



# THE TOWNSHIP OF UPPER

2100 Tuckahoe Road  
PO Box 205  
Tuckahoe, NJ 08250-0205

## Development Fee Certification

### Section A (To be completed by developer/property owner):

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Property Location: \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Qual \_\_\_\_\_

Existing use on Property \_\_\_\_\_

Proposed Development \_\_\_\_\_

Did property require approval from Planning or Zoning Board? Y or N

If yes, Date of Approval \_\_\_\_\_ Resolution No. \_\_\_\_\_

Did project require a Use Variance for density from the Zoning Board? Y or N

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section B (To be completed by Assessor): P = 2.5% for Commercial or 1.5% for Residential

	Estimated	Final
Assessed Value	\$ _____ E1	\$ _____
Equalization Ratio	_____ % E2	_____ %
Equalized Assessed Value	\$ _____ E3 = (E1 * E2)	\$ _____
Existing Equalized Assessed Value	\$ _____ E4	\$ _____
Amount on Which Fee is Calculated	\$ _____ E5 = E3 - E4	\$ _____
Development Fee	\$ _____ E6 = E5 * P	\$ _____
Estimated - Signature of Assessor:	_____	Date: _____
Final - Signature of Assessor:	_____	Date: _____

### Section C (to be completed by Treasurer):

1<sup>st</sup> Payment Amount: 50% of Estimated Fee: \_\_\_\_\_ Check No. \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Final Payment Amount: Balance of Final Fee less 1<sup>st</sup> Payment \_\_\_\_\_ Check No. \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

## **Instructions for Completing Development Fee Certification**

Ordinance 13-2009 was adopted by Township Committee on May 26, 2009 and became effective June 8, 2009. Projects that have received preliminary site plan approval or received a zoning permit before June 8, 2009 are exempt.

Developer/ Property Owner shall complete Section A and submit it with Construction Permit Application.

Construction Official to verify that Section A is fully completed and that property and contact information are same as those on the construction permit application. Construction Official verifies that the form is signed by the Developer/ Property Owner. If accurate and complete, Construction Official forwards original form to Assessor. If not accurate and complete, Construction Official shall refuse to accept it and return it to the applicant.

The Construction Official shall not issue the construction permit until 50% of the estimated fee has been remitted to the Township Treasurer. The Construction Official shall not issue the Certificate of Occupancy (CO) or Completion until the full Final Development fee has been remitted to the Township Treasurer.

The Assessor, based on review of plans submitted with Construction Permit Application, prepares estimated assessment of property for both the development and the land (E1). Assessor completes "Estimated" column of Section B (E1-E5) to determine estimated development fee due (E6).

- If the development is new construction on a vacant lot, then E4 and F4 should equal \$0;
- If the development is situated on real property that was previously developed with a building, structure, or other improvement, E4 and F4, should show the existing equalized assessed value of the property as of the date listed in section A when the construction or demolition permit was first sought.
- If the development is an addition to an existing structure and creates new footprint, than E4 and F4, should show the existing equalized assessed value of the property as of the date listed in section A when the construction permit was first sought.
- If the development is for a pool, shed, detached garage or other accessory structure then E4 and F4 , should show the existing equalized assessed value of the property as of the date listed in section A when the construction permit was first sought.

Assessor shall provide a copy of the estimate to the Construction Official and the Developer, retains original. The Construction Official's copy is filed in the Construction Permit Application File. Upon notification that the property is ready for a final assessment, the Assessor reviews the estimate, performs a final assessment and completes Section B, "Final" column (F1-F5) to determine final fee, F6.

Assessor signs and provides original to Construction Official, who files in the Construction Permit Application file; Assessor provides copy to the Developer for use when making payment. Payment is to be remitted to the Township Treasurer and Section C, to be completed as receipt of payment.

If the fee imposed is being contested, the payment must equal E6; if not contested, payment must equal F6. If payment does not match the final or the estimated fee, a CO will not be issued.