

City of Lambertville
ORDINANCE NUMBER 18-2014
An Ordinance to Amend Ordinance 2009-07 'Development Fees'

6. Collection procedures

- a) Upon the granting of a preliminary, final or other applicable approval, for a development, the applicable approving authority shall direct its staff to notify the construction official responsible for the issuance of a building permit.
- b) Use of Forms
 - i. For non-residential developments only, the developer shall also be provided with a copy of Form N-RDF "State of New Jersey Non-Residential Development Certification/Exemption" to be completed as per the instructions provided. The Developer of a non-residential development shall complete Form N-RDF as per the instructions provided. The construction official shall verify the information submitted by the non-residential developer as per the instructions provided in the Form N-RDF. The Tax assessor shall verify exemptions and prepare estimated and final assessments as per the instructions provided in Form N-RDF.
 - ii. For all residential development. The developer shall be provided with a copy of the *Development Fee for Affordable Housing* form from the City. The developer shall complete sections A through D and sign the form. The developer shall provide the form to the municipal tax assessor for completion of the assessment portion of the form.
- c) Within 10 days of receipt of the *Development fee for Affordable Housing* form from the developer, the municipal tax assessor, based on the plans filed and estimated construction costs, shall provide an estimate of the equalized assessed value of the development. The tax assessor shall receive payment of the development fee and record it on the *Development Fee for Affordable Housing* form and forward it to the Construction Official
- d) The developer is responsible to ensure the completed *Development fee for Affordable Housing* form is included with the permit application. No application for a Construction Permit for new development under this ordinance shall be deemed complete without the submission of a completed *Development fee for Affordable Housing* form.

- e) The construction official responsible for the issuance of a final certificate of occupancy notifies the local assessor of any and all requests for the scheduling of a final inspection on property which is subject to a development fee and return the *Development fee for Affordable Housing* form to the tax assessor.
- f) Within 10 business days of a request for the scheduling of a final inspection, the municipal assessor shall confirm or modify the previously estimated equalized assessed value of the improvements of the development; calculate the development fee; and thereafter notify the developer of the amount of the fee due and include that amount on the *Development fee for Affordable Housing* form. The tax assessor shall sign the form upon receipt of the final payment and return the form to the Construction Official.
- g) Should Lambertville fail to determine or notify the developer of the amount of the development fee within 10 business days of the request for final inspection, the developer may estimate the amount due and pay that estimated amount consistent with the dispute process set forth in subsection b. of section 37 of P.L.2008, c.46 (C.40:55D-8.6).

Introduced: June 24, 2014

Public Hearing: July 15, 2014