

#26-33

**AN ORDINANCE OF THE TOWNSHIP OF MANCHESTER, COUNTY OF OCEAN,
STATE OF NEW JERSEY, AMENDING & SUPPLEMENTING FEE SCHEDULE
OF THE CODE OF THE TOWNSHIP OF MANCHESTER**

BE IT ORDAINED by the Township Council of the Township of Manchester, County of Ocean, State of New Jersey, as follows:

SECTION 1

The Purpose of this Ordinance is to amend and supplement Fee Schedule 1 of the Code of the Township of Manchester is hereby amended with the following:

Chapter 245-12c1 of the Code of the Township of Manchester is hereby amended with the following:

Township of Manchester

Schedule 1

Fee Schedule

Each developer shall, at the time of filing an application, pay a nonrefundable fee to the Township of Manchester by cash, check or bank draft in accordance with the current fee schedule adopted by the Township Council on file in the Township Clerk's office. The fee to be paid shall be the sum of the fees for the component elements of the plat or plan. Proposals requiring a combination of approvals, such as preliminary and final subdivision, site plan and/or variances, shall pay a fee equal to the sum of the fee for each element. Additional fees may be assessed for extraordinary review costs otherwise covered by this section. However, the actual payment to the Township shall be in the form of two separate checks in the following amounts:

Application Type	Application Fee	Escrow Amount	
A. Street vacation application and review of street vacation	\$500	\$0	
B. (RESERVED)			
C. Administrative approval application	\$450	\$1,500	
D. Subdivision approval			
1. Concept plan/informal review	\$750	\$1,750	
2. Minor subdivision	\$750	\$2,500	
3. Preliminary major subdivision	\$750 + \$50/lot	Number of Lots	Escrow

Application Type	Application Fee	Escrow Amount	
		1 to 10	\$1,500 + \$200/lot (unit)
		11 to 24	\$2,500 + \$150/lot (unit)
		25 to 49	\$6,100 + \$100/lot (unit)
		50 to 149	\$11,000 + \$75/lot (unit)
		150 to 499	\$22,175 + \$50/lot (unit)
		500 +	\$47,125 + \$25/lot (unit)
4. Final major subdivision	\$750	50% of preliminary application escrow amount	
5. Technical Subdivision (No more than 4 Lots)	\$250	\$1,500	
6. Technical Subdivision (More than 4 Lots)	\$500 + \$10/lot	\$3,500	
E. Site plan approval			
1. Concept plan/informal review	\$750	\$1,500	
2. Minor site plan	\$500	\$3,000	
3. Preliminary major site plan:			
a. Residential	\$1,000	See "Subdivision approval, preliminary major subdivision" (Item D3)	
b. Nonresidential	\$1,750		
c. Mixed Use	\$2,500		
		Site Plan Area(acres)	Escrow
		Less than 0.5	\$1,000
		0.5 to 2.49	\$1,000 + \$200 per acre
		2.50 to 9.99	\$5,000 + \$175 per acre
		10.0 to 24.99	\$7,500 + \$150 per acre
		25 or more	\$10,000 + \$100 per acre
		Building Area (square feet)	Escrow
		Less than 5,000	\$1,000

Application Type	Application Fee	Escrow Amount	
		5,000 to 19,999	\$2,000 + \$0.15 per sf
		20,000 to 49,999	\$5,000 + \$0.10 per sf
		50,000 to 99,000	\$10,000 + \$0.07 per sf
		100,000 or more	\$16,000 + \$0.05 per sf
4. Final major site plan	\$2,000	50% of preliminary escrow amount	
a. Mixed Use	\$2,000		
5. Escrow amount special factor	Multiply total of site area and building area by:		
	<u>Extremely circulation intensive:</u> parking ratios above 6/1,000 square feet, major drive-through facilities, grade-separated access, multiple overlapping uses, transit or major truck facilities	1.50	
	<u>Very highly circulation intensive:</u> parking ratios above 5/1,000 square feet, drive-through facilities, signals or similar traffic controls, more than one use, significant loading facilities	1.25	
	<u>Highly circulation intensive:</u> Parking ratios above 4/1,000 square feet, multiple access points, multiple occupancies	1.10	
F. Appeals of decision by administrative officials to Board of Adjustment and Planning Board			
1. Single- and/or two-family residential uses	\$150	\$500	
2. Other uses	\$300	\$500	
G. Interpretation of the Land Use and Development Regulations or Zoning Map by Board of Adjustment	\$150	\$500	
H. Variances			
1. Hardship or bulk variances			

Application Type	Application Fee	Escrow Amount
a. Single- and two-family residential (in-ground pools, detached garages, decks, sheds, fences, etc.)	\$350 ⁽¹⁾	\$1,500
b. Vacant undersized/nonconforming lots	\$350 ⁽⁴⁾	\$3,500
c. Multifamily or commercial	\$750	\$3,500
2. Variances per N.J.S.A. 40:55D-70d	Please refer to footnote (5) for additional escrow information regarding deposits.	
a. Single- or two-family residential	\$350	\$1,500
b. Multifamily or commercial	\$500	\$3,500
c. Uses other than a. or b. above with floor areas totaling 5,000 square feet or less	\$300	\$1,500
d. Uses other than a. or b. above with floor areas totaling more than 5,000 square feet	\$500	\$3,500
e. Mixed uses: Proposals for mixed uses shall pay a fee equal to the sum of the fee for each element	\$550	\$3,500
I. Variance for frontage on unimproved street (Board of Adjustment)	\$350	\$2,500
J. Building permit in conflict with official map or building permit for but not related to a street	\$500	\$0
K. Conditional uses	\$750	\$2,500
L. Request for extension of time		
1. Minor subdivisions	\$200	\$500
2. Minor site plans	\$200	\$500
3. Major subdivisions and site plans	\$200	\$500
M. List of adjacent property owners	\$0.25 per name or \$10, whichever is greater	\$0
N. Copy of Land Use and Development Ordinance	\$65	\$0
O. Zoning permit (Non-refundable)	Base fee: <u>\$35 for the first construction, erection, alteration, or use for which a permit is required</u>	

Application Type	Application Fee	Escrow Amount
	<u>pursuant to § 245-22B and is not specified below; \$10 for each additional construction, erection, alteration, or use for which is not specified below.</u>	
1. Signs (each)	\$35	
2. New commercial principal structures, new homes and replacement of mobile homes	\$100	
3. Tree removal/ Reforestation	\$75/\$150	
4. Inground swimming pools, garages, commercial additions & commercial accessory structures	\$50	
P. Temporary permit	\$35	
Q. (Reserved)		\$0
R. Copy of Township Master Plan	\$150	\$0
S. Copy of Zoning or Master Plan Map (24" x 36")		\$0
1. Black line	\$15	
2. Color	\$50	
T. Copy of Zoning or Master Plan Map (11" x 17")		\$0
1. Black line	\$5	
2. Color	\$10	
U. Tax Map Revisions (includes lot subdivisions and consolidations and individual condominium parcels)	\$75 Filing Fee	\$500 plus \$75 per lot subdivision or consolidation and individual condominium parcel
V. Special meeting	\$2,000	\$0
W. Other engineering review ⁽²⁾		
1. For minor modification	\$200	
2. Pre-application concept review for development	\$150 ⁽³⁾	\$500

NOTES:

- (1) Plus \$150 per each additional bulk variance.
- (2) Minor modifications include any items for which the Township Zoning Officer/Code Enforcement Official requires the input of the respective Board Engineer or Township Engineer.
- (3) A pre-application concept plan review meeting shall be required with the applicant and their professionals with the Township Zoning Officer, Board Engineer and other Township professionals as necessary.
- (4) For any additional variance being requested in addition to the four (4) cited above, "Schedule 1 Fee Schedule" – line-item H. (Variances) 1. (Hardship or Bulk Variances) a. shall apply.
- (5) An additional escrow deposit shall be required in the amount of \$2,000 per case, for all matters carried to a future meeting.

Note: The balance of escrow fees shall be returned upon request by the applicant pursuant to the recommendations of the Board professionals for such release of funds.

SECTION 2.

All Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed as to such inconsistency only.

SECTION 3.

If any provision of this Ordinance is declared invalid, such invalidity shall not affect the other provisions of this Ordinance. Furthermore, the other provisions of this Ordinance are deemed to be severable and remain in full force and effect.

SECTION 4.

This Ordinance shall take effect after final approval and publication according to law.

NOTICE

NOTICE IS HEREBY GIVEN that the foregoing Ordinance was introduced and passed by the Township Council of the Township of Manchester on first reading at a meeting held on the 11th day of May 2026 at 6:00 p.m. The Ordinance will be considered for second and final reading at a meeting of the Township Council which is scheduled for 26th day of May, 2026 at 6:00 p.m. or as soon thereafter as the matter may be reached, at the Municipal Building located at 1 Colonial Drive, Manchester, New Jersey 08759, at which time the public is invited to ask questions, raise objections, or provide public comment with regard to the proposed adoption of this Ordinance.

Teri Giercyk, RMC/CMC
Municipal Clerk