

**City of Northfield Planning Board**  
**SUMMARY OF PLANNING BOARD FEE SCHEDULE**  
**Consult Fee Ordinance (Revised Ordinance 8-2001) For Details and Clarification**  
***SUBMIT COPY OF THIS SCHEDULE WITH CHECKS***

The fee to be paid shall be the sum of 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, except in cases where a preliminary and final application is applied for and decided by the Planning Board at the same time, in which case the greater of the two fees shall be paid. Additional fees may be assessed for extraordinary review costs not otherwise covered herein. One check must be submitted for all required fees (including the required Publication fee set forth in subparagraph K), unless otherwise specifically excepted, and a second check must be submitted for Professional Escrow. Please call the Planning Board Secretary at 641-2832 (ext. 127) with any questions.

**All fees are non-refundable and are calculated as follows:**

A. Application for Development Permit	\$50.00
B. Minor Subdivision Application	
1. Each Informal Review	\$100.00
2. Application Fee	\$250.00 plus \$50.00 per lot
3. Tax Map Revision	\$100.00 per each subdivided (new) lot or \$10.00 per lot, whichever is greater (Section 3.14 of amended ordinance 8-2001, subparagraph X)
C. Major Subdivision Application	
1. Each Informal Review	\$200.00 plus \$25.00 per lot
2. Preliminary Plat Application Fee	\$500.00 plus \$25.00 per lot
3. Final Plat Application Fee	\$500.00 plus \$25.00 per lot
4. Tax Map Revision	\$75.00 per each subdivided (new) lot
D. Site Plan Application	
1. Each Informal Review	\$250.00 plus \$5.00 for each 100 square feet of building area up to 2,000 square feet and \$2.50 for each additional 200 square feet or fraction thereof
2. Preliminary Application Fee	Non-residential \$500.00 plus \$50.00 for building area up to 2,000 square feet and \$25.00 for each additional 200 square feet or fraction thereof
3. Final Application Fee	\$500.00
E. Building Permit Appeals	
	\$500.00 for Non-residential \$250.00 for Residential
F. Interpretation Request	
	\$250.00; If interpretation request is accompanied by a variance request, the fee for the variance shall apply
G. "C" Variance	
	\$300.00 for one variance \$100.00 for each additional variance \$75.00 for each lot subject to the variance
H. "D" Variance	
	\$1,000.00 for one variance \$200.00 for each additional variance

	\$150.00 for each lot subject to the variance
I. Conditional Uses	\$500.00
J. Review Fee for Environmental Impact Report (EIR) –for those Applications which require review of an EIR	\$500.00 in addition to Professional Escrow fee
K. Publication Fee- <i>all applications are subject to this fee</i>	\$50.00
L. Waiver of site plan fee	\$500.00
M. Continuance Fee (unless at the direction of the Board) in addition to other applicable fees	\$250.00 for each continuance
N. Variance Request for Time extension-request for extension of time within which any variance must be exercised (per request)	\$250.00
O. Special Meetings	\$250.00 in addition to required fees \$100.00 additional if notice of meeting is required
P. Amended Site Plans and Sub-Divisions	\$150.00 for minor changes (no building, parking or significant changes) plus sufficient copies of the plat incorporating the changes as may be necessary for distribution. No fee if requested by the City. For significant changes, fees are equal to one-half the fee required for initial submission based on the current fee schedule. Sufficient copies of the plat are required as noted above. If the proposed changes involve a change of use, the application will be considered a new application and full payment of fees will be required.
Q. Certificates of Approval of Sub-Division	\$175.00
R. Certificate of existing non-conforming use	\$175.00
S. Copies of Records	\$75.00 for a copy of each meeting tape; \$75.00 for each stenographer session-to be supplied by Applicant.
T. All other applications not specifically mentioned herein	\$500.00 for commercial applications \$250.00 for non-commercial applications

SEE NORTHFIELD LAND USE AND DEVELOPMENT ORDINANCE SECTION 3.14 FOR MORE DETAIL OF FEE SCHEDULE.

**REFUNDS AND WITHDRAWALS**

There are no refunds of escrow if application is withdrawn within 24 hours of hearing date. Application fees are non-refundable.

If variance application, fee is \$150.00. If withdrawn within 10 days of hearing date, fee is \$250.00.  
If other than variance, fee is \$100.00. If withdrawn within 10 days of hearing date, fee is \$100.00.

After payment of fee for withdrawal of application, all other fees deposited, with the exception of fees payable for professional review costs will be refunded. However, for all applications:

**WITHDRAWAL WITHIN TWENTY FOUR HOURS OF TIME OF THE SCHEDULED MEETING WILL RESULT IN NO REFUND TO APPLICANT AND ALL FEES PREVIOUSLY DEPOSITED SHALL BE FORFEITED.**

### **PROFESSIONAL REVIEW COSTS**

All applications require professional review costs and a separate check for these costs must be submitted with the application and other required fees. Professional review costs for attorney, planner, engineer or other professional retained on behalf of the Planning Board of the City of Northfield for the purpose of review, analysis, inspection or preparation of documents shall be the responsibility of the applicant and are held in escrow. The applicant shall, at the time of filing an application, be required to post the minimum amount specified in addition to all other filing fees.

Review fees shall be held and disbursed according the law by the City Treasurer at the direction of the Planning Board Secretary. An accounting shall be kept of each applicant's deposit, and professional fees shall be paid from the account and charged to the applicant. Any monies not expended for professional services shall be returned to the applicant upon final approval, denial or withdrawal of the application. If, at any time during the procedure, the monies posted shall have been expended, the applicant shall be required to post such additional sums not to exceed the amount of the initial payment for each replenishment. The applicant shall not be entitled to proceed with the application until such time as the necessary monies have been posted to guarantee payment of professional service fees.

Professional Review Costs are paid by the applicant (escrow) and the following minimum deposits are required in addition to all other filing fees:

a.	Interpretation	\$250.00
b.	Interpretation of variance	\$500.00
c.	Building permit appeals	\$500.00
d.	"C" variance	\$500.00
e.	"D" variance	\$1,000.00
f.	Major Subdivision	\$1,000.00
g.	Minor Subdivision with no variances	\$500.00
h.	All other residential	\$250.00
i.	All other commercial	\$500.00

**Recreation Impact Fee for all Major and Minor Subdivisions and site plans**-The contribution cost is \$2,500.00 per newly created lot (not including the original lot) and dwelling unit. This condition of approval must be satisfied before the signing of the final plat or filing with the County Clerk. This fee must be paid prior to filing of deeds if the applicant perfects the subdivision in that manner. No building permits will be issued for dwelling units created by site plans for residential development until this fee is paid. This is per Ordinance 8-2005 which amends the 1986 Land Use and Development Ordinance.

For additional information and fees for Bonding, Inspection fees, and revised plats see section 3.14 under "Fees" contained within the Land Use and Development Ordinance.

The Planning Board of the City of Northfield shall have the right to waive any fee in accordance with NJSA 40:55D-8.

