

**Ordinance #: 25-1560**

**Ordinance to Amend Chapter XXXIV, Comprehensive Development, Section 34-14, Schedule of Fees, of the Revised General Ordinances of the Borough of Milltown**

ROLL CALL VOTE	Motion	Second	Aye	Nay	Abstain	Absent
Council President Zambrana		X	X			
Councilman Collins			X			
Councilman Manco			X			
Councilwoman Payne			X			
Councilman Posnansky			X			
Councilman Potter	X		X			
Mayor Murray (tie-breaker)						
Introduction Date	May 28, 2025					
Publication Date	June 2, 2025					

  
 Gretchen McCarthy, Municipal Clerk

ROLL CALL VOTE	Motion	Second	Aye	Nay	Abstain	Absent
Council President Zambrana	X		X			
Councilman Collins			X			
Councilman Manco			X			
Councilwoman Payne			X			
Councilman Posnansky			X			
Councilman Potter		X	X			
Mayor Murray (tie-breaker)						
Adoption Date	June 9, 2025					
Publication Date						

  
 Gretchen McCarthy, Municipal Clerk

Approved by the Mayor on this date:

06/10/2025

Attest:

  
 Gretchen McCarthy, Municipal Clerk

  
 George Murray, Mayor



**BOROUGH OF MILLTOWN  
ORDINANCE 25-1560**



**Ordinance to Amend Chapter XXXIV, Comprehensive Development, Section 34-14, Schedule of Fees, of the Revised General Ordinances of the Borough of Milltown**

BE IT ORDAINED by the Borough of Milltown of the County of Middlesex and State of New Jersey that the Revised General Ordinances of the Borough of Milltown be amended as follows:

**Section 1.**

Chapter 34, Comprehensive Development, Section 34-14 Schedules and Fees, Fees of the Revised General Ordinances of the Borough of Milltown is hereby amended as follows:

**§ 34-14.1 Application Fees**

a. Subdivision Application Fees.

1. Sketch Plat Fees.

- (a) Sketch plat for minor subdivision (3 or less lots): ~~\$100~~ **\$150** plus \$20 per lot.
- (b) Sketch plat for major subdivision: ~~\$250~~ **\$300** plus \$25 per lot.
- (c) The fee for any submission of any revised sketch plat which has or has not received approval shall be ~~1/4 of the original submission fee.~~ **\$150**

2. Preliminary Major Subdivision Fees.

- (a) The fee ~~for one through 5 lots shall be \$100 per lot. The fee for six lots and thereafter shall be \$200 per lot.~~ **\$250 per lot**
- (b) The extension of preliminary plat approval as set forth and defined in N.J.S.A. 40:55D-52 shall be ~~1/4~~ **one-third** of the original application fee.
- (c) The fee for any resubmission of any revised preliminary plat which may or may not have received approval shall be ~~1/4~~ **one-third** of the original submission fee.

3. Final Major Subdivision Fees.

- (a) The fee for final plat subdivision shall be ~~\$50~~ **\$75** per lot.
- (b) The fee for the extension of final approved plat for purposes of recording plats shall be ~~1/4~~ **one-third** of the preliminary subdivision fee.
- (c) The fee for any resubmission of any revised final plat which may or may not have received approval shall be ~~1/4~~ **one-third** of the final subdivision fee.

b. Site Plans Application Fees.

1. Minor Site Plan Fees.

- (a) For nonresidential uses: a fee of ~~\$100~~ **\$250** plus ~~\$10~~ **\$15** for each 1,000 square feet of floor area.
- (b) For residential uses: a fee of ~~\$100~~ **\$150** plus ~~\$10~~ **\$15** for each dwelling unit.



**BOROUGH OF MILLTOWN  
ORDINANCE 25-1560**



(c) The fee for any resubmission of any revised plat which may or may not have received approval, shall be ~~1/4~~ **one-third** of the original submission fee.

**2. Major Preliminary and Final Site Plan Fees.**

(a) Nonresidential preliminary site plan fee shall be ~~\$300~~ **\$500** plus ~~\$0.10~~ **\$0.15** per square foot of gross floor area of new construction up to 100,000 square feet and thereafter \$0.01 per square foot.

(b) Residential preliminary site plan fee shall be \$100 per dwelling unit.

(c) Final site plan fee shall be 1/2 the original application fee paid at preliminary application.

(d) The fee for any submission of revised site plan which may or may not have received approval shall be 1/4 of the original application fee.

(e) The extension of site plan approval as set forth and defined in N.J.S.A. 40:55D-52 shall be 1/4 of the original application fee.

**c. Variances and Appeals Application Fees.**

1. Fee to hear and decide appeals (N.J.S.A. 40:55D-70a) shall be \$100.

2. Fee for interpretation of Zoning Regulations or Zoning Map (N.J.S.A. 40:55D-70b) shall be \$75.

3. Fee for bulk variances (N.J.S.A. 40:55D-70c) shall be ~~\$100~~, **\$200** or ~~\$15~~ **\$20** per individual bulk violation, whichever is greater.

4. Fee for use variances (N.J.S.A. 40:55D-70d) shall be ~~\$250~~. **\$300**

d. Conditional Use Application Fees. The fee for conditional use application shall be based on paragraph b above.

**e. Other Fees.**

1. The fee for a building permit in conflict with the official map or building permit not related to a street shall be \$100.

2. The fee for a Zoning Use Permit, based on gross floor area:

0 — 500 square feet ~~\$50~~ **\$75**

501 — 1,500 square feet ~~\$75~~ **\$100**

1,501 — 3,000 square feet ~~\$100~~ **\$150**

3,001 — 5,000 square feet ~~\$150~~ **\$300**

5,001 — 10,000 square feet ~~\$300~~ **\$600**

Over 10,000 square feet ~~\$600~~ **\$1000**

3. Special meetings scheduled only upon request of the applicant and if agreed to by the Board at its discretion shall be ~~\$250~~. **\$1000**

4. An additional fee of ~~\$250~~ **\$500** per hearing night shall be paid for any hearing or any type of application where testimony extends more than two meetings.



**BOROUGH OF MILLTOWN  
ORDINANCE 25-1560**



5. Informal review of development concept plan for minor subdivision: ~~\$100.~~ **\$150**  
Informal review of development concept plan for major subdivision or any site plan:  
~~\$250.~~ **\$350**
6. General development plan: A fee of \$150.
7. Certified list of property owners: ~~\$0.25 per name or \$10 whichever is greater.~~
8. Copy of transcripts prepared at cost to the Borough: \$1.50 per page for the first copy of the page, plus \$0.50 per copy of each additional copy of the page. The estimated amount of the cost shall be deposited into an escrow account.
9. Copy of minutes or decisions.
  - (a) One to 10 copies: \$0.75 per page.
  - (b) 11 to 20 copies: \$0.50 per page.
  - (c) 21 plus copies: \$0.25 per page.
10. Capital project statutory review: \$100.

**§ 34-14.2 Fees for Escrow Deposit Accounts**

Applications.

**1. Escrow Deposits for Professional Services:**

**(a)** The Planning Board shall require fees for technical and/or professional services and testimony employed by the Board in reviewing, processing and memorializing an application, including the review services of the Borough Engineer and Planner, Board Attorney and such other experts as may be deemed necessary (i.e. Traffic, Landscaping, Environmental, Soils, etc.). Fees required for this purpose shall be held in an escrow account by the Borough.

**(b)** Fees for technical and professional services shall be in addition to any and all other required fees.

**2. Applicants required to submit Escrow Deposits; Exemptions:**

**(a)** All applicants to the Planning Board, ~~with the exception of those applications involving one single-family dwelling~~ shall submit fees or escrow deposits in accordance with this chapter.

**(b)** When the reviewing Planning Board determines that the application will serve a public purpose and promote the public health, safety and welfare, the following applicants may submit 50% of the required escrow deposit:

- (1)** Public organizations and/or agencies;
- (2)** Charitable and/or philanthropic organizations;



**BOROUGH OF MILLTOWN  
ORDINANCE 25-1560**



- (3)** Fraternal and/or religious nonprofit organizations.
- (4)** All applications ~~proposing development of housing units providing for all low and/or moderate income families.~~

(c) Any organization qualifying for paragraph 2(b) above must hold a tax exempt status under the Federal Internal Revenue Code of 1954 (26 U.S.C. Sec. 501 (c) or (d)).

**3. Submission of Escrow Deposits:**

**(a)** The applicant shall submit the required escrow deposit to the Borough Clerk prior to the application being reviewed for completeness. No application shall be determined complete, reviewed by professional staff or placed on the agenda for public hearing until the required escrow deposit is paid.

**(b)** Required escrow deposits shall be in the form of cash, money order or certified check payable to the Borough of Milltown.

**4. Escrow for Informal Review:**

**(a)** Whenever an applicant requests an informal review of an application for development, involving technical or professional advisors, an escrow deposit shall be required in accordance with the schedule for formal applications. The deposit must be received prior to professional review.

**(b)** Any escrow deposit received for informal review shall be credited to the required escrow deposit for formal applications. The cost for professional services involved in the informal review shall be considered part of the formal application review and charged to the escrow account.

**(c)** Informal Review Fees.

- (1)** Minor subdivision or minor site plan: ~~\$100.~~ **\$1,000**
- (2)** Major subdivision *or* major site plan ~~or use variance:~~ ~~\$500~~ **\$1,000**
- (3)** Capital Projects Statutory Review: ~~\$750.~~ **\$1,000**
- (4)** *Use Variance* **\$1,000**

**5. Schedule of Required Fees for Escrow Deposits:**

**(a)** The following sums are required to be deposited in an escrow account for applications to the Planning Board:

**(1)** Variances

i. Variance under N.J.S.A. 40:55D-70d, ~~not requiring site plan or subdivision approval (use, etc.):~~ ~~\$1,000.~~

a. ***Individual single-family home: \$500 per variance***



**BOROUGH OF MILLTOWN  
ORDINANCE 25-1560**



- b. *All other applications: \$1,500 per variance*
- ii. Conditional use approval (fees shall be in addition to site approval): \$500.
- ii. Variance under N.J.S.A. 40:55D-70c
  - a. *Single- and two-family dwellings: \$500.*
  - b. *All other applications: \$300 per variance.*

**(2) Site plan applications (fees shall be in addition to any required variances):**

i. Residential site plan (involving dwelling units):

**(i) Preliminary Approvals (*Units designated as affordable housing units will be excluded from the unit count for purposes of fee calculation*):**

1-9 units	\$1,500	\$2,000
10-25 units	\$3,000	\$4,000
26-50 units	\$4,500	\$6,000
51-100 units	\$6,000	\$8,000
Over 100 units	\$7,500	\$10,000

**(ii) Final Approval:** 20% of preliminary approval escrow fee or a minimum of \$1,000 **\$1,500** whichever is greater.

ii. Nonresidential site plan (not involving dwelling units)

**(i) Preliminary approval:**

<b>(aa) With principal buildings over 1,000 square feet of gross floor area:</b>		
1,001-2,500 square feet gross floor area	\$1,500	\$2,000
2,501-5,000 square feet gross floor area	\$2,500	\$3,000
5,000-10,000 square feet gross floor area	\$4,000	\$4,500
10,001-15,000 square feet gross floor area	\$6,000	\$7,000
15,001-20,000 square feet gross floor area	\$8,000	\$9,000
20,001-25,000 square feet gross floor area	\$10,000	\$11,000
25,001-100,000 square feet gross floor area	\$12,500	\$14,000
Over 100,000 square feet gross floor area	\$15,000	\$17,000
<b>(bb) Without principal buildings over 1,000 square feet gross floor area:</b>		
Lot area up to 1 acre	\$1,000	\$2,000
1 acre to 5 acres	\$2,000	\$3,500
5 acres to 10 acres	\$3,000	\$5,000
Over 10 acres	\$4,000	\$7,000

**(ii) Final approval -** 20% of preliminary approval escrow fee or a minimum of \$1,000, **\$2,000** whichever is greater.



**BOROUGH OF MILLTOWN  
ORDINANCE 25-1560**



(iii) Minor site plan \$750. **\$1000**

(3) Subdivision application (fees shall be in addition to any required variances):

Minor subdivision (3 lots or less)	\$1,000	<b>\$1,500</b>
Preliminary subdivision		
Preliminary approval of 4 to 10 lots	\$2,000	<b>\$3,000</b>
Preliminary approval of 11 to 25 lots	\$3,000	<b>\$4,500</b>
Preliminary approval of 26 to 50 lots	\$4,000	<b>\$6,000</b>
Preliminary approval of 51 to 100 lots	\$6,000	<b>\$9,000</b>
Preliminary approval of over 100 lots	\$7,500	<b>\$10,000</b>
Final Subdivisions		
Final Approval		
Final Approval of 4 lots to 25 lots	\$1,000	<b>\$1,500</b>
Final Approval of 26 lots to 100 lots	\$2,000	<b>\$3,000</b>
Final Approval of over 100 lots:	\$3,000	<b>\$5,000</b>

(4) Planned unit development - fees shall be as for a simultaneous major site plan and major subdivision application, with fees for residential and nonresidential development computed separately, and thereafter cumulatively assessed upon the applicant.

(5) Concept plan applications:

Minor subdivision or minor site plan	\$100	<b>\$1,000</b>
Major subdivisions:	\$500	<b>\$1,000</b>
All site plans with more than 1,001 square feet of gross floor area	\$500	<b>\$1,000</b>
Use variance application - <i>residential</i>	\$500	<b>\$1,000</b>
<b>Use variance application – non residential</b>		<b>\$1,000</b>

All fees for concept plans or informal submission shall be credited toward required escrow fees for the review of the formal application for the same development.

(6) General Development Plan: ~~\$1000~~ **\$2,500** (in addition to any other site plan and/or subdivision fees which may also be applicable and required).

(7) Re-submissions.

- i. Applicants should pay escrow deposit fees based upon ~~20%~~ **one-third** of the original submission fee for each resubmission of revised plans, including applications for use variance, preliminary subdivisions, final subdivisions preliminary site plans, final site plans, and planned unit development applications.



**BOROUGH OF MILLTOWN  
ORDINANCE 25-1560**



**(8)** Special design elements - applicants shall pay escrow fees based upon twenty 20% of the original escrow fee, when and as determined by the Planning Board, that the proposed project includes a special design consideration, such as, but not limited to: sanitary sewer pump station, detention or retention ponds, potable water storage facility, traffic signalization device, off -tract improvements, etc.

**(9) Appeal from decision of Zoning Officer: \$750.**

**(10) Interpretation of Zoning Map or ordinance: \$750.**

**(11) Request for zoning change: \$5,000.**

**(12) Certificate of nonconformity (N.J.S.A. 40:55D-68): \$750**

Section 2. Each clause, section or subsection of this Ordinance shall be deemed a separate provision to the intent that if any such clause, section or subsection should be declared invalid, the remainder of the Ordinance shall not be affected.

Section 3. All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed as to the extent of such inconsistency.

Section 4. This Ordinance shall take effect immediately upon adoption and publication according to law.