



**TOWNSHIP OF BRICK**  
OCEAN COUNTY • NEW JERSEY  
401 CHAMBERS BRIDGE ROAD • BRICK • NJ • 08723

**LAND USE APPLICATION**

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Planning Board/Board of Adjustment Secretary  
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Dear Applicant(s):

If your application included a request for a waiver(s), the attached statements must be completed in full, signed and submitted with your application.

Pamela O'Neill  
Planning Board/Board of Adjustment Secretary



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## LAND USE APPLICATION

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Dear Applicant(s):

In an effort to process subdivisions in a more efficient manner and to assist administering the 911 Emergency Response System, the Planning Board and the Board of Adjustment require that block, lot, street numbers and new street names be assigned and approved by the office of the Tax Assessor. This requirement applies to Major and Minor Subdivisions as well as Condominium Site Plans.

Please forward three (3) copies of the proposed subdivision map or condominium site plan to the office of the Tax Assessor at the above address as soon as possible. This office will assign and approve block and lot designations, street numbers and any new street names.

If you have any questions regarding this step of the procedure, please do not hesitate to contact this office or the Planning Board or Board of Adjustment.

Very truly yours,  
Mike Kingsbury, CTA  
Tax Assessor

Office of Tax Assessor  
732-262-1069  
Fax: 732-262-9687  
[www.twp.brick.nj.us](http://www.twp.brick.nj.us)



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## LAND USE APPLICATION

### PROCEDURAL GUIDE

In order to expedite applications submitted for approval to the Brick Township Planning Board and Board of Adjustment, the following procedures will be implemented:

1. Upon submission of an application to the Board, the Board Secretary will perform an administrative check; items such as, but not limited to, application form completeness, fee and number of copies will be reviewed. If these requirements are not met, the Board Secretary will reject the application in its entirety. If these requirements are met, the time period mandated by the Land Use Law begins and the application will then receive a checklist conformance review.
2. The application, which has conformed to the administrative requirements, will receive a checklist review by the Board's Township Planner and/or Engineer.

At this point, an application may be deemed incomplete if deficient in respect to the checklist requirements. If deemed incomplete, the applicant will be notified of the specific deficiencies, and upon resubmission the applicant will be subject to the full review process, and the time period mandated by the Land Use Law will begin again.

If the application conforms to the checklist requirements, it is considered acceptable for a more comprehensive planning and engineering review.

3. The Board's Planner and Engineer will review the plans with respect to detailed ordinance requirements, such as grading, utilities, landscaping, etc.

An application will be deemed incomplete or complete based upon this review. A plan will be deemed incomplete if, for example, the drainage calculations submitted (meeting the checklist requirement) are found to be lacking in information needed to properly determine the validity of the design. If deemed incomplete, the applicant will be notified of the deficiencies, and upon resubmission, the application will be subject to a full review process, and the time period mandated by the Land Use Law will begin again.

An application deemed complete will be scheduled for a Board hearing within the prescribed time period.

Under the provisions of Township Ordinance 283-P-96 there is a fee for review of site plans and major subdivision plans, see attached fee list. A separate check made out to the Bureau of Fire Safety must be presented to the appropriate Board upon submission.



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## LAND USE APPLICATION

### PROCEDURAL GUIDE

## PROCEDURAL GUIDE FOR VARIANCES & LAND DEVELOPMENT APPLICATIONS

### I. Meeting Schedule

The Planning Board meets for publichearing on the 2nd and 4<sup>th</sup> Wednesdays of each month at 7:00 P.M. in the Municipal Complex, 401 Chambers Bridge Road, Brick, New Jersey 08723.

The Board of Adjustment meets for publichearings on the 1st and 3rd Wednesdays of each month at 7:00 P.M. in the Municipal Complex, 401 Chambers Bridge Road, Brick, New Jersey 08723.

II. The applicant shall familiarize himself/herself with the notice of requirements of the Municipal Land Use Law, Chapter 291, Law of New Jersey (C.40:50-1 et. seq.) and amendments and supplements thereto.

III. Corporations must be represented by a New Jersey Authority. (Attorney).

IV. Applicants shall file with initial application the following:

#### Planning Board & Zoning Board of Adjustment

1. Original Application - 1 original & 4 copies
2. Appropriate Fee - See Fee Schedule
3. Minor Site Plan - 4 copies
4. Site Plan - 4 copies
5. Preliminary Major Subdivision-4 copies
6. Final Major Subdivision - 4 copies
7. Minor Subdivision - 4 copies
8. Building Elevations (w/site plans) - 4 copies
9. Environmental Impact Statements - 4 copies
10. Drainage Reports (if applicable)
11. 1 Original Sealed Survey
12. Proof of taxes paid to date
13. W9
14. Proof of Application to the BTMUA, OCPB and DOT (if applicable)

*Note: Completed appropriate checklist for site plans and subdivision applications must also be included with initial submittal.*



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### LAND DEVELOPMENT APPLICATION

#### V. Administrative Checklist shall be prepared.

1. Upon acceptance of Administrative Checklist, the applicant will be required to submit additional sets of plans for internal distribution. The Secretary will advise how many will be required at that time.
2. You will be notified by mail. When the application has been deemed complete the applicant will be notified of hearing date by mail. At that time, the applicant will be supplied a packet with the necessary forms for the required notice to property owners, newspapers and affidavit of service. Required contents of notice will be explained in notice packet.
3. The applicant must submit a written request to the Tax Assessor for a certified list of property owners located within 200 feet, in all directions, of the property that is the subject of a hearing. This must be accompanied by a fee of \$10.00. It can take up to 3 days to be supplied. Please note in order to prevent hearing delays, the addresses and names on receipts must match the official list provided by the Tax Assessor.
4. At least ten (10) days prior to scheduled hearing date:
  - a. Publish notice in the Asbury Park Press or Ocean Star.  
*(Contents of same outlined on form of notice.)*
  - b. Notify by certified mail or \*personal services:
    1. All property owners within 200 feet
    2. Clerk of adjoining municipality if located within 200 feet

*Note: Ocean Star must receive your notice by 10 am the Wednesday before the Friday publication.*

*Note: Affidavit of publication from official newspaper, copy of notice served to property owners, affidavit of service, original list of property owners and certified mail receipts must be submitted **AT LEAST THREE (3) DAYS PRIOR** to the scheduled hearing date.*



# TOWNSHIP OF BRICK

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## LAND USE APPLICATION

Application # \_\_\_\_\_

Date of Submission: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Year

Planning Board \_\_\_\_\_

Zoning Board \_\_\_\_\_

APPLICATION FEE \$ \_\_\_\_\_

ESCROW FEE \$ \_\_\_\_\_

### A. Applicant

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

*(If not owner, set forth ownership interest, contact purchaser, etc., & attach copy of document following same).*

### Property Owner

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

### B. Type of Application:

☐ New

☐ Amended

☐ Minor Subdivision

☐ Major Subdivision Preliminary

☐ Major Subdivision Final

Date of Prelim. Approval: \_\_\_\_\_

☐ Site Plan Preliminary

☐ Site Plan Final

☐ Conditional Use

*Must be accompanied by Site Plan*

☐ Minor Site plan

☐ Cluster Zone

☐ C.40:55D-70A

☐ C.40:55D-70B

☐ C.55D-70C

☐ C.40:55D-70D

☐ C.40:55D-34

☐ C.40:55D-35





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## LAND USE APPLICATION

### LAND DEVELOPMENT APPLICATION

C. Previous Appeals or Activity

☐ Yes ☐ No

If yes, date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Year

Type Variance: \_\_\_\_\_ ☐ Approved ☐ Disapproved

Resolution #: \_\_\_\_\_

*Copy is required to be provided with application.*

D. Site Location

Street Address \_\_\_\_\_

Tax Map # \_\_\_\_\_

Block(s) \_\_\_\_\_

Lot(s) \_\_\_\_\_

Zone \_\_\_\_\_

Zone District

Residential

☐ R-5

☐ R-7.5

☐ R-10

☐ R-15

☐ R-20

☐ R-R-1

☐ R-R-2

☐ R-R-3

☐ R-M

Business

☐ B-1

☐ B-2

☐ B-3

☐ B-4

Other

☐ H-S

☐ VZ

☐ Mantoloking Street Scape

☐ Herberstsville Street Scape

Office Professional / Light Industrial

☐ O-P

☐ O-P-T

☐ M-1

E. Description of Proposed Use:

1. Present Use \_\_\_\_\_

2. Proposed Use \_\_\_\_\_

3. No. of Lots/Units \_\_\_\_\_

4. Brief Description of Application \_\_\_\_\_

5. Does Applicant / Owner Own Adjoining Property? ☐ Yes ☐ No

If yes, please describe: \_\_\_\_\_



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## LAND USE APPLICATION

### LAND DEVELOPMENT APPLICATION

#### 6. Primary Building Setback Requirements

	Front	Sides	Rear
Proposed	<input type="text"/>	<input type="text"/>	<input type="text"/>
Required	<input type="text"/>	<input type="text"/>	<input type="text"/>

#### 7. Accessory Building Setback Requirements

	Side	Rear
Proposed	<input type="text"/>	<input type="text"/>
Required	<input type="text"/>	<input type="text"/>

#### 8. Height

Proposed	<input type="text"/>	Allowed	<input type="text"/>
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#### 9. Percent of Lot Coverage Building

Proposed	<input type="text"/>	Allowed	<input type="text"/>
----------	----------------------	---------	----------------------

#### 10. With Percent Impervious Coverage

Proposed	<input type="text"/>	Allowed	<input type="text"/>
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#### 11. Gross Floor Area (Sq. Ft.)

Proposed	<input type="text"/>	Allowed	<input type="text"/>
----------	----------------------	---------	----------------------

#### 12. Number of Parking Spaces

Off Street

Proposed	<input type="text"/>	Allowed	<input type="text"/>
----------	----------------------	---------	----------------------

Loading

Proposed	<input type="text"/>	Allowed	<input type="text"/>
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#### 13. Basis for determining parking requirements

Employees	Units	Seats	Beds
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Counts	Rooms	Stalls	Other
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Show parking calculations: \_\_\_\_\_



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F. Has application been made to the Ocean County Planning Board?

☐ **Approved**

☐ **Denied**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo. Day Year

G. Deed Restriction or Covenants? *(If yes, attach copy)*

☐ **Yes**

☐ **No**

H. Certificate of Taxes/assessments paid to date attached?

☐ **Yes**

☐ **No**

*(Said certificate to be submitted with application for acceptance)*

I. Has application been made to the Tax Assessor for Block & Lot assignments? ☐ **Yes**

☐ **No**

*(Provide official Certificate)*

J. List Revised/Requested Variances: *(To be completed by applicant):*

Undue hardship consideration *(C1 or C2):* \_\_\_\_\_

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Negative Criteria *("D" variance & "Conditional Use Variance"):* \_\_\_\_\_

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Special Reasons: *(To be completed for "D" variance only):* \_\_\_\_\_

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### LAND DEVELOPMENT APPLICATION

K. Has there been a market value offer to sell or purchase all or part of Adjoining property if applying for "C" variance (i.e. lacking square footage, width or depth)?

☐ Yes ☐ No

*If yes, attach proof of offer.*

L. List of maps, reports and other material accompanying application:

*(Appropriate checklist must accompany all site plan and subdivision applications)*

Number	Description	Date
1. _____	_____	____/____/____ Mo. Day Year
2. _____	_____	____/____/____ Mo. Day Year
3. _____	_____	____/____/____ Mo. Day Year
4. _____	_____	____/____/____ Mo. Day Year
5. _____	_____	____/____/____ Mo. Day Year
6. _____	_____	____/____/____ Mo. Day Year
7. _____	_____	____/____/____ Mo. Day Year
8. _____	_____	____/____/____ Mo. Day Year
9. _____	_____	____/____/____ Mo. Day Year
10. _____	_____	____/____/____ Mo. Day Year
11. _____	_____	____/____/____ Mo. Day Year
12. _____	_____	____/____/____ Mo. Day Year
13. _____	_____	____/____/____ Mo. Day Year
14. _____	_____	____/____/____ Mo. Day Year
15. _____	_____	____/____/____ Mo. Day Year
16. _____	_____	____/____/____ Mo. Day Year
17. _____	_____	____/____/____ Mo. Day Year



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## LAND USE APPLICATION

### LAND DEVELOPMENT APPLICATION

#### M. List of Individuals who prepared plans:

##### 1. Engineer / Surveyor

Name

Street Address

City

State

Zip Code

Cell #

Business #

Email

##### 2. Architect

Name

Street Address

City

State

Zip Code

Cell #

Business #

Email

##### 3. Site Planner

Name

Street Address

City

State

Zip Code

Cell #

Business #

Email

##### 4. Attorney

Name

Street Address

City

State

Zip Code

Cell #

Business #

Email

#### N. Authorization of Signature (*If applicant is a corporation*)



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## LAND USE APPLICATION

### LAND DEVELOPMENT APPLICATION

This will certify that \_\_\_\_\_ Title \_\_\_\_\_ of

\_\_\_\_\_  
Corporation Name and Address

who subscribed to the above application for development in the Township of Brick has been authorized by this Corporation to do so.

Attest \_\_\_\_\_

Secretary (*Corporate Seal*)

\_\_\_\_\_  
Corporate Name

\_\_\_\_\_  
President

N.J.S.A. 40□55D-48. 1 et seq. Requires all corporations or partnerships applying to a Planning Board or Board of Adjustment for permission to subdivide a parcel of land into six (6) or more lots or applying for a variance to construct a multiple dwelling of twenty-five (25) or more family units or seeking approval of a site to be used for commercial purposes to list:

- a. If a corporation - names and addresses of all stockholders owning at least 10% of its stock of any class;
- b. If a partnership - names and addresses of the individual partners having at least 10% interest in the partnership.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

O. Affidavit of Applicant:

STATE OF NEW JERSEY

COUNTY OF OCEAN

\_\_\_\_\_ of full age being duly sworn according to law, on oath deposed and says, that all of the above statements and the statements contained in the papers submitted herewith are true.

Sworn and Subscribed to:

before me this \_\_\_\_ day:

of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Applicant to sign here



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## LAND USE APPLICATION

### LAND DEVELOPMENT APPLICATION

#### P. Affidavit of Ownership:

STATE OF NEW JERSEY

COUNTY OF OCEAN

\_\_\_\_\_ of full age being duly sworn according to law, on oath  
deposed and says, that all the deponents reside at \_\_\_\_\_  
in the \_\_\_\_\_ of and State of \_\_\_\_\_  
that \_\_\_\_\_ is the owner in fee of all that certain lot, piece of land  
situated, lying and being in the municipality aforesaid, and known and designated as  
Block (s) \_\_\_\_\_ Lot (s) \_\_\_\_\_

Sworn and Subscribed to:

before me this \_\_\_\_ day:

of \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature

#### Q. Authorization by Owner:

(If anyone other than above owner is making this application, the following  
authorization must be executed)

To the approving Board of the Township of Brick:

\_\_\_\_\_ is hereby authorized to make the within application.

Dated: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Mo. Day Year

\_\_\_\_\_  
Owner to sign here

#### R. Address all correspondence concerning this application to Primary Contact:

☐ Applicant

☐ Owner

☐ Attorney

\_\_\_\_\_  
Name and Firm

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code

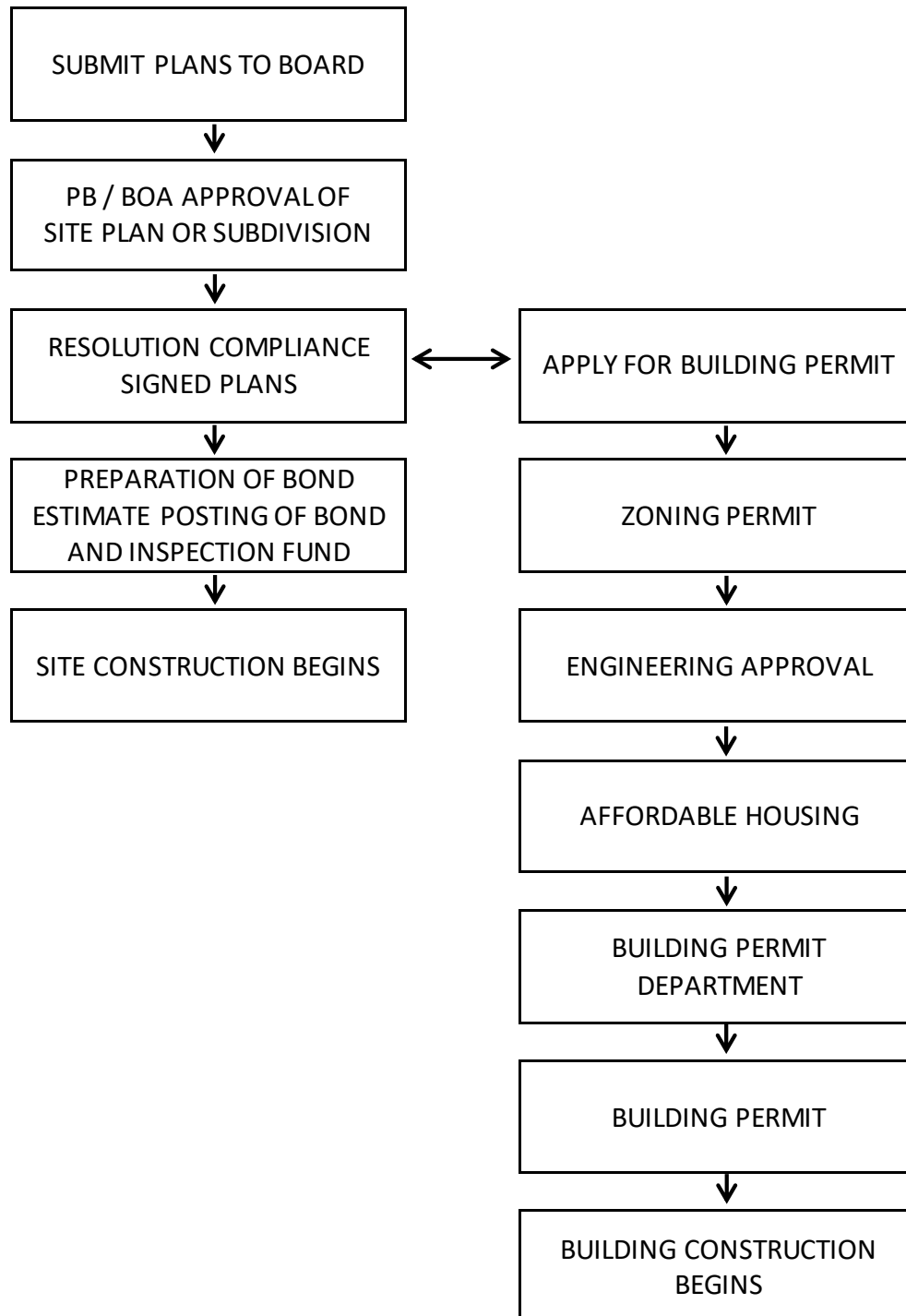
\_\_\_\_\_  
Cell #

\_\_\_\_\_  
Business #

\_\_\_\_\_  
Email



LAND DEVELOPMENT & BUILDING APPROVALS PROCESS







# TOWNSHIP OF BRICK

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## LAND USE APPLICATION

### FEES

#### **§ 250-29. Fees. [Last amended 3-22-2005 by Ord. No. 283-NN-05]**

- A. The following fees shall be payable in connection with the following categories. Wherever or any type of category there is listed an administrative fee, said fee shall be nonrefundable and shall be used solely for the purpose of processing said application or review. It shall include all work done in connection with said application or review other than those fees charged for professional reviews. The escrow fee charged for application and reviews shall be used exclusively for professional reviews by the engineers/planners and/or attorneys employed by the municipality or any of its boards and agencies. Said escrow fee shall be so segregated for each applicant so that the fee that it pays shall be utilized only for the particular application. In the event any of the escrow remains unused at the conclusion of the application, said amount that is not utilized shall be returned to the applicant. If the escrow fee charged is insufficient so as to cover the professional fees applicable to that particular applicant, then that applicant shall be required to pay all deficiencies within his individual account. **[Amended 5-26-2009 by Ord. No. 33-09; 5-7-2013 by Ord. No. 16-13; 12-6-2016 by Ord. No. 20-16; 1-30-2018 by Ord. No. 3-18]**

Category	Application Fees	Escrow Fees
Variances		
Appeals (N.J.S.A. 40:45D-70a)	\$100	\$200
Special questions or interpretations (N.J.S.A. 40:55D-70b)	\$100	\$200
Hardship (N.J.S.A. 40:55D-70c):		
Residential	\$250	\$2,000
Commercial	\$750	\$2,000
Unless the hardship variance sought is for a swimming pool, deck, shed, fence or an open porch of 200 square feet or less, which fee shall be:	\$200	

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## LAND USE APPLICATION

### FEES

§ 250-29

§ 250-29

Category	Application Fees	Escrow Fees
Unless the hardship variance sought is for exceeding height limitation as referenced in § 245-330, which fee shall be:	\$350	
Use of structure (N.J.S.A. 40:55D-70d):		
Residential (single lot)	\$200	\$1,500
Residential (more than one lot)	\$500	\$1,500
Commercial	\$500	\$1,500
Conditionally exempt site plan	\$300	\$500
Construction permit in bed of mapped street or drainage right-of-way or lacking street frontage (N.J.S.A. 40:55D-34 or 40:55D-35)	\$200	\$300
Informal/conceptual plan	\$300	
Conditional use	\$500	\$500
Clearing or soil removal/fill	\$200	\$300
Minor subdivision	\$750	\$750
Major subdivision, preliminary	\$750 + \$25 per lot	\$2,500 + \$50 per lot
Major subdivision, final	\$750	\$1,500 + \$50 per lot
Cluster zone development		
Preliminary approval	Same fees as preliminary subdivision approval	
Final approval	Same fee as final	
Minor site plan	\$750	\$1,000
Major site plan		
Preliminary approval	\$1,500	\$2,500
Final approval	\$750	\$1,500

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## LAND USE APPLICATION

### FEES

§ 250-29

§ 250-29

Category	Application Fees	Escrow Fees
Application for site plan exemption	\$300	
Preapplication review for subdivision or site plan	\$100	\$500
Application for an extension of subdivision or site plan approval	\$500	\$500
Abridge site plan	\$300	\$300
Amended site plan	50% of full fee	50% of full fee
Amended subdivision	50% of full fee	50% of full fee
Zoning permit application		
Accessory use/structure	\$50	
Principal use/structure/ addition	\$75	
Plot plan review application	\$50	
Engineering inspection	\$150	
Reinspection	\$50	
Map filing	\$100	
Subdivision exemption application	\$10	
Firesafety review	Fees and escrow as established by § 191-6B	
Special meeting requested by the applicant	\$2,000 for a maximum of one three-hour hearing before the respective Boards	
Rezone application	\$250	\$500
Grading and clearing permit	\$100	
Tree removal	\$100/acre	
Grading	\$100	
Retaining wall	\$150	
Bulkheads/docks/piers	\$150	
Soil removal/fill	\$300	\$0.35/CY (\$500 minimum)

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## LAND USE APPLICATION

FEES

§ 250-29

§ 250-29

- B. When it has been determined that an escrow account has been depleted by 2/3 of the original fee, it shall be replenished by an additional 1/3 of the original escrow fee.
- C. Additional/nonrefundable fees. Where an application for land use development to either Board requires more than two professional reviews by Board's staff or consultants and/or more than two caucus meetings, if applicable, and/or more than two public hearings, subsequent to the initial filing or such application and prior to a final determination on such application, the applicant shall be required to pay an additional application fee in the amount representing 25% of the base application fee, as submitted under Subsection A above for each required additional procedure.
- D. Compliance review. It shall be a condition of final site plan or subdivision approval that the applicant shall post an additional fee equal to 25% of the base fee as submitted under Subsection A above for each requested review of an application for compliance with the terms of the resolution granting such final approval. If, at the time of resolution compliance, the Board Secretary determines that funds exist in the applicant's posted escrow account greater than or equal to 25% of the base escrow fee then no additional escrow fee then no additional escrow funds will be required of the applicant for resolution compliance reviews by the Board's professionals.
- E. Where a rezone application has been preliminarily approved the following additional fees shall be payable by the applicant prior to action by the Township Council:
  - (1) The sum of \$160 towards the preparation of the ordinance to be enacted by the Township Council in connection with the proposed rezoning.
  - (2) A sum equal to \$75 toward the publication of the ordinance.

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