

CITY OF NEWARK
() BOARD OF ADJUSTMENT
() CENTRAL PLANNING BOARD
APPLICATION FOR

() PRELIMINARY SITE PLAN () FINAL SITE PLAN () MINOR SITE PLAN
() MAJOR SUBDIVISION () MINOR SUBDIVISION
() CONDITIONAL USE () C VARIANCE () D VARIANCE

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

APPLICATION NO. _____

DATE FILED _____, 20__

HEARING DATE _____, 20__

SECTION A

APPLICATION IS HEREBY MADE FOR APPROVAL OF SITE PLAN FOR LAND DEVELOPMENT AS HEREIN DESCRIBED AND SHOWN ON THE ACCOMPANYING MAPS IN ACCORDANCE WITH THE ZONING AND LAND USE REGULATIONS OF THE CITY OF NEWARK.

PREMISES

NAME OF PROJECT /ADDRESS:

BLOCK(S): _____ **LOT(S):** _____

WARD: _____ **ZONE:** _____ **HISTORIC DISTRICT () YES () NO**

PRESENT USE / CONDITION: _____

PROPOSED USE: _____

OWNER: _____

Name (print or type)

ADDRESS: _____

PHONE #: _____ **FAX#:** _____

EMAIL: _____

Owner's Signature

CHECKLIST

(ALL ITEMS MUST BE SUBMITTED WITH APPLICATION)

- \$300 Certified Check
- Completed Application
- Tax Print Out and Variance Request Receipt
- 24 x 36 Plans **(Signed and Sealed 5 Full Sets)**
 - Site Plan
 - Floor Plans
 - Elevations
 - Lighting Plan
 - Landscape Plan
- 11 x 17 Plans **(1 Full Set)**
- Survey/Boundary and Topographic Plans **(Signed and Sealed 5 Full Sets)**
- Storm Water and/or Traffic Report (if required) **(5 Full Sets)**
 - * See attached Dept. of Engineering checklist
- Color Photo(s) (if needed)
- USB or CD of Plans

* Please request the Original Variance Request Form (Property Owner's List) from the Tax Assessor's Office Rm. 101

*Page 6, Section D of the application must be signed by the Tax Collector Rm. 104

IF APPLICANT IS OTHER THAN OWNER:

I HEREBY AUTHORIZE _____
Name (print or type)

ADDRESS: _____

PHONE #: _____ FAX#: _____

EMAIL: _____

TO ACT AS MY AGENT IN PROCESSING THIS APPLICATION.

Owner's Signature

ARCHITECT/ ENGINEERING FIRM: _____

NAME OF ARCHITECT/ENGINEER: _____

ADDRESS: _____

PHONE #: _____ FAX#: _____

EMAIL: _____ LICENSE # _____

ATTORNEY/ FIRM: _____

NAME OF ATTORNEY: _____

ADDRESS: _____

PHONE #: _____ FAX#: _____

EMAIL: _____

SECTION B

PROJECT SUMMARY:

RESIDENTIAL

New Construction		Renovation/Rehabilitation	
Units: _____	Building Area: _____	Units: _____	Building Area: _____
		Existin'g Units: _____	Existing Bldg Area: _____
		Proposed Units: _____	Proposed Bldg Area: _____

RETAIL

New Construction		Renovation/Rehabilitation	
Units: _____	Building Area: _____	Units: _____	Building Area: _____

OFFICE

New Construction		Renovation/Rehabilitation	
Units: _____	Building Area: _____	Units: _____	Building Area: _____

INDUSTRIAL

Specify Use(s): _____			
New Construction		Renovation/Rehabilitation	
Units: _____	Building Area: _____	Units: _____	Building Area: _____

OTHER USE

Specify Use(s): _____			
New Construction		Renovation/Rehabilitation	
Units: _____	Building Area: _____	Units: _____	Building Area: _____

LOT AREA: _____

TOTAL PROJECT FLOOR AREA: _____

NUMBER OF PARKING SPACES: _____

GROUND FLOOR AREA: _____

APPROX. NO. EMPLOYEES: _____

HOURS OF OPERATION: _____

SECTION C

APPLICATION IS HEREBY MADE FOR APPROVAL OF THE SUBDIVISION OF LAND AS HERIN DESCRIBED AND SHOWN ON THE ACCOMPANYING PLAT IN ACCORDANCE WITH THE ZONING AND LAND USE REGULATIONS OF THE CITY OF NEWARK.

- **ACREAGE OF TRACT TO BE SUBDIVIDED: _____ NUMBER OF LOTS PROPOSED: _____**
- **The subject property located on a county road? () yes () no;**
- **State road? () yes () no; or within 200 feet of a municipal boundary? () yes () no**
- **Was the property subject to a prior subdivision? () yes () no (if so, list dates of prior subdivision and attach a resolution or minutes)**

- **Are there any existing or proposed deed restrictions, easements, right-of way or other dedication? () yes () no (if yes, attach a copy)**

THE DEED OR PLAT MUST BE FILED WITH THE COUNTY RECORDING OFFICER, THE MUNICIPAL ENGINEER, AND THE MUNICIPAL TAX ASSESSOR WITHIN 190 DAYS OF APPROVAL.

SECTION D

CERTIFICATION BY TAX COLLECTOR

(No application will be deemed complete unless this section has been signed by the tax collector)

BLOCK(s) _____ LOT(s) _____

- ❖ () There are no taxes due.
- ❖ () There are taxes due and arrangements have been made to pay them.
- ❖ () There are taxes due and no arrangements have not been made to pay them.

DATE

TAX COLLECTOR'S SIGNATURE

AFFIDAVIT APPLICATION

STATE OF NEW JERSEY
COUNTY OF ESSEX

_____ of full age, being duly sworn according to law, on oath, deposes and says that all of the above statements and the statements contained in the papers submitted herewith are true.

Sworn to and subscribed before me this _____ day of _____, 20____.

APPLICANT'S SIGNATURE

AFFIDAVIT OF OWNERSHIP

STATE OF NEW JERSEY
COUNTY OF ESSEX

_____ of full age, being duly sworn to law on oath, deposes and says, that despondent resides at _____ in the City of _____, in the County of _____ is the owner in fee of all that certain lot, piece of parcel of land situated, lying and being in the City of Newark aforesaid, known and designated as

Sworn to and subscribed before me this _____ day of _____, 20____.

OWNER'S SIGNATURE

SECTION E

ENVIRONMENTAL COMMISSION REVIEW

(No application will be deemed complete unless this section has been completed)

DOES THE PROPERTY REQUIRE ONE OR MORE APPROVALS OR PERMITS FROM THE U.S. ENVIRONMENTAL PROTECTION AGENCY (EPA), OR THE NEW JERSEY DEPARTMENT OF ENVIRONMENTAL PROTECTION, OR REQUIRE INCLUSION IN THE ESSEX COUNTY SOLID WASTE MANAGEMENT PLAN UPON ADVICE FROM THE ESSEX COUNTY SOLID WASTE ADVISORY COUNCIL? () YES () NO

[Said approvals or permits shall include, but shall not be limited to, any approval or permit required pursuant to the Clean Air Act, 42 U.S.C. §7401 *et seq.*; the Clean Water Act, 33 U.S.C. §1251 *et seq.* (including any approval or permit issued thereunder by the U.S. Army Corps of Engineers); the Resource Conservation and Recovery Act, 42 U.S.C. §6901 *et seq.*; the New Jersey Air Pollution Control Act, N.J.S.A. 26:2C-1 *et seq.*; the New Jersey Water Pollution Control Act, N.J.S.A. 58:10A-1 *et seq.*; the Water Quality Planning Act, N.J.S.A. 58:11A-1, *et seq.*; the Waterfront Development Law, N.J.S.A. 12:5-3 *et seq.*; the Flood Hazard Area Control Act, N.J.S.A. 58:16A-50 *et seq.*; the Freshwater Wetlands Protection Act, N.J.S.A. 13:9B-1 *et seq.* and the Solid Waste Management Act, N.J.S.A. 13:1E-1 *et seq.*]

If yes, please list the approvals or permits required:

As per the Environmental Justice and Cumulative Impacts Ordinance (6PSF-e), adopted 7/7/16 and effective 7/27/16, a covered application for environmental commission review is any major site plan seeking approval from the Central Planning Board or the Zoning Board of Adjustment for a commercial, light manufacturing or industrial use project which also requires one or more approvals or permits from the U.S. Environmental Protection Agency or the New Jersey Department of Environmental Protection, or requires inclusion in the Essex County Solid Waste Management Plan, upon advice from the Essex County Solid Waste Advisory Council.

FOR OFFICIAL USE ONLY

ENVIRONMENTAL COMMISSION REVIEW: N/A () Basic Form () Full Form ()

ZONING DETERMINATION FOR M

THE FOLLOWING INFORMATION HAS BEEN FILED WITH THE () CENTRAL PLANNING BOARD () ZONING BOARD OF ADJUSTMENT IN CONJUNCTION WITH AN APPLICATION FOR

() SITEPLAN () SUBDIVISION () CONDITIONAL USE () C. VARIANCE () D. VARIANCE

PREMISES (Street Address & Number / Block(s) and Lot Number(s): _____

ALL PRESENT USES OF PROPERTY: _____

SIZE AND TYPE OF EXISTING BUILDINGS: _____

SIZE AND TYPE OF PROPOSED BUILDINGS: _____

EXPLANATION OF PROPOSED PROJECT: _____

HOURS OF OPERATION: _____ **NO. (#) OF EMPLOYEES** _____

APPLICANT'S NAME: _____ **PHONE NO.** _____

ADDRESS: _____

OWNER'S NAME: _____ **PHONE NO.** _____

ADDRESS: _____

SIGNATURE OF APPLICANT _____

FOR OFFICIAL USE ONLY

ZONING DISTRICT: _____

DETERMINATION: _____

SITE PLAN REVIEW: _____

LANDMARK/HISTORIC SITE: _____

Date

Zoning Officer

**DISCLOSURE STATEMENT
TO BE USED BY
() PROFIT CORPORATION () NON PROFIT CORPORATION**

Name of Corporation or Partnership _____

Principal Place of Business _____

Name of Registered Agent _____

Address _____

Incorporated in State of _____

NAME	ADDRESS	PERCENT OWNED (%)
_____	_____	_____
_____	_____	_____
_____	_____	_____

I certify that the above represents the name(s) and address (es) of all stock holders or partners of a 10% or greater interest in the above corporation or partnership. If one or more of the above is itself a corporation or partnership. I have annexed hereto the names and addresses of anyone who owes a 10% or greater interest therein.

I certify that the foregoing statements made by me are true. I am aware that if any of the going statements made by

me are willfully false, I am subject to punishment.

Date: _____

Signature _____

Name of Person Signing

(Type or Print)

Title of Person Signing

WHERE APPLICABLE, KINDLY INCLUDE A COPY OF THE CERTIFICATE OF INCORPORATION

Escrows

Prior to the application being ruled complete pursuant to the provisions of the Municipal Land Use Law, submit the following sum(s) to be held in escrow in accordance with the provisions hereof:

- a) Residential Development (Planning Board application for site plan approval, Zoning Board of Adjustment application for “c” or “d” variance /site plan approval)

Number of Units	Escrow Amount to be Posted
0 to 3	\$2,000
4 to 10	\$3,000
11 to 25	\$4,500
26 to 50	\$5,500
51 to 100	\$8,000
100 or more	\$10,000

- b) Commercial development applications involving structures (including mixed use buildings) for site plan approval and /or “c” or “d” variance approval.

Gross Floor Area (GFA)	Escrow Amount to be Posted
0 to 1,000	\$500
1,001 to 5,000	\$2,000
5,001 to 10,000	\$4,500
10,001 to 15,000	\$7,000
15,001 to 20,000	\$9,000
20,001 to 25,000	\$10,000
25,001 to 30,000	\$12,500
30,001 to 100,000	\$15,000
Over 100,001	\$20,000

- c) Industrial & others development applications involving structures for site plan approval and/or “c” or “d” variance approval.

Gross Floor Area (GFA)	Escrow Amount to be Posted
0 to 1,000	\$1,000
1,001 to 5,000	\$2,500
5,001 to 10,000	\$5,000
10,001 to 15,000	\$8,000
15,001 to 20,000	\$9,500
20,001 to 25,000	\$13,000
25,001 to 30,000	\$15,000
30,001 to 100,000	\$17,000
Over 100,001	\$25,000

- d) Subdivisions (Fees in addition to applicable site plan fee in subsections a or b above)

Minor Subdivision - \$200
Major Subdivision - \$1,000

ESCROW AGREEMENT

THIS AGREEMENT made this _____ day of _____, 20____, between _____ hereinafter referred to as "Applicant", and the Central Planning Board or Board of Adjustment of the City of Newark, hereinafter referred to as "Board", and the City of Newark in the County of Essex, hereinafter referred to as "City".

WHEREAS, the Applicant is proceeding under the Newark Land Use and Zoning Regulations, as amended, (hereinafter "Zoning Ordinance"), for approval of _____; and

WHEREAS, the Zoning Ordinance requires the Applicant to establish an escrow whereby work required to be performed by professionals employed by the Board will be paid for by the Applicant as required under the provisions of the Zoning Ordinance cited above; and

WITNESSETH: IT IS mutually agreed between the parties that:

Section 1. Purposes

The Board authorizes its professional staff to review, inspect, report and study all plans, documents, statements, improvements, and provisions made by the Applicant in conforming to the requirements of the Zoning Ordinance cited and referred to above. The Board directs its professional staff to make all oral and/or written reports to the Board of its conclusions and findings derived from the review, study, and investigation and like or similar duties performed as elsewhere authorized. The Applicant agrees to pay all reasonable professional fees incurred by the Board for the performance of the duties outlined above.

Section 2. Escrow Established

Applicant, Board and City, in accordance with the provisions of this agreement, hereby create an escrow to be established with the Director of Finance of the City of Newark and to be maintained in a banking institution or savings and loan association in this State insured by an agency of the federal government, or in any other fund or depository approved for such deposits by the State, in an account bearing interest at the minimum rate currently paid by the institution or depository on time or savings deposits.

Section 3. Escrow Funded

Applicant by execution of this agreement shall pay to the City, to be deposited in the depository referred to in Section 2, such sums as are required by the Zoning Ordinance. The applicant shall be notified by the City in writing of the name and address of the institution or depository in which the deposit is made and the amount of the deposit. Execution of this agreement by the City acknowledges receipt of the sums referred to under this paragraph.

Section 4. Increase in Escrow Fund

If during the existence of this agreement the funds held by the City shall be insufficient to cover any voucher or bills submitted by the professional staff and reviewed and approved by the Board, Applicant shall within fourteen (14) days from the date of receipt of written notice deposit additional sums with the City to cover the amount of the deficit referred to above. During this period the professional staff shall cease all review activities. Additionally, until such funds are fully replenished, no further consideration, review, processing of any pending application shall be permitted by the Planning Board or Zoning Board, nor shall any further inspections be performed by or on behalf of the City until such additional escrow has been deposited. Failure to post sufficient escrow funds to cover costs incurred or anticipated shall toll the period for action by the approving authority, as required by *N.J.S.A. 40:55D-1 et seq* and particularly *N.J.S.A. 40:55D-51* and *N.J.S.A. 40:55D-73* thereby barring an applicant from seeking a default approval under *N.J.S.A. 40:55D-10.4*. The written notice referred to in this paragraph shall be sent by the Administrative Officer setting forth the amount of the deficit and the member or members of the professional staff to whom the additional sums are due. Unless otherwise shown, receipt shall be presumed to have occurred within three (3) days after mailing.

After a period of forty-five (45) days from the notice from the City, the applicant's failure to deposit the additional funds shall be grounds for denial of the application or for dismissal of the application without prejudice. In the event the Board approves the application, the obligation to pay for professional plan reviews fees by depositing the funds in escrow shall be a condition of the approval granted by the Board. If the escrow funds are depleted, after the application is filed or granted, the applicant shall pay additional funds upon demand within the aforementioned fourteen (14) day period. The failure to pay, the demanded funds may also result in a voiding of any prior approvals upon due notice to the applicant by the Board. In addition to the foregoing, the Applicant hereby agrees that in the event the reasonable and necessary amounts charged by the professionals for review of the application are not paid, the outstanding fees shall be deemed a lien on the above-described property and shall be collectable as in the case of taxes by the adoption of a resolution by the City governing body upon receipt of a certification that the amounts are due and owing pursuant to this agreement. Negative escrow balances shall incur interest at 1.5% per month.

In the event of the sale or transfer of property which is the subject of a development application or a change in the identity of the applicant, all funds on deposit pursuant to this agreement shall run with the development application affecting the property in questions and shall be considered to be the asset and/or obligation of any subsequent owner or applicant unless the initial owner or applicant provides written notice to the approving authority, and to the professionals providing review services, that the initial owner or applicant has specifically reserved ownership rights of the escrow account. In the event such a notice is received by the City officials and professionals, no further review shall be undertaken by relevant professionals until the new or subsequent owner or applicant has established an escrow account and signed an escrow agreement.

Section 5. Submission of Vouchers by Professional Staff

The professionals referred to in this agreement, upon the completion of their services or periodically during the performance of their services, shall submit vouchers conforming to the requirements established by the City for vouchers of the type and kind referred to under this paragraph. Said vouchers shall include the total of all fees and costs incurred as a result of the services set forth under Section 1 of this agreement and shall contain a brief description of the services which have been

rendered by the professional concerning the applicant's application.

Section 6. Board Review

The Administrative Officer or designee shall review the vouchers submitted by the professionals to determine whether the services have been performed in the manner and to the degree required by this Agreement. Upon making a determination that said services have been performed properly, the Administrative Officer or his designee shall process 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 City. At the conclusion of this processing, the amounts specified in said vouchers shall be paid by the escrow holder from the escrow established pursuant to this agreement.

Section 7. Applicant's Objection

It is expressly agreed to by the Applicant that the right to object to the payment of any voucher is hereby expressly waived unless written notice is received by the Administrative Officer by certified mail no later than three (3) days prior to the next regularly scheduled Board meeting following the meeting in which the contested voucher of vouchers had been approved. The writing notice shall have accompanying it a copy of each voucher being objected to. The standard of review to be utilized by the Board in determining whether the payment of any voucher is proper is whether the fees incurred are reasonable and whether the work has been performed properly. It is furthermore understood that the Applicant shall have the right to make periodic inspections of the records maintained by the City during normal office hours to determine the status of the escrow account.

Section 8. Interest Allocations

Except as otherwise set forth hereinafter all interest earned on money deposited pursuant to this agreement which shall be held in escrow shall become the property of the City as compensation for administrative services rendered in connection with this agreement. An Applicant shall be entitled to payment of interest whenever the Applicant shall have deposited an amount of money in excess of \$5,000.00 and the amount of interest paid on that money shall exceed \$100.00 for the year. If the amount of interest exceeds \$100.00, that entire amount shall belong to the Applicant and shall be refunded by the City annually or at the time the deposit is repaid or applied to the purposes for which it was deposited, as the case may be, i.e., for professional services rendered to review applications for development, for municipal inspection fees pursuant to N.J.S.A. 40:55D-53 or to satisfy the guarantee requirements of 40:55D-53.a., however at that time the City shall deduct 33 1/3% of the interest for administrative and custodial expenses incurred by the City in fulfilling its obligations pursuant to this agreement.

Section 9. Refund

In the event that the escrow sums posted are more than those required, or in the event that the Applicant shall abandon the application, excess funds shall be returned to the Applicant within forty-five (45) days of the compliance of the Board's Memorialization Resolution for the project which is the subject of the application or receipt of written notice of the abandonment of the application.

Section 11. Addresses to which Notices are to be Sent

All notices required by this agreement in writing shall be sent to the following addresses:

Administrative Officer-Escrow
Office of Planning, Zoning and Sustainability
City of Newark
920 Broad Street, Suite 112
Newark, NJ 07052

Address of Applicant:

NAME		

ADDRESS		

CITY	STATE	ZIP CODE

TELEPHONE NUMBER		

IN WITNESS WHEREOF the parties hereto have their hands and seal the date first written above.

, Applicant

Sworn and subscribed to before
me this _____ day
of _____, 20_____.

Notary Public

Effective November 1, 2019, the updated fee schedule will be implemented.

41:15-12-2. Fees: Listed in Ordinance amending Title XLI, Zoning and Land Use Regulations. Chapter 15 site Plan Procedures, Section 12-2, Fees of the Revised General Ordinances of the City of Newark, New Jersey 3200, as Amended and Supplemented by Increasing the Zoning and Land Use Application Fee Adopted March 12, 2019

a. Application fees:

Type of Application	Use Category	Application Fee
Zoning Determination	Residential	\$250
	Mixed Use	\$300
	Commercial	\$300
	Industrial	\$350
	Others not specified	\$300
	Affordable Housing 21% and over	None
	Public & Municipal Use	None
Legal Use Letters	All Categories	\$25
Certificate of Non Conformity	All Categories	\$300
Extension of CPB or BOA Approval	All Categories	\$500
Special Meeting by CPB or BOA	All Categories	\$5,000
Minor Site Plan	Residential	\$750
	Commercial	\$850
	Industrial	\$900
	Affordable Housing	\$400
	Others not specified	\$850
Preliminary Major Site Plan	Residential 3-5 dwelling units	\$750
	Residential 6-10 dwelling units	\$850
	Residential 11-20 dwelling units	\$1,150
	Residential 21-50 dwelling units	\$1,250
	Residential 51-100 dwelling units	\$1,750
	Residential over 100 dwelling units	\$3,000
	Residential over 300 dwelling units	\$4,000
<i>*Affordable Housing Units will be excluded from dwelling counts for purpose of determining application fee.</i>		
	Commercial less than 5,000 sq. ft.	\$850
	Commercial 5,000 to 20,000 sq. ft.	\$2,000
	Commercial 20,001 to 100,000 sq. ft.	\$3,250
	Commercial over 100,000 sq. ft.	\$5,500
	<i>Additional: Application subject to EJCIO Basic Form</i>	\$500
	<i>Additional: Application subject to EJCIO Full Form</i>	\$1,000
	Industrial less than 5,000 sq. ft.	\$1,000
	Industrial 5,000 to 20,000 sq. ft.	\$2,250
	Industrial 20,001 to 100,000 sq. ft.	\$3,500
	Industrial over 100,000 sq. ft.	\$6,500
	<i>Additional: Application subject to EJCIO Basic Form</i>	\$1,500
	<i>Additional: Application subject to EJCIO Full Form</i>	\$3,000

Final Major Site Plan	Residential 3-5 dwelling units	\$375
	Residential 6-10 dwelling units	\$500
	Residential 11-20 dwelling units	\$525
	Residential 21-50 dwelling units	\$550
	Residential 51-100 dwelling units	\$1,000
	Residential 101-300 dwelling units	\$1,500
	Residential over 300 dwelling units	\$2,000
<i>*Affordable Housing Units will be excluded from dwelling counts for purpose of determining application fee.</i>		
	Commercial less than 5,000 sq. ft.	\$500
	Commercial 5,000 to 20,000 sq. ft.	\$1,000
	Commercial 20,001 to 100,00 sq. ft.	\$1,625
	Commercial over 100,000 sq. ft.	\$3,000
	<i>Additional: Application subject to EJCIO Basic Form</i>	\$250
	<i>Additional: Application subject to EJCIO Full Form</i>	\$500
	Industrial less than 5,000 sq. ft.	\$625
	Industrial 5,000 to 20,000 sq. ft.	\$1,250
	Industrial 20,001 to 100,000 sq. ft.	\$1,875
	Industrial over 100,000 sq. ft.	\$3,500
	<i>Additional: Application subject to EJCIO Basic Form</i>	\$750
	<i>Additional: Application subject to EJCIO Full Form</i>	\$1,500
Subdivision		
	Minor Subdivision: 2 acres or less	\$1,100
	Minor Subdivision: Over 2 acres	\$2,000
	Preliminary Major Subdivision	\$2,500
	Final Major Subdivision	\$1,300
Conditional Use		
	All categories except cell antenna	\$750
	Cell Antenna	\$3,000

Use Categories	"C" Variance	"D" Variance
Residential		
3-5 dwelling units	\$300	\$2,000
6-10 dwelling units	\$500	\$2,150
11-20 dwelling units	\$500	\$2,500
21-50 dwelling units	\$750	\$2,750
51-100 dwelling units	\$1,000	\$3,000
Over 100 dwelling units	\$1,250	\$3,250
Over 300 dwelling units	\$1,500	\$3,500
Commercial		
Less than 5,000 sq. ft.	\$500	\$2,250
5,001 to 20,000 sq. ft.	\$750	\$2,500
20,001 to 100,000 sq. ft.	\$1,000	\$2,750
Over 100,000 sq. ft.	\$1,250	\$3,000
<i>Additional: Application subject to EJCIO Basic Form</i>	<i>\$350 per each "C" variance, \$500 per each "D" variance (New)</i>	
<i>Additional: Application subject to EJCIO Full Form</i>	<i>\$500 per each "C" variance, \$500 per each "D" variance</i>	
<i>*Variance fee will apply to commercial portion of mixed use projects</i>		
Industrial		
Less than 5,000 sq. ft.	\$750	\$2,500
50,001 to 20,000 sq. ft.	\$1,000	\$2,750
20,001 to 100,000 sq. ft.	\$1,250	\$3,000
Over 100,000 sq. ft.	\$1,500	\$3,500

<u>Additional: Application subject to EJCIO Basic Form</u>	<u>\$500 per each "C" variance, \$750 per each "D" variance (New)</u>	
<u>Additional: Application subject to EJCIO Full Form</u>	<u>\$750 per each "C" variance, \$1,000 per each "D" variance</u>	
Cell Antenna	\$2,000	\$4,000

<u>Landmark & Historic Commission Fee Schedule</u>	
<u>Application Type</u>	<u>Application Fee (Non Refundable)</u>
<u>Certificate of No Effect</u>	
<u>Non-Residential</u>	\$50
<u>Residential</u>	\$40
<u>Sign/Awning Application</u>	\$100
<u>Facade and/or Store Front Application</u>	\$150
<u>Sidewalk Repair or Replacement Application</u>	\$50
<u>Demolition Application (when not filed concurrently with other work)</u>	\$500
<u>Certificate of Appropriateness (COA)</u>	
<u>Residential</u>	
<u>New construction on vacant land</u>	\$500.00
<u>All others:</u>	
<u>- 1 to 4 dwelling units</u>	\$100
<u>- 5 dwelling units and over</u>	\$25 per dwelling unit up to a maximum of \$1,000
<u>Non-Residential</u>	
<u>- With principal building</u>	\$100 per 1,000 sq. ft. of GFA or part thereof
<u>- Without principal building</u>	\$100 per 1,000 sq. ft. of lot area or part thereof
<u>Extension of COA approval</u>	\$200
<u>Special Meeting requested by applicant</u>	\$500

*Note: Fees for mixed-use projects will be determined based upon the number of dwelling units and square footage of non-residential area.

b. Certified list of names and addresses of owners of property located within two hundred (200) feet of property which is the subject of a hearing: \$30.00.

c. Certificate certifying approval of a subdivision application: \$20.00.

Zoning Determinations, Historic Commission Applications, Certificates of Non-Conformity and Letter Requests (including Legal Use, Zoning Verification and Prior Use for Daycare Center Requests) will be handled in person or by applying online utilizing the City's e-portal site. The link can be found at: <https://newarkportal.us/Home/Zoning>.

Requests will no longer be accepted by fax and any request will not be accepted or processed until the application fees are paid in full.

Multiple address requests on a single request will be charged the applicable fee per address. For example, a single request that contains five (5) addresses will be charged \$25 x 5 = \$125.00.

Requests made via the e-portal site will accept credit cards. Requests made in person must be accompanied by a certified check or money order in the applicable amount; made payable to the City of Newark.

Kindly allow 7 – 10 business days to process your request.