Alliance, a non-profit organization dedicated to shared responsibility in damage prevention to ensure public safety, environmental protection, and the integrity of services.

In the U.S., the quick and easy way to get the location of underground utilities marked in the vicinity where you plan to dig is by placing a free call to 811. This call is automatically forwarded to the state one call center for processing.

WAIVER REQUEST

APPLICANT NAME _____

APPLICATION # _____

=====

This form must be filled out if the applicant is requesting waivers from the design criteria expressly spelled out in the provisions of the Site Plan and Subdivision Codes. The application WILL NOT be ruled complete until the Board acts upon the requested waivers.

A waiver is requested from Code provision _____

where required is _____

and proposed is _____

REASON FOR REQUEST _____

SIGNATURE OF PERSON SIGNING ON BEHALF OF
APPLICANT OR APPLICATION

PRINT NAME OF PERSON WHOSE SIGNATURE
APPEARS ABOVE

CERTIFICATE OF OWNERSHIP OF APPLICANT
AS REQUIRED BY NEW JERSEY LAW
P.L. 1977, CHAPTER 336

Listed below are names and addresses of all owners of 10% or more of the stock/interest* in the undersigned applicant corporation/partnership:

	<u>NAME</u>	<u>ADDRESS</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____

*Where corporations/partnerships own 10% or more of the stock/interest in the undersigned or in another corporation / partnership so reported, this requirement shall be followed until the names and addresses of the non-corporate stockholders/individual partners exceeding the 10% ownership criterion have been listed.

Signature of Officer/Partner Date

Name of Applicant
Corporation/ Partnership

19A-6 FEES FOR BOARD OF ADJUSTMENT, PLANNING BOARD AND ADMINISTRATIVE DETERMINATIONS.

a. *Development Application Fees.* The developer shall, at the time of filing an application, pay a nonrefundable fee to the Township of Piscataway by cash, check, certified check or bank draft in accordance with the fees contained herein. The fee to be paid shall be the sum of the fees for the component elements of the plat or plan. Proposals requiring a combination of approvals, such as subdivision, site plan, and/or variance, shall pay a fee equal to the sum of the fee for each element. Additional fees may be assessed for extraordinary review costs not otherwise covered.

1. Application for development permit
(Zoning permit, residential)..... \$40.00
nonresidential..... \$75.00
2. Conceptual review..... \$500.00
3. Minor subdivision application
 - (a) Application fee..... \$350.00
4. Major subdivision application
 - (a) Preliminary application fee..... \$500.00
plus \$50.00/lot
 - (b) Final application fee..... 50% of preliminary
application fee
5. Minor site plan application (less than
10,000 square feet of additional constru-
tion plus additions over 10,000 square feet) \$450.00
6. Major site plan application
 - (a) Preliminary application fee..... \$500.00
 - (1) Residential (including multifamily
and planned residential but not in-
cluding sheltered care, nursing homes
or other medical/institutional uses) -
the sum of:
 - (i) For each new dwelling unit plus..... \$75.00

- (2) Uses other than residential:
 - (i) For each square foot of new construction up to 1,000 square feet\$1.00 per s/f
 - (ii) For each 1,000 square feet thereafter\$10.00 per 1,000 s/f
 - (iii) For each proposed new or additional parking space (only if no new construction)\$20.00/space
 - (iv) For each proposed free standing sign\$50.00
- (b) Final application fee 50% of the total preliminary fee
- 7. Appeals of decisions of administrative official\$500.00
- 8. Interpretation of the land use and development regulations or zoning map.....\$350.00
- 9. Certification as to prior nonconforming use
 - (a) Application to administrative officer (up to one year from adoption of ordinance).....\$10.00
 - (b) Application to board of adjustment\$500.00
- 10. Variances
 - (a) Hardship or bulk variance.....\$350.00
 - (1) Except residential additions, including sheds, decks, porches, garage conversions, rooms, etc.\$50.00
 - (b) Use variance\$500.00
 - (c) Variance for frontage on unimproved road\$300.00
- 11. Conditional uses\$500.00
- 12. Extension of approval.....\$100.00
- 13. Temporary use permit.....\$500.00
- 14. Publication of decision\$25.00

b. *Miscellaneous Fees.*

- 1. Reproduction of records
 - (a) Duplication of tape recordings \$25.00/meeting
 - (b) Prints from microfilm \$50.00
- 2. Conditional hearings (other than 10% of original filing
use variances) fee for all hearings
continued beyond initially
scheduled hearing date
- 3. Special meeting (where granted) \$1,500.00
- 4. Fee for extension of time requested by applicant \$25.00
- 5. Zoning Officer opinion letters minimum \$250.00
(1972 Code § 19A-6; Ord. No. 05-01; Ord. No. 05-12; Ord. No. 05-37; Ord.
No. 08-28; Ord. No. 09-03; Ord. No. 09-34; New)

19A-7 FEES FOR CERTIFICATES OF OCCUPANCY AND CODE ENFORCEMENT.

Each application for a certificate of occupancy shall be accompanied by a fee in accordance with the following schedule:

- a. Mandatory code enforcement letter \$15.00
- b. State Uniform Construction Code
Enforcement Fees See subsection 14-1.3
(1972 Code § 19A-7)

19A-8 ESCROW FUNDS FOR PROFESSIONAL SERVICES.

19A-8.1 Purpose of Fees.

The escrow deposit fees are established to cover the costs of professional services, including but not limited to: engineering, legal, planning, landscaping, traffic, environmental and other expenses incurred by the Township for the review of submitted materials for specific development applications. (1972 Code § 19A-8.1)

19A-8.2 Escrow Deposits for Professional Services.

a. The Township of Piscataway, acting through its Planning Board and/or Board of Adjustment shall require fees for technical and/or professional services and testimony employed to the Board in reviewing an application. Fees required for this purpose shall be held in an escrow account by the Township.

b. Fees for technical and/or professional services shall be in addition to any and all other required fees.

c. The applicant shall pay for professional review services which are reasonably necessary for the review, processing, research and/or memorialization of any application for development.

These services include, but shall not be limited to, an attorney, professional planner, professional engineer, traffic engineer, environmental consultant and/or other professional as deemed necessary by the reviewing Board.

d. The review services of these professionals shall be charged at the hourly rate authorized or paid by the Township for professional services based upon the current fee schedule.

e. Each applicant shall provide the Township with a Federal Tax Identification Number or Federal Social Security number.

f. All payments charged to the individual application escrow deposit shall be pursuant to charges from the professionals stating the hours spent, the hourly rate and the expenses incurred. The municipality shall render a written final accounting to the developer on the uses to which the escrow deposit was put. Thereafter, the municipality shall, upon written request, provide copies of the vouchers to the developer.

g. If the salary, staff support and overhead for a professional review are provided by the municipality, the charge to the escrow deposit shall not exceed two hundred (200%) percent of the sum of the products resulting from multiplying the hourly base salary of each of the in-house professionals and support staff by the number of hours spent on the respective review of the application for development. For other professionals, the charge to the deposit shall be at the same rate as all other work of the same nature by the professionals for the municipality.

(1972 Code § 19A-8.2)

19A-8.3 Submission of Escrow Deposit.

a. The applicant shall submit the required escrow deposit to the administrative officer prior to the application being reviewed for completeness. No application shall be determined complete, reviewed by professional staff or placed on the agenda for public hearing until the required escrow deposit is paid.

b. Required escrow deposits shall be in the form of cash, money order or check payable to the Township of Piscataway.
(1972 Code § 19A-8.3)

19A-8.4 Escrow for Informal Review.

a. Whenever an applicant requires an informal review of an application for development, involving technical or professional advisors, an escrow deposit shall be required in accordance with the schedule for formal applications. The deposit must be received prior to professional review. There shall be a fee assessed for each informal review that might be required for any reason.

b. Any escrow deposit received for informal review shall be in addition to the required escrow deposit for formal applications. The cost for professional services involved in the informal review shall be considered part of the formal application review and charged to the escrow account.

c. The professional escrow deposit for a capital project review shall be one thousand two hundred (\$1,200.00) dollars.

d. Zoning opinion letter fees shall be a minimum of five hundred (\$500.00) dollars.

(1972 Code § 19A-8.4; Ord. No. 05-12; Ord. No. 05-37; New)

19A-8.5 Schedule of Required Fees for Escrow Deposit.

The following minimum sums are required to be deposited in an escrow account for applications to the Planning Board and/or Board of Adjustment. Where the initial escrow deposit required exceeds five thousand (\$5,000.00) dollars, the Director of Community Development may, in his discretion, limit the initial deposit to five thousand (\$5,000.00) dollars and require the balance or a portion thereof upon written notice to the applicant.

Immediately following is the schedule of fees.

Subdivision Fees	Number of Lots	Fee
Minor Subdivision	2 lots or fewer:	\$250 per lot
Major Subdivision (Preliminary)	3 to 10 lots:	\$2,000.00
	11 to 25 lots:	\$3,000.00
	26 to 50 lots:	\$4,000.00
	51 to 100 lots:	\$6,000.00
	101 to 250 lots:	\$8,000.00
	251 to 500 lots:	\$10,000.00
	Over 500 lots:	\$12,000.00

Subdivision Fees	Number of Lots	Fee
Final Subdivision	3 to 25 lots:	\$1,000.00
	26 to 100 lots:	\$2,000.00
	101 to 500 lots:	\$3,000.00
	Over 500 lots:	\$4,000.00
Site Plan Fees Preliminary		
Residential Site Plan	<i>Number of Units</i>	<i>Fee</i>
	1 to 9	\$1,500.00
	10 to 25	\$3,000.00
	26 to 50	\$4,500.00
	51 to 100	\$6,000.00
	101 to 250	\$7,500.00
	251 to 500	\$10,000.00
	Over 500	\$12,000.00
Nonresidential Site Plan Principal Buildings over 1,000 s.f.	<i>Gross Floor Area (S.F.)</i>	<i>Fee</i>
	1,000 to 2,500	\$1,500.00
	2,501 to 5,000	\$2,500.00
	5,001 to 10,000	\$4,000.00
	10,001 to 15,000	\$6,000.00
	15,001 to 20,000	\$8,000.00
	20,001 to 25,000	\$10,000.00
	25,001 to 100,000	\$12,500.00
	Over 100,000	\$15,000.00
Principal Building Less than 1,000 s.f.	<i>Lot Area</i>	<i>Fee</i>
	Up to an acre	\$1,500.00
	1-5	\$2,500.00
	6-10	\$4,000.00
	Over 10	\$5,000.00
Final for Residential/Nonresidential Site Plan	20% of preliminary escrow fee for a minimum of \$1,000.00, whichever is greater	
Minor Site Plan	(see above)	
Concept Plans	Residential Site Plan/Subdivision: A minimum of \$500.00 shall be deposited. \$50.00 per unit for the first 200 units and \$10.00 per unit for the remaining units.	

	Nonresidential Site Plan/Subdivision: A minimum of \$500.00 shall be deposited, \$.05 per sq. ft. for the first 200,000 sq. ft. and \$0.25 for the remaining square feet. For subdivisions, the fee shall be based on allowable coverage.
Variance Fees	
Appeals under 40:55D-70a	\$1,000.00
Interpretation or special questions under 40:55D-70b (Ord. No. 2015-11)	\$1,500.00
Variances under 40:55D-70c	Residential 1 lot: no charge.
	All Others: \$250.00 each
	Nonresidential: \$500.00 each
Variances under 40:55D-70d	\$1,000.00
Certification of a Nonconforming Use (Ord. No. 2016-25)	\$2,500.00
Conditional Use	\$1,000.00, in addition to site plan
Planned Unit Development	Fees shall be as for a simultaneous major site plan and major subdivision application, with fees for residential and nonresidential development computed separately, and thereafter cumulatively upon the applicant
Estimates of Approval	\$500.00
Temporary Use Permit	\$1,000.00

(1972 Code § 19A-8.5; Ord. No. 08-28; Ord. #09-18; Ord. No. 2015-11; Ord. No. 2016-25)

19A-8.6 Review of Escrow Deposit Amount.

a. Prior to making a determination of completeness upon any application, the Administrative Official shall review said application to determine whether the escrow amount set forth above is sufficient. If the amount set forth is determined insufficient by the Administrative Official or reviewing Board to cover professional costs anticipated for the application, additional funds in the amount of one-third of the initially required escrow fee shall be deposited by the applicant prior to declaring the application complete. The application shall not be declared complete or placed on the agenda for public hearing until such additional escrow deposit is received.

b. At any time after a determination of completeness, the Administrative Officer may, in his or her discretion, require an increase or decrease in the escrow amount, based upon an estimate of the need for professional services.

(1972 Code § 19A-8.6)

19A-8.7 Escrow Deposit Submission.

The escrow amount shall be deposited by the Township into an official depository of the Township in a separate interest-bearing escrow account in the name of the Township and the applicant. The custodian of the account shall be the director of finance. The custodian shall notify the applicant, in writing, of the name and address of the depository and the amount of the deposit. Disbursements for professional review services shall be made in accordance with State law and Township procedures. Deposit amounts shall be transmitted pursuant to State statute and applicable Township regulations and ordinances. When charges for review fees are received by the custodian of the escrow account, the amounts shall be transferred to the general fund of the Township for approval and disbursements. In accordance with N.J.S.A. 40:55D-53.1, sums not utilized in the review process shall be returned to the applicant. If additional sums are deemed necessary, the applicant shall be notified of the required additional amount and shall add such sum to the escrow as detailed elsewhere in this submission. (1972 Code § 19A-8.7)

19A-8.8 Escrow Amounts Over Five Thousand (\$5,000.00) Dollars; Conditions.

Pursuant to N.J.S.A. 40:55D-53.1, whenever an amount of money in excess of five thousand (\$5,000.00) dollars shall be deposited by an applicant in the Township for professional services employed by the Township to review applications, the money, until repaid or applied to the purposes for which it is deposited, including the applicant's portion of the interest earned thereon, except as otherwise provided for therein, shall continue to be the property of applicant and shall be held in trust by the municipality. Money deposited shall be held in escrow in an account bearing interest at the minimum rate currently paid by the institution or depository on time or saving deposits. The Township shall notify the applicant in writing of the name and address of the institution or depository in which the deposit is made and the amount of the deposit. The Township shall not refund an amount of interest paid on a deposit which does not exceed one hundred (\$100.00) dollars for the year. If the amount of interest exceeds one hundred (\$100.00) dollars, that entire amount shall belong to the applicant and shall be refunded to him by the Township at the time that the unexpended deposit is repaid or applied to the purpose for which it was deposited, as the case may be; except that the Township shall retain for administrative expenses a sum equivalent to no more than 33 1/3 percent of that entire amount which shall be in lieu of all other administrative and custodial expenses. (1972 Code § 19A-8.8)

19A-8.9 Refunds.

All escrow funds described herein shall be utilized by the appropriate Board to pay the cost of any technical and/or professional services incurred by the Board for review

and/or testimony in connection with the particular application. All funds not expended shall be refunded to the applicant within one hundred eighty (180) days after the final determination by the appropriate board with respect to such application. (1972 Code § 19A-8.9)

19A-8.10 Rules and Regulations.

A dispute or appeal as to charges of a professional, or, issues concerning an accounting shall be governed by N.J.S.A. 40:55D-53.1, 53.2 and 53.2A.
(1972 Code § 19A-8.10)