



## **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.**

**Minor Site Plan Qualifications:**

**Application \$ 150.00 & Escrow Fee \$1,000.00 (separate checks)**

**Limited to the following:**

- 1). No Alterations to the façade or roof of an existing bld
- 2). No increase/decrease of FAR of more than 10% or 200SF (whichever is less)
- 3). No Site Grading / Landscaping of more than 250 SF
- 4). Decrease of any parking spaces or increase of less than 5 spaces

\*\* Minor must have no road installation or off tract improvements

PRELIMINARY SITE PLAN APPLICATION

TOWN OF CLINTON

Must be filed with the Secretary of the Land Use Board along with Twenty (20) copies of the Preliminary Site Plan TWENTY-ONE(21) calendar days prior to the regular meeting of the Board.

APPLICATION # \_\_\_\_\_ DATE FILED \_\_\_\_\_ 20 \_\_\_\_

FEE COLLECTED \$ \_\_\_\_\_

Do not write above line

---

Please print or Type: Attorney Identification # \_\_\_\_\_

1. Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_

2. Owner (if other than above) \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_

3. Interest of Applicant if other than owner  
\_\_\_\_\_

4. Owner's Consent: I (we) hereby authorize \_\_\_\_\_ to file this application and state that I (we) own the property and that it is recorded in. the Hunterdon County Clerk's Office in Book \_\_\_\_\_ Page \_\_\_\_\_

**OWNER'S SIGNATURE** \_\_\_\_\_

5. Site Plan Drawn By \_\_\_\_\_ Phone # \_\_\_\_\_  
Address \_\_\_\_\_  
Profession \_\_\_\_\_ License # \_\_\_\_\_

6. Architectural Plans Drawn By \_\_\_\_\_  
Address \_\_\_\_\_ Phone# \_\_\_\_\_  
License # \_\_\_\_\_

7. LOCATION STREET ADDRESS \_\_\_\_\_

Nearest Intersection \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ ZONE \_\_\_\_\_

8. Purpose of Site Plan (or Exemption) \_\_\_\_\_

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

9. Where applicable, provide the following:

TYPE OF BUSINESS: \_\_\_\_\_

BUSINESS HOURS: \_\_\_\_\_

NO. OF EMPLOYEES (EACH SHIFT): \_\_\_\_\_

USE OF EACH BUILDING: \_\_\_\_\_

HEIGHT OF BUILDINGS: \_\_\_\_\_ STORIES: \_\_\_\_\_

FLOOR AREA \_\_\_\_\_

PRODUCTS MANUFACTURED \_\_\_\_\_

NO. OF DWELLING UNITS: \_\_\_\_\_

10. Variances or Conditional. Use Required \_\_\_\_\_

Has variance application been filed? Yes No

11.. Requested exemptions from ( ) Site Review ( ) Development Standards

\_\_\_\_\_  
(attach written justification)

12. List maps and other documents (10 copies of each) accompanying this application

\_\_\_\_\_

13. 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 ( ).

Date

Signature

\_\_\_\_\_

**ACTION OF LAND USE BOARD:**

**APPLICATION APPROVED** \_\_\_\_\_ **CONDITIONS** \_\_\_\_\_

**APPLICATION DENIED** \_\_\_\_\_ **REASON FOR DENIAL** \_\_\_\_\_

**CHAIRMAN**

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

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

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<b>✓ REQUIRED DOCUMENTS (TO BE SUBMITTED WITH APPLICATION)</b>															
				✓	✓		✓	✓		J. Provide Will Serve letter for Public Utilities including JCP&L and Elizabethtown Gas Company.					
✓	✓	✓		✓	✓		✓	✓		K. Four (4) copies of existing Title Search identifying any protective covenants or deed restrictions applying to the land being subdivided or developed along with a copy of the deed(s) of record.					
							✓			L. Four (4) copies of all deeds with Metes and Bounds description for proposed lots including remaining land use parcel.					
				✓		✓	✓		✓	M. Four (4) copies of all deeds with Metes and Bounds description for proposed easement dedications including dedication of addition road right-of-way.					
✓	✓	✓		✓	✓		✓	✓		N. Certification from Owner that: 1) the property in question has not been part of a prior Land Use Application or 2) provides list with dates of all prior applications.					
										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.					
			✓	✓	✓	✓	✓	✓	✓	1. Hunterdon County Planning Board					
					✓			✓		2. Hunterdon County Soil Conservation District					
				✓	✓		✓	✓		3. Hunterdon County Department of Health					
✓	✓	✓		✓	✓	✓	✓	✓	✓	P. Certification from the Town of Clinton Tax Collector that all taxes and assessments on the property are paid.					
				✓	✓		✓	✓		Q. Report prepared and certified by a Professional Engineer documenting (utilizing NJDEP forms) the result of all attempted soil permeability tests and soil logs conducted on the property in question.					
							✓	✓		R. Written verification of proposed tax lot numbers as obtained from the Town of Clinton Tax Assessor.					
				✓	✓		✓	✓		S. Four (4) copies and a digital copy of drainage calculations analyzing existing and proposed condition required to comply with Town's Stormwater Ordinance.					
				✓	✓		✓	✓		T. Four (4) copies and a digital copy of flood hazard calculation with cross sections of existing stream if applicant is not relying upon published survey of flood hazard delineation.					
		✓		✓				✓		U. Four (4) copies and a digital copy of the Environmental Impact Statement/Natural Resource Inventory (reference ordinance requirement under Chapter 88). Reference Town of Clinton Environmental Resource Inventory.					

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			✓		✓		✓	✓							
		✓	✓	✓	✓		✓	✓							
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						
✓	✓	✓	✓	✓	✓	✓	✓	✓	✓						

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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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<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
					✓	✓		✓							
					✓	✓		✓							
11. Plans showing existing and proposed streets including:															
					✓	✓	✓	✓							
					✓	✓	✓	✓							
					✓	✓	✓	✓	✓						
		✓													
					✓	✓	✓	✓	✓						
		✓													
		✓	✓		✓	✓	✓	✓	✓						
					✓	✓	✓	✓	✓						
		✓	✓		✓	✓	✓	✓	✓						
					✓	✓	✓	✓	✓						
					✓	✓		✓							
					✓	✓		✓							

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<b>✓ REQUIRED DOCUMENTS (TO BE PROVIDED ON PLANS)</b>															
					✓	✓		✓							
					✓	✓		✓							
					✓	✓		✓							
				✓	✓	✓	✓	✓							
✓		✓		✓	✓	✓	✓	✓	✓						
27. Detailed Landscaping plan indicating:															
	✓			✓	✓			✓							
				✓	✓	✓		✓							
	✓			✓	✓	✓	✓	✓							
								✓							
									✓						
				✓	✓	✓		✓	✓						
					✓	✓		✓	✓						
	✓	✓		✓	✓	✓	✓	✓	✓						
				✓	✓	✓	✓	✓							

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

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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: \_\_\_\_\_