

Township of Mansfield, NJ  
Wednesday, February 13, 2019

# Chapter 360. Administration and Procedures

## Article III. Administration

### § 360-22. Fees.

[Amended by Ord. No. 01-94; Ord. No. 03-94; Ord. No. 03-12; by 2006-32; 11-14-2001 by Ord. No. 2001-18; Ord. No. 2002-15; 12-11-2013 by Ord. No. 2013-17]

A. All applicants for a development to a Township agency shall pay to the administrative officer fees for the application made up of the following three components. A separate check, or other form of payment accepted by the Township, shall be provided for each fee component.

- (1) Filing fees to cover normal services required for processing all applications for development and to be paid at the time an application is filed;
- (2) Escrow account deposits to reimburse the Township for costs of engineering, planning and legal or other technical or professional reviews, research, reports and/or testimony connected with the review of the application or deemed necessary by the Township agency in order to assure compliance with state and Township laws, ordinances, rules and regulations; and
- (3) Construction inspection deposits to reimburse the Township for the cost of engineering inspections to assure satisfactory completion of improvements to be installed. Where one application for development includes several approval requests, the sum of the individual required fees shall be paid.

B. The fees shall be as follows:

- (1) Filing fee. To be paid at the time an application is filed.
- (2) Escrow account deposit. To be paid at the time an application is filed and subject to such additional payments as may be required pursuant to Item 16 below.

Category	Filing Fee	Escrow Fee
1. Minor Subdivisions		
Concept plat for review	\$100	\$500
Minor plat	\$200	\$1,500
2. Major Subdivision		
Concept plat for review	\$200	\$1,000
Preliminary plat	\$1,000	\$200/lot (\$2,000 minimum)
Time extension of preliminary approval	\$500	None required
Amended preliminary major subdivision	\$200	\$1,500
Final plat	\$750	\$75/lot (\$1,000 minimum)

Category	Filing Fee	Escrow Fee
Time extension of final approval	\$500	none required
Amended final major subdivision	\$200	\$1,500
3. Site Plans		
Concept plan for review - minor plan	\$50	\$500
Concept plan for review - major plan	\$100	\$1,000
Minor site plan	\$200	\$1,500
Preliminary major site plan	\$400	\$1,800/acre or part thereof, plus \$85 du in the case of multifamily units and/or \$0.05/gross square feet of building area; in the case of nonresidential buildings, minimum \$2,000
Final major site plan	\$200	\$900/acre or part thereof, plus \$50 du in the case of multifamily units and/or \$0.025/gross square feet of building area; in the case of nonresidential buildings, minimum \$1,000
Amended preliminary major and/or final major site plan	\$150	\$1,500
Time extension of preliminary major site plan approval	\$200	None required
Time extension of final major site plan approval	\$200	None required
4. Variance appeals, N.J.S.A. 40:55D-70a	\$300	\$750
5. Variance interpretation, N.J.S.A. 40:55D-70b	\$300	\$750
6. Bulk variances, N.J.S.A. 40:55D-70c		
First variance - residential	\$250	\$1,000
First variance - commercial	\$500	\$1,000
Each additional variance (residential and commercial)	\$50	\$200
7. Use or "special reasons" variance, N.J.S.A. 40:55D-70d		
Residential	\$350.00	\$2,500
Commercial	\$750	\$2,500
8. Building permit appeal, N.J.S.A. 40:55D-36	\$300	\$750
9. Conditional use, N.J.S.A. 40:55D-67		
Residential	\$250	\$1,000
Commercial	\$500	\$1,000
(plus any other applicable site plan or subdivision fee)		
10. Other Applications		

Category	Filing Fee	Escrow Fee
N.J.S.A. 40:55D-68, Certifications of preexisting nonconforming use or structure	\$300	\$500
Any other unspecified application to Land Use Board	\$200	\$300
11. Wireless telecommunications towers		
No new tower proposed	\$1,000	\$2,500
New tower proposed	\$3,000	\$5,000
12. The following fees shall be paid by the applicant by separate check to the Township at the time of passage of a resolution of subdivision approval by the Land Use Board of the Township of Mansfield for the cost of making updates and modifications to the Tax Maps of the Township of Mansfield relating to said applications:		
Minor subdivision		
2 to 3 lots	\$300	
4 to 7 lots	\$500	
8 to 12 lots	\$800	
13 to 19 lots	\$1,000	
20 or more lots	\$1,500	
(Plus \$50 per lot in excess of 20 lots)		
13. All major subdivisions shall submit an electronic file of the subdivision, which shall be submitted at the time that the subdivision map is filed. Said file shall be in AutoCAD (.dwg or .dxf) format.		
14. Payment of the fees required hereunder shall be an expressed condition of any subdivision approval granted by the Mansfield Township Land Use Board.		
15. The requirement of the payment of a review deposit at time of filing may be waived by majority vote of the Township agency if, upon a preliminary review of the application, and upon request of the applicant, it appears that there will be no need for the type of review contemplated by this section.		

Category	Filing Fee	Escrow Fee
16.		

In the event that the initial deposit made by an applicant is not sufficient to cover all technical/legal review costs of the application, or, if during the consideration of an application it becomes evident that a review deposit which was previously waived will be necessary, upon request by the Township, the applicant shall make such initial or further deposit or deposits as may be necessary to cover further technical/legal review costs. Pending payment of the initial or additional deposit, all time periods in the application process for action contemplated by § 320-29 of this chapter shall be tolled and no further action shall be taken before the municipal agency. Notice of the deficiency shall be provided to the municipal officials by the clerk of the municipal agency involved, and such municipal professional shall cease work on projects for the application which is the subject of a deficient escrow. The municipal agency shall pass a resolution adjourning the application of the applicant pending payment of the initial or additional deposit contemplated herein and provide to the applicant notice that failure to pay the prescribed escrow fees will result in the application being denied without prejudice. The resolution shall state with particularity the status of the applicant's escrow balance, the estimated amount of additional deposit necessary as well as an explanation thereof and shall provide the applicant with notice that the application will be dismissed without prejudice at the next regular meeting of the municipal agency unless the escrow payment as requested in full is made. In the event an application is dismissed without prejudice under the terms and conditions hereof, the applicant shall be required to file a new application with payment of full fees subject, however, to Item 15 of this section. In no event shall an application be "approved" subject to future payment of escrow fees. The finance office of the municipality shall monthly certify to the clerk of the municipal agency the status of the escrow account of each applicant. At the commencement of each meeting upon a particular application, the municipal agency shall determine if the initial deposit or if additional deposits had been or need to be made and shall take such action as may be required in this section.