



## **TOWN OF CLINTON**

INCORPORATED APRIL 5, 1865

43 Leigh St., P.O. Box 5194

Clinton, N.J. 08809-5194

(908) 735-8616 FAX (908) 735-8082

### **PLEASE NOTE:**

If you do not wish to encounter delays in the processing of your application, please be sure it is filed in strict accordance with Chapter 88 of the General Ordinances of The Town of Clinton.

### **YOUR APPLICATION WILL BE PROCESSED IN THE FOLLOWING MANNER:**

- 1). The application must be filed at least 21 days prior to the next regular scheduled Land Use Board Board Meeting which is the first Tuesday of each month.
- 2). The subcommittee will review the application for completeness prior to the regular meeting.
- 3). At the regular meeting the board will decide if the application is complete and ready to be processed further.
  - If **incomplete** the application and filing fee will be returned to the applicant for refilling.
  - If complete the application will be forwarded to the various reviewing agencies who will review the application for compliance with the ordinance.
  - The board shall set the hearing date for the application at this time.
- 4). After review by the agencies (30 days for subdivisions of 10 lots or less or site plans of 10 acres or less and 60 days for subdivisions of more than 10 lots or site plans of more than 10 acres) the Land Use Board at the hearing shall act upon the application based upon the agencies reports, comments from the applicant and comments from the public.
- 5). Applications found not to be in accordance with the Ordinance will be denied. **It is not the board's intent to grant conditional approvals.**



- 9. Has performance guarantee for remaining improvements been filed?
- 10. Has Town Engineer approved installations?
- 11. Has developer's agreement been executed?
- 12. The applicant does ( ) does not ( ) hereby grant an extension of time from the date within which the Board must act on this application for a period of days ( ), unlimited ( ).

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

---

DATE

BOARD ACTION

APPROVED \_\_\_\_\_

CONDITIONS \_\_\_\_\_

DENIED

CHAIRMAN DATE

SECRETARY DATE

**LAND DEVELOPMENT APPLICATION - TOWN OF CLINTON  
DEVELOPMENT REVIEW CHECKLIST**

Applicant Name: \_\_\_\_\_  
 Applicant Address: \_\_\_\_\_  
 Applicant Phone No.: \_\_\_\_\_  
 Applicant Email: \_\_\_\_\_  
 Owner Name: \_\_\_\_\_  
 Owner Address: \_\_\_\_\_  
 Project Name: \_\_\_\_\_

Block: \_\_\_\_\_ Lot(s): \_\_\_\_\_

Tax Map Street \_\_\_\_\_

Checklist Prepared by (Name of Applicant or Agent): \_\_\_\_\_  
 Signature of Applicant: \_\_\_\_\_

TO BE COMPLETED BY THE TOWN OF CLINTON	
Application No.: _____	Application Fee Paid: _____
Application Received: _____	Escrow Fee Paid: _____

CHECK TYPE OF APPLICATION BEING SUBMITTED									
VARIANCE 40:55D.70				SITE PLAN			SUBDIVISION		
(a)	(b)	(c)	(d)	Minor	Prelim. Major	Final Major	Minor	Prelim Major	Final Major

Application Fee Submitted: \$ \_\_\_\_\_  
 Escrow Deposit Submitted: \$ \_\_\_\_\_

Variance 40:55D.70			Site Plan			Subdivision			All applications must be submitted to the Administrative Officer of the Planning/Zoning Board at least <b>THREE (3) WEEKS</b> prior to the regularly scheduled Board Meeting.	TO BE COMPLETED BY THE APPLICANT			TO BE COMPLETED BY THE TOWN		
(a)	(b)	(c)	(d)	Minor	Major Prelim	Major Final	Minor	Major Prelim		Major Final	PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER
✓	✓	✓	✓	✓	✓	✓	✓	✓	A. Application and escrow fee with separate computation calculation.						
✓	✓	✓	✓	✓	✓	✓	✓	✓	B. Four (4) copies of the completed application form. Four (4) copies of completed checklist.						
✓	✓	✓	✓	✓	✓	✓	✓	✓	C. Applicant's Disclosure Statement if filed as a corporation.						
			✓	✓	✓	✓	✓	✓	D. A list identifying specific variances. Include narrative explanation outlining the basis for the requested relief.						
	✓	✓		✓	✓		✓	✓	E. Certification from the Town of Clinton Water and Sewer Departments, that sewer charges, and/or late fees, interest and other assessments are paid to-date.						
✓	✓	✓							F. Certified list of property owners within 200'.						
	✓	✓							G. Signed escrow agreement.						
									H. Certification and Will Serve letters from the Town of Clinton Water Sewer Department that the water and sewer systems possess sufficient uncommitted capacity to accommodate the proposed development.						
									I. Provide Will Serve and Review letters from Town of Clinton Fire and Rescue Companies.						

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<b>✓ REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)</b>															
				✓	✓		✓	✓							
✓	✓	✓		✓	✓		✓	✓							
							✓								
				✓		✓	✓		✓						
✓	✓	✓		✓	✓		✓	✓							
O. Completed application with appropriate fees and required information submitted directly to these Agencies with copies provided to the TOWN for verification of these submissions.															
			✓	✓	✓	✓	✓	✓	✓						
					✓			✓							
				✓	✓		✓	✓							
✓	✓	✓		✓	✓	✓	✓	✓	✓						
				✓	✓		✓	✓							
							✓	✓							
				✓	✓		✓	✓							
				✓	✓		✓	✓							
		✓		✓				✓							

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DEVELOPMENT REVIEW CHECKLIST**

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<b>✓ REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)</b>															
			✓		✓		✓	✓							
	✓	✓		✓	✓		✓	✓							
✓	✓	✓		✓	✓		✓	✓	✓						
✓	✓	✓		✓	✓		✓	✓	✓						

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(a) (b)	(c)	(d)	Minor	Major Prelim	Major Final	Minor	Major Prelim	Major Final		PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER	WAIVER GRANTED
<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
	✓	✓	✓	✓	✓	✓	✓	✓	1. Eighteen (18) copies and a digital copy of all plans. Documents properly certified and sealed by the appropriate N.J. Licensed professional persons (P.E., P.L.S., P.P., C.L.A., R.A.)						
	✓	✓	✓	✓	✓	✓	✓	✓	2. Name and address of the owner, application and preparer of plans.						
	✓	✓		✓				✓	3. Names of all current property owners within 200' of the property and identify source information.						
									4. Plans must identify the following:						
	✓	✓	✓	✓	✓	✓	✓	✓	a. Name of Development.						
	✓	✓	✓	✓	✓	✓	✓	✓	b. Total area of development property in acres and square feet.						
	✓	✓	✓	✓	✓	✓	✓	✓	c. Date of original preparation and all revisions.						
	✓	✓	✓	✓	✓	✓	✓	✓	d. North arrow and reference meridian.						
	✓	✓	✓	✓	✓	✓	✓	✓	e. Graphic and written scale.						
		✓	✓	✓		✓	✓		f. Number of proposed lots or size of building.						
	✓	✓	✓	✓	✓	✓	✓	✓	g. Tract zone and schedule of existing zoning criteria and proposed conditions.						
	✓	✓	✓	✓	✓	✓	✓	✓	h. Tax map sheet, block and lot numbers.						
			✓	✓			✓		i. Reference bench mark identified and shown.						
	✓	✓	✓	✓	✓	✓	✓	✓	j. Name of the firms and person preparing plans.						
	✓	✓	✓	✓	✓	✓	✓	✓	5. Certification of owner noted on the plans (if other than the applicant) as follows: "I certify that I am the owner of this property and consent to the filing of this application".						
									_____						
									Owner Signature						
									Date						
	✓	✓	✓	✓	✓	✓	✓	✓	6. Review block for signature of Town Engineer, Board Secretary and Chairperson.						
			✓	✓		✓	✓	✓	7. Required Hunterdon County Signature Block in accordance to their regulations.						
	30'	30'	30'	30'	30'	50'	50'	50'	8. Map drawn at scale of not less than (1"=as noted) sheet size of 18"x24", 24"x36" or 30"x42". All plans must be folded with the title block, date and revision date showing.						
	✓	✓		✓	✓	✓	✓		9. Key map drawn at a scale of not less than 400' showing the development and surrounding properties with 1000' radius including zoning boundaries and traffic circulation elements from Master Plan.						
									10. Existing Topography shown as follows:						
	✓	✓				✓			a. Contours at 5' intervals. Interpolated for USC and GS Map for entire tract.						
			✓						b. Contours at 2' intervals for area of proposed lots or proposed development (verified in field).						

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(a)	(b)	(c)	(d)	Minor	Major Prelim	Major Final	Minor	Major Prelim		Major Final	REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)	PROVIDED	N/A	WAIVER REQUESTED	PROVIDED Y/N	REQUEST WAIVER
					✓	✓		✓	✓	c. Contours at 2' intervals for entire tract (verified in field).						
					✓	✓		✓	✓	d. All elevations based on NAVD 88.						
										11. Plans showing existing and proposed streets including:						
					✓	✓		✓	✓	a. Field cross-sections at 50' intervals drawn at a scale of 1"=5' vertical; 1"-1'-horizontal.						
					✓	✓		✓	✓	b. Centerline plan and profiles drawn at a scale of 1"=50' horizontal; 1"=5" vertical based upon field survey data. Corresponding Plan and Profile information must be shown on the same sheet.						
					✓	✓		✓	✓	c. Centerline curve data including central angle, tangent distance, radius, arc length, chord distance and chord bearing.						
		✓								12. Existing property lines showing bearings, distanced and radius with indication of source data and approximate dimensions of proposed lot lines. Based upon deed plotting.						
	✓				✓	✓		✓	✓	13. Existing and proposed lot boundary and easement information shown based on NAD 83 with accurate bearing and distance to the nearest 1/100th ft. prepared by a licensed surveyor. All curves shall show radius, arc length, chord bearings and distance, tangent and center angle.						
		✓								14. Approximate net and gross lot areas to the nearest 1/10 acre.						
	✓	✓			✓	✓		✓	✓	15. Net/gross lot areas for existing and proposed lots calculated in sq.ft and 1/1000 acre.						
					✓	✓		✓	✓	16. Area of all proposed easement calculations in square feet.						
	✓	✓			✓	✓		✓	✓	17. Location of existing wells and septic systems on site and within 100' of property.						
					✓	✓		✓	✓	18. Location of all man-made and natural features including but not limited to: list historic buildings within 200', dedicated open space, culverts, structures, drain pipes, water courses, railroads, bridges, wooded areas, rock outcrops, underground storage tanks, fences, wetlands (specific source and notation if there are any wetlands present), swamps, buildings, streets, drainage right-of-way and easements.						
					✓	✓		✓	✓	19. Plan drawings of all existing and concept of all proposed drainage and utility layouts.						
					✓	✓		✓	✓	20. Plan and profile drawings of all existing and proposed drainage and utility layouts, drawn at a scale of 1"=50' vertical.						
					✓	✓		✓	✓	21. Plan drawings of all existing and proposed public water if applicable OR show proposed well location with geologist report verifying a sufficient supply of available potable water.						



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<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
					✓	✓		✓		22. Plan and Profile drawings of all existing and proposed storm sewer including drainage swales.					
					✓	✓		✓		23. Plan drawings of all existing and proposed gas services.					
					✓	✓		✓		24. Plan drawings of all existing electric service with proposed underground service.					
				✓	✓	✓	✓	✓		25. Locations of all attempted percolation and soil log data certified by a licensed Professional Engineer. <b>"Corresponding to submission Item R."</b>					
	✓	✓		✓	✓	✓	✓	✓	✓	26. Location of any flood hazard areas with delineation and elevation of 100-year flood boundary. Include noted source of flood plain delineation documentation.					
										27. Detailed Landscaping plan indicating:					
	✓			✓	✓			✓		a. Existing trees which will remain or be removed including tree preservation details.					
										b. Proposed landscaping including location, botanical name, common names, size, quantity, planting and staking/guying details, mulched areas specifying type thickness and edge of mulched area. Specify whether plants are container grown, balled and burlapped (B&B) or bare root (BR).					
				✓	✓	✓	✓	✓		c. Landscaping plan for street shade trees noting location, material type and sizes, planting details and tree preservation details.					
								✓		28. Plans meets requirements of Map Filing Law if map rather than deeds are to be filed with the Hunterdon County Clerk's office.					
									✓	29. Certification as indicated in the Map Filing Law. Plan meets requirements of the Map Filing Law with all required certifications included.					
				✓	✓	✓		✓	✓	30. Appropriate details to TOWN, County and State Standards including, but not limited to: sidewalks, curbs, paving, street signs, drainage, etc.					
					✓	✓	✓	✓		31. Soil erosion and sediment control plans. If more than 5,000 s.f. of disturbance is proposed as part of this application, show soil types and boundaries pursuant to Hunterdon County Soil Survey, including analysis for development capability and information concerning fill material for any filled soil area.					
	✓	✓		✓	✓	✓	✓	✓	✓	32. Plan indicating location and complete purpose of restrictions of any easement or land reserved for any use.					
				✓	✓	✓	✓	✓		33. Stormwater Management Plans and Watershed Maps. <b>Corresponding to submission Item T.</b>					

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<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
		✓		✓	✓	✓	✓	✓	✓						
				✓	✓	✓		✓							
				✓	✓	✓		✓							
				✓	✓	✓		✓							
		✓	✓	✓	✓	✓									
39. Parking and Loading:															
				✓	✓	✓									
				✓	✓	✓									
				✓	✓	✓									
				✓	✓	✓									
				✓	✓	✓									
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				✓	✓	✓		✓							
				✓	✓	✓		✓							
				✓	✓	✓		✓							

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<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
					✓		✓	✓	✓						
						✓			✓						

Application deemed incomplete for noted deficiencies under items

Date: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Date: \_\_\_\_\_

Application Deemed Complete:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Site Plan Committee

## TOWN OF CLINTON LAND USE FEES

Informal Discussion (30 Minutes):	\$100.00
Exemption from Site Plan: <i>(use preliminary site plan application)</i>	\$100.00
Minor Site Plan:	\$150.00
Regulated Use Permit	\$500.00 per lot plus \$100 per structure:
Special Meeting Fee:	\$500.00

### **Subdivision (Land Only)**

Minor Subdivision (Sketch Plat 1 Lot Only)	\$150.00
Major Subdivision (Preliminary Plat 2+)	\$500.00 plus \$100 per lot
Final Plat	\$250.00 plus \$50 per lot
Amendment to Subdivision	\$25% of original fee (\$100 min)

### **Preliminary Site Plan Applications:**

Residential	\$500.00 plus \$100 per lot
Garden Apts, Townhomes, Condos	\$2,000.00 plus \$100 per unit
Industrial Development	\$1,000 plus \$5 per 100SF of Bld
Commercial –C1 Zone	\$350.00 plus \$5 per 100SF of Bld
Commercial- C2 ,C3, C4 Zone	\$1,000.00 plus \$5 per 100 SF of Bld
OB1 & OB2	\$500 plus \$5 per 100 SF of Bld
OB3 & OB4	\$1,000 plus \$5 per 100 SF of Bld

### **Final Site Plan:**

Residential & Commercial (phased)	\$25% of Preliminary Fee
Residential & Commercial (not phased)	\$25% of Preliminary Fee
Amendment to Site Plan	\$25% of Preliminary Fee

### **VARIANCE FEES:**

Sign Variance	\$25.00
Interpretation of Zoning Map or Regulations	\$300.00
Hardship Variance (40:44D-70C)	\$100.00
Use Variance (40:55D-70d)	\$550.00
Direction for Issuance of a permit for a Building or structure in the bed or mapped street Or public drainage way, flood control basin or Public area reserved on an official map	\$550.00

### **ALL APPLICANTS ARE REQUIRED TO ESTABLISH AN ESCROW ACCOUNT- EQUAL TO THE APPLICATION FEE - \$1,000.00 MINIMUM**

**Any Engineering and Professional services that exceed the escrow will be billed by the Town of Clinton to the applicant.**

APPLICANT CONTACT INFORMATION:

Applicant phone number:

Applicant email:

**Attorney:**

Name & Address

Phone #:

Email:

**Engineer:**

Name & Address:

Phone # :

Email :

**Planner:**

Name & Address:

Phone # :

Email :

TOWN OF CLINTON  
COUNTY OF HUNTERDON

ESCROW AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_  
between \_\_\_\_\_

hereinafter referred to as "Applicant"; and the Land Use Board and/or  
THE TOWN OF CLINTON, hereinafter referred to as the "Municipality".

WHEREAS, the applicant is proceeding under the Development-  
Ordinances for approval of a subdivision and/or site plan and/or  
variance, on Block \_\_\_\_\_, Lot \_\_\_\_\_, Street \_\_\_\_\_  
and

WHEREAS, the Applicant desires to establish an Escrow Account  
whereby work required to be performed by professionals employed by the  
Municipality, will be paid for by the Applicant as required under the  
provisions of the State Statute and Town Ordinances.

NOW THEREFORE, IT IS mutually agreed between parties that:

**Section 1. Purposes.**

The Municipality authorizes its professional staff to review,  
inspect, report, and study all plans, documents, statements,  
improvements, and provisions made by the Applicant relating to this  
development and conforming to the requirements of the Development  
Ordinances of the Town of Clinton and attend and participate in such  
meetings as part of a continuing review of the application. The  
Municipality directs its professional staff to make all oral and/or  
written reports and Resolutions to the Municipality of its conclusions  
and findings derived from the review, study, investigation and like or  
similar duties performed as elsewhere authorized. The Applicant agrees  
to pay all reasonable and professional fees incurred by the Municipality  
for the performance of the duties outlined above.

**Section 2. Escrow Established.**

The Applicant and the Municipality, in accordance with the provisions  
of this Agreement, hereby create an Escrow Account to be established with  
the Financial Officer of the Town of Clinton.

**Section 3. Escrow Funded.**

Applicant by execution of this Agreement, undertakes and shall pay  
to the Town, to be deposited with the Financial Officer referred to in

Section 2 above, such sums as are required by its Escrow Ordinance. Execution of this Agreement by the Town, acknowledges receipt of the sums referred under this section.

**Section 4. Increase in Escrow.**

If during the existence of this Escrow Account, the funds held in Escrow shall be reduced to 35% of the initial deposit, the Applicant shall upon Notice from the Financial Officer, replenish such funds within 14 days of such Notice. Additionally, until such funds are fully replenished, no further consideration, review, processing or inspections shall be performed by or on behalf of the Municipality until the additional Escrow has been deposited.

The written Notice referred to in this Section shall be sent to:

Name. \_\_\_\_\_ Address: \_\_\_\_\_  
\_\_\_\_\_

Receipt shall be presumed to have occurred three days after mailing of the Notice to the above address by regular mail. Notice required under this Section shall be given by the Administrative Officer of the Municipality.

**Section 5. Time of Payment.**

The professionals referred to in this Agreement, upon the conclusion of their services, or periodically during the performance of their service, shall submit vouchers conforming to the requirements established by the Town for vouchers of the type and kind referred to under this Section. Said vouchers shall include the amounts of all fees; and costs incurred as a result of the services set forth under Section 1 of this Agreement.

**Section 6. Municipality Review.**

The Municipality shall review the vouchers submitted by the professionals and Upon making a determination that said services have been performed, the Municipality shall process and pay said vouchers in the same manner and under the same terms as are normally employed for vouchers submitted for work performed on behalf of the Town. At the conclusion of this processing, the amounts specified in said vouchers shall be deducted by the Financial Officer from the Escrow established pursuant to this Agreement.

**Section 7. Applicant's Review.**

The Applicant shall have the right to make periodic inspections of the records maintained by the Town to determine the status of the Escrow Account and vouchers charged against such account.

**Section 8. Interest Allocations.**

Any and all interest which results from or arises out of the deposit of the Escrow by the Town shall be disbursed in accordance with N.J.S.A 40:55D-53.1 (Deposits with Municipalities; Escrow; Interest.)

**Section 9. Return of Escrow Balances.**

Upon completion of the project and the payment of all outstanding bills for professional services on behalf of the Town, any remaining balances shall be returned to the applicant as follows:

- Minor Subdivision-upon filing of new Deeds;
- Major Subdivision-completion and acceptance by the Town of required improvements;
- Site Plan-issuance of a Certificate of Occupancy;

and then only after recommendation by the Land Use Board to the Town Council; and authorization of release of the funds by appropriate resolution of the Town Council.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the date first written' above.

Applicant Signature: \_\_\_\_\_

Amount Received \_\_\_\_\_ Check # \_\_\_\_\_

Bank: \_\_\_\_\_