



MIDDLE TOWNSHIP

33 Mechanic St
Cape May Court House, NJ 08210

Development Fee Certification

Section A (To be completed by developer/property owner):

Owner Name: _____

Owner Address: _____

Owner Phone: _____ Fax: _____

Owner Email: _____

Property Location: _____

Block _____ Lot _____ Qual _____

Existing use on Property _____

Proposed Development _____

Did property require approval from Planning or Zoning Board? Yes or No

If yes, Date of Approval _____ Resolution No. _____

Did project require a Use Variance for density from the Zoning Board? Y or N

Signature _____ Date _____

Section B (To be completed by Assessor): P = 2.5% for Commercial or 1.5% for Residential

	Estimated		Final
Assessed Value	\$ _____	E1	\$ _____
Equalization Ratio	_____ %	E2	_____ %
Equalized Assessed Value	\$ _____	E3 = (E1*E2)	\$ _____
Existing Equalized Assessed Value	\$ _____	E4	\$ _____
Amount on Which Fee is Calculated	\$ _____	E5 = E3 - E4	\$ _____
Development Fee	\$ _____	E6 = E5 * P	\$ _____

Estimated - Signature of Assessor: _____ Date: _____

Final - Signature of Assessor: _____ Date: _____

Section C (to be completed by Treasurer):

1st Payment Amount: 50% of Estimated Fee: _____ Check No. _____

Received By: _____ Date: _____

Final Payment Amount: Balance of Final Fee less 1st Payment _____ Check No. _____

Received By: _____ Date: _____

Instructions for Completing Development Fee Certification

Ordinance 1608-20 was adopted by Township Committee on April 20, 2020 and became effective January 1, 2023. Projects that have received construction permits before January 1, 2023 are exempt.

Developer/ Property Owner shall complete Section A and submit it with Construction Permit Application.

Construction Official to verify that Section A is fully completed and that property and contact information are same as those on the construction permit application. Construction Official verifies that the form is signed by the Developer/ Property Owner. If accurate and complete, Construction Official forwards original form to Assessor. If not accurate and complete, Construction Official shall refuse to accept it and return it to the applicant.

The Construction Official shall not issue the construction permit until 50% of the estimated fee has been remitted to the Township Treasurer. The Construction Official shall not issue the Certificate of Occupancy (CO) or Completion until the full Final Development fee has been remitted to the Township Treasurer.

The Assessor, based on review of plans submitted with Construction Permit Application, prepares estimated assessment of property for both the development and the land (E1). Assessor completes "Estimated" column of Section B (E1-E5) to determine estimated development fee due (E6).

- If the development is new construction on a vacant lot, then E4 and F4 should equal \$0;
- If the development is situated on real property that was previously developed with a building, structure, or other improvement, E4 and F4, should show the existing equalized assessed value of the property as of the date listed in section A when the construction or demolition permit was first sought.
- If the development is an addition to an existing structure and creates new footprint, than E4 and F4, should show the existing equalized assessed value of the property as of the date listed in section A when the construction permit was first sought.
- If the development is for a pool, shed, detached garage or other accessory structure then E4 and F4, should show the existing equalized assessed value of the property as of the date listed in section A when the construction permit was first sought.

Assessor shall provide the original estimate to the Construction Official and the Construction Official can provide the same to the developer. The Construction Official's copy is filed in the Construction Permit Application File. Upon notification that the property is ready for a final assessment, the Assessor reviews the estimate, performs a final assessment and completes Section B, "Final" column (F1-F5) to determine final fee, F6.

Assessor signs and provides original to Construction Official, who files in the Construction Permit Application file; The Construction Official provides copy to the Developer for use when making payment. Payment is to be remitted to the Township Treasurer and Section C, to be completed as receipt of payment.

If the fee imposed is being contested, the payment must equal E6; if not contested, payment must equal F6. If payment does not match the final or the estimated fee, a CO will not be issued.