

**2018 PLAN APPLICATION FEE AGREEMENT WITH POLK TOWNSHIP**

THIS AGREEMENT MADE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2018 by and between **Polk Township**, hereinafter called the "**First Party**" and \_\_\_\_\_ hereinafter called the "**Second Party**"  
*Plan's Property Owner, please print ( 2<sup>nd</sup> party)*

to also include \_\_\_\_\_ hereinafter called the "**Second Party**" to also include  
*Developer is equally responsible, please print name (2<sup>nd</sup> party)*

\_\_\_\_\_ hereinafter called the "**Second Party.**"

*Plan's Name*

**WHEREAS, P.L. 805, NO. 247 Section 503** as re-enacted and amended, provides that the **SECOND PARTY**, upon the submission of a PLAN and /or PLANNING MODULE for review by POLK TOWNSHIP'S ENGINEER, SEWAGE ENFORCEMENT OFFICER, and/or CONSULTANT(S) INCLUDING SOLICITOR FEES SHALL PLACE CERTAIN FUNDS ON DEPOSIT TO PAY FOR SAID REVIEWS. **NOW, THEREFORE**, in consideration of the terms, conditions, covenants set forth hereunder and parties hereto agree as follows:

1. Upon any submission of your Plan or Planning Module, the **SECOND PARTY**, shall simultaneously herewith remit the required deposit of funds. Failure of the **SECOND PARTY** to submit said funds shall be deemed as an **INCOMPLETE SUBMISSION**, and will not be accepted by Polk Township, the **FIRST PARTY**, for review.

2. It is mutually agreed and expressly understood between the parties that all costs related to the **SECOND PARTY'S** Plan and Planning Module reviews or consultations by the Township Engineer, Sewage Enforcement Officer, and Solicitor **SHALL BE THE SOLE RESPONSIBILITY OF THE SECOND PARTY**. This responsibility shall not be affected in any way by Polk Township's approval or disapproval of said submission. Additionally, the **SECOND PARTY** shall pay all additional costs, as required, such as postage to send the PLANNING MODULE TO DEP, and ALL SALDO fee requirements, as outlined in **Polk Township's 2018 Plan application**. The submission fee is a **nonrefundable** administration fee that handles costs associated with reviews of your plan by the Polk Township Zoning/Codes Officer, along with township clerk preparation, correspondence, and record keeping for your plan. Failure of the **SECOND PARTY** to pay said costs within 30 days of the date written request for payment of the same is made by any agent of the **FIRST PARTY** shall be deemed to be withdrawal of the subject submission by the **SECOND PARTY**. The Parties hereto intend to be legally bound hereby.

**IN WITNESS WHERE OF THE PARTIES HAVE SET THEIR HANDS AND SEALS:**

**FIRST PARTY,  
BOARD OF SUPERVISORS**

**SECOND PARTY- PROPERTY OWNER & DEVELOPER OF**

ATTEST:

**PLAN:** \_\_\_\_\_

\_\_\_\_\_  
*FIRST PARTY, Agent for the Township*

\_\_\_\_\_  
*SECOND PARTY, Signature of Property Owner*

\_\_\_\_\_  
*DATE*

DATE \_\_\_\_\_

\_\_\_\_\_  
*SECOND PARTY, Signature of Developer*

\_\_\_\_\_  
*DATE*

**SALDO (Subdivision & Land Development) FEES 2018** POLK TWP.

**Your PLAN will not be signed until all costs associated with your plan are paid.**

Costs may include: legal, engineering, septic system consults or reviews + Twp. meeting reviews over 15 minutes.

**\* Escrow must be replenished upon notification ASAP. Application Fees are non-refundable.**

Escrow pays SEO, Engineering, & Legal Fees for Reviews/Consultations. Remaining escrow is refunded.

**PLANS**

<b>Sketch Plan - meeting comment only</b>	\$150.00
<b>Sketch Plan - written reviews</b>	\$175.00
<b>Lot Joinder - in recorded subdivision</b>	\$225.00
<b>Lot Joinder - in unrecorded subdivision</b>	\$100.00 Application + Escrow [\$500]
<b>Minor Subdivision</b>	\$100.00 Application + Escrow [\$1,000.00]
<b>Major Subdivision, Preliminary</b>	\$250.00 Application + Escrow [\$75.00/lot + \$1,500.00]
<b>Major Subdivision, Final</b>	\$250.00 Application + Escrow [\$75.00/lot + \$1,500.00 ]
<b>Land Development, Preliminary</b>	\$250.00 Application + Escrow [\$100.00/acre + \$2,000.00]
<b>Land Development, Final</b>	\$250.00 Application + Escrow [\$100.00/acre + \$2000.00]

**Component I**

**Planning Modules**

**Component II**

*Fees below must be submitted as separate checks for each amount below.*

<b>1st check</b> - Site Suitability.....	\$660.00 per lot
<i>site suitability cost breakdown is on sewage fee chart</i>	
<b>2nd check</b> - Twp. Clerical Fee.....	\$100.00
<b>3rd check</b> - Escrow .....	\$1,000.00
<b>4th check</b> to DEP -submit to Twp. upon notification	

<b>1st check</b> -Site Suitability.....	660.00 per lot
<i>site suitability cost breakdown is on sewage fee chart</i>	
<b>2nd check</b> - Twp. Clerical Fee .....	\$250.00
<b>3rd check</b> - Escrow .....	\$3,000.00
<b>4th check</b> to DEP -submit to Twp. upon notification	