



# Township of Cranford

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[www.cranfordnj.org](http://www.cranfordnj.org)

**Sent via Email and Certified Mail, RRR**

August 11, 2022

TO: Union County Planning Board  
Township of Clark  
Borough of Garwood  
City of Linden  
Borough of Kenilworth  
Borough of Roselle  
Borough of Roselle Park  
Township of Springfield  
Town of Westfield  
Township of Winfield

FROM: Patricia Donahue, RMC  
Municipal Clerk

Re: **Township of Cranford Adopted Ordinance**

**Ordinance No. 2022-16:**

**AN AMENDMENT TO THE CODE OF THE TOWNSHIP OF CRANFORD,  
CHAPTER 255, SECTION 5 TO UPDATE THE LAND DEVELOPMENT  
ESCROW AND FEES SCHEDULE**

Enclosed is a copy of Ordinance No. 2022-16 which was finally adopted by the Township Committee of the Township of Cranford at a meeting held on August 9, 2022.

**Sent via Email:**

Cc: Township Committee  
Township Administrator  
Township Attorney  
Zoning Officer  
Land Use Administrator  
Planning Board Chair  
Planning Board Attorney  
Tax Assessor  
Construction Code Official  
Township Engineer  
Municipal Court Administrator  
Township Consulting Zoning professionals

**TOWNSHIP OF CRANFORD  
CRANFORD, NEW JERSEY**

**ORDINANCE NO. 2022-16**

**AN AMENDMENT TO THE CODE OF THE TOWNSHIP OF CRANFORD,  
CHAPTER 255, SECTION 5 TO UPDATE THE LAND DEVELOPMENT  
ESCROW AND FEES SCHEDULE**

**WHEREAS**, the Township Committee, in the County of Union, State of New Jersey (the “Township”) has established rules and regulations for escrow accounts and a fee schedule, in accordance with the Municipal Land Use Law (MLUL), in Chapter 255, Section 5, Fees for Land Development in the Township of Cranford; and

**WHEREAS**, escrow accounts are funded by Applicants filing applications to the Township’s land use boards for which the funds are used to pay professional costs incurred for work done on that application and differ from the one-time fee for land development applications; and

**WHEREAS**, the Township Committee of the Township of Cranford has determined that it is in the best interests of the residents of the Township to update Land Development Fees to align with the current market rate for professional services; and

**NOW, THEREFORE, BE IT ORDAINED**, by the Township Committee of the Township of Cranford, in the County of Union, State of New Jersey, that §255-5 of the Code of the Township of Cranford is hereby amended as follows:

**SECTION 1.** § 255-5. (Fees) of the Code of the Township of Cranford is hereby amended to revise the fee schedule in the Land Development as follows:

**§ 255-5. Fees.**

A. Development review. For other than one- and two-family applications, a completeness review fee of \$265 per Development Review Committee meeting is to be paid by the applicant prior to the meeting (the fee is to be credited toward the application fee for any future application for the same development proposal filed within one year of the date of the concept review meeting). The cost of the Development Review Committee (DRC) has been accounted for in all proposed escrows. Fees for applications or for the rendering of any service by the Boards or any member of their administrative staffs shall be as follows:

1) **Major Subdivision:**

- a) Application Fee for residential and non-residential applications:
  - i) Preliminary: \$1,000 + \$100/lot if over 3 lots

**EXPLANATION – Matter struck through thus in the above ordinance is not enacted and is intended to be omitted in the law. Matter underlined thus is a new matter.**

- ii) Final without "C" Variance(s): \$1,000 + \$100/lot if over 3 lots
  - iii) Final with "C" Variance(s): \$1,500 + \$100/lot if over 3 lots
- b) Minimum Escrow for residential and non-residential applications:
- i) Preliminary: \$4,000 + \$1,000/lot if over 3 lots
  - ii) Final without "C" Variance(s): \$4,000
  - iii) Final with "C" Variance(s): \$8,000
- 2) **Minor Subdivision:**
- a) Application Fee:
    - i) \$500 for residential and non-residential applications without "C" variance(s)
    - ii) \$1,000 for residential and non-residential applications with "C" variance(s)
  - b) Minimum Escrow for Residential Applications:
    - i) Without "C" Variance(s): \$1,000/lot
    - ii) With "C" Variance(s): \$3,000/lot
  - c) Minimum Escrow for Non-Residential Applications:
    - i) Without "C" Variance(s): \$2,000/lot
    - ii) With "C" Variance(s): \$4,000/lot
- 3) **Major Site Plan/Conditional Use:**
- a) Application Fee:
    - i) Preliminary for residential and non-residential applications without "C" variance(s):
      - (1) \$700 if under 0.25 acres or under 5,000 gross square feet of building
      - (2) \$1,400 if over 0.25 acres or over 5,000 gross square feet of building
    - ii) Preliminary for residential and non-residential applications with "C" variance(s):
      - (1) \$1,200 if under 0.25 acres or under 5,000 gross square feet of building
      - (2) \$1,900 if over 0.25 acres or over 5,000 gross square feet of building
    - iii) Final for residential and non-residential applications without "C" variance(s):
      - (1) \$700 if under 0.25 acres or under 5,000 gross square feet of building
      - (2) \$1,400 if over 0.25 acres or over 5,000 gross square feet of building o
    - iv) Final for residential and non-residential applications with "C" variance(s):
      - (1) \$1,200 if under 0.25 acres or under 5,000 gross square feet of building
      - (2) \$1,900 if over 0.25 acres or over 5,000 gross square feet of building
  - b) Minimum Escrow:
    - i) Preliminary for residential and non-residential applications without "C" variance(s):
      - (1) \$3,500 if under 0.25 acres or under 5,000 gross square feet of building
      - (2) \$7,500 if over 0.25 acres or over 5,000 gross square feet of building
    - ii) Preliminary for residential and non-residential applications with "C" variance(s):
      - (1) \$7,500 if under 0.25 acres or under 5,000 gross square feet of building
      - (2) \$11,500 if over 0.25 acres or over 5,000 gross square feet of building
    - iii) Final for residential and non-residential applications without "C" variance(s):

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- (1) \$3,500 if under 0.25 acres or under 5,000 gross square feet of building
- (2) \$7,500 if over 0.25 acres or over 5,000 gross square feet of building
- iv) Final for residential and non-residential applications with “C” variance(s):
  - (1) \$7,500 if under 0.25 acres or under 5,000 gross square feet of building
  - (2) \$11,500 if over 0.25 acres or over 5,000 gross square feet of building

**4) Minor Site Plan:**

- a) Application Fee:
  - i) \$500 for residential and non-residential applications without “C” variance(s)
  - ii) \$1,000 for residential and non-residential applications with “C” variance(s)
- b) Minimum Escrow:
  - i) Residential and non-residential applications without “C” variance(s):
    - (1) \$5,000 if under 0.25 acres or under 5,000 gross square feet of building
    - (2) \$10,000 if over 0.25 acres or over 5,000 gross square feet of building
  - ii) Residential and non-residential applications with “C” variance(s):
    - (1) \$7,000 if under 0.25 acres or under 5,000 gross square feet of building
    - (2) \$12,000 if over 0.25 acres or over 5,000 gross square feet of building

**5) Site Plan Exempt (One- and Two-Family) with “C” Variance(s):**

- a) Application Fee
  - i) \$500 for all applications
- b) Minimum Escrow:
  - i) \$3,000 for all applications

**6) “D” Variance:**

- a) Application Fee:
  - i) One- and two-family applications: \$500 per “D” variance
  - ii) All other applications: \$1,000 per “D” variance
- b) Minimum Escrow:
  - i) One- and two-family applications: \$3,000
  - ii) All other applications: \$4,500

**7) Pre-Application Sketch Plan Review (Formerly “Informal Review”):**

- a) Single- and Two-Family Residential and Minor Subdivision: \$500
- b) Mixed Use or Non-Residential on less than either 0.25 acres or 5,000 gross square footage: \$1,000
- c) Mixed Use or Non-Residential on less than either 0.25 acres or 15,000 gross square footage: \$1,750
- d) All Other: \$3,500

**8) Zoning Permit Fees:**

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- a) Residential Applications: \$75
- b) Commercial Applications: \$100
- c) Certificate of Compliance: \$100

**9) Waiver:**

a) Fence (residential)	\$160	\$250
b) Fence (nonresidential)	\$265	\$750
c) Sign (residential)	\$265	\$250
d) Sign (nonresidential)	\$420	\$500
e) Site plan approval (residential)	\$110 plus \$10 per unit	
f) Site plan approval (nonresidential)	\$262.50 plus \$50 per 1,000 square feet of gross floor area of all principal buildings on the subject lot or lots	
g) Parking (one- and two- family residential)	\$160	\$500
h) Parking (other residential)	\$370	\$500
i) Parking (nonresidential)	\$370	\$750
j) Design and any other waivers	\$100 each	\$200 each

**10) Meetings:**

a) Special	\$525 \$1,500 per special meeting	
b) Additional	\$420 per hearing when testimony extends more than 2 meetings	
		\$0

~~11) Informal review: \$0 \$400 nonrefundable~~

**SECTION 2.** If any article, section, subsection, sentence, clause, or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

**SECTION 3.** In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the Township of Cranford, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the Township of Cranford are hereby ratified and confirmed, except where inconsistent with the terms hereof.

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**SECTION 4.** The Township Clerk is directed to give notice at least ten (10) days prior to a hearing on the adoption of this ordinance to the Union County Planning Board and to all other persons entitled thereto pursuant to N.J.S.A. 40:55D-15, and N.J.S.A. 40:55D-63 (if required).

**SECTION 5.** After introduction, the Township Clerk is hereby directed to submit a copy of the within Ordinance to the Planning Board of the Township of Cranford for its review in accordance with N.J.S.A. 40:55D-26 and N.J.S.A. 40:55D-64.

**SECTION 6.** This Ordinance shall take effect immediately upon (1) adoption and publication in accordance with the laws of the State of New Jersey; (2) filing of the final form of adopted ordinance by the Clerk with (a) the Union County Planning Board pursuant to N.J.S.A. 40:55D-16, and (b) the Township Tax Assessor as required by N.J.S.A. 40:49-2.1.

Introduced: June 14, 2022

Adopted: August 9, 2022

Approved:



Kathleen Miller Prunty   
Chairperson, Township Committee

ATTEST:



Patricia Donahue, RMC  
Municipal Clerk

<b>RECORDED VOTE</b>	<b>INTRODUCED</b>	<b>ADOPTED</b>
Kathleen Miller Prunty	Aye	Aye
Jason Gareis	Aye	Aye
Brian Andrews	Aye	Aye
Gina Black	Aye	Aye
Mary O'Connor	Aye	Aye

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