



BOROUGH OF BELMAR
RESIDENTIAL DEVELOPMENT FEE CERTIFICATION/EXEMPTION

SECTION A: (To be completed by developer/property owner)

Owner Name: _____

Owner Address: _____

Phone: _____ Fax: _____ E-mail: _____

Property Location: _____

Block: _____ Lot: _____ Qual: _____

Existing use on Property: _____

Approved Development: _____

Did property require approval from Planning or Zoning Board Yes or No If yes, Date of Approval _____

Number of Residential Units Approved _____ Resolution No. _____

Will Affordable Housing Units be constructed? Yes or No If yes, Number of Affordable Units _____

Did the Project require a Use Variance for density from the Zoning Board? Yes or No

Est. construction cost _____ Building contract attached? Yes or No

Will the house be owner occupied? Yes or No Will the house be sold? Yes or No

Signature: _____ Date: _____

SECTION B: To be completed by Assessor

	Estimated		Final	
Project's Assessed Value of Land & Improvements	\$	E1	\$	F1
Director's Ratio	%	E2	%	F2
Project's Equalized Value of Land & Improvements	\$	E3 (E1/E2)	\$	F3 (F1/F2)
If there are pre-existing improvements on the property, enter the equalized assessed value of land & improvements on this line; If new construction on vacant land, enter \$0.00 or NA on this line	\$	E4	\$	F4
Amount on which fee is calculated (if new construction on vacant land, will be the value of land & improvements of the final development; if there are pre-existing improvements on the property, will be the value of new improvements only)	\$	E5 (E3-E4)	\$	F5 (F3-F4)
Residential Development Fee	\$	E6 (E5x1.5%)	\$	F6 (F5x1.5%)
	\$	E6 (E5x.75%)	\$	F6 (F5x.75%)

Exempt: Yes No Reason: _____ Date: _____

Name: _____ Signature of Assessor: _____

SECTION C: To be completed by Construction office

1st Payment Amount (50% of Estimated Fee) _____ **Check No.** _____

Received by: _____ **Date:** _____

Final Payment (Balance of final fee less 1st Payment) _____ **Check No.** _____

Received by: _____ **Date:** _____

Applicant is responsible for stating the Estimated Construction Cost. The Borough of Belmar Tax Assessor shall determine the Final Equalized Assessed Value. Certificate of Occupancy shall not be issued without Final Development Fee Payment. Questions about the Final Equalized Assessed Value should be directed to the Borough of Belmar Tax Assessor at 732-681-3700 ext. 212.

Instructions for Completing Development Fee Certification

- Ordinance 2023-14 was adopted by the Borough of Belmar on August 8, 2023, and became effective August 28, 2023. Projects that have received preliminary site plan approval or received a zoning permit before August 28, 2023, are exempt. Developer/Property Owner shall comply with the requirements of Ordinance 2023-14.
- Developer/ Property Owner shall complete Section A and submit it with Construction Permit Application.
- Construction Official to verify that Section A is fully completed and that property and contact information are same as those on the construction permit application. Construction Official verifies that the form is signed by the Developer/ Property Owner. If accurate and complete, Construction Official forwards original form to Assessor. If not accurate and complete, Construction Official shall refuse to accept it and return it to the applicant.
- The Construction Official shall not issue the construction permit until 50% of the estimated fee has been remitted to the Borough's Chief Financial Officer. The Construction Official shall not issue the Certificate of Occupancy (CO) or Completion until the full Final Development fee has been remitted to the Borough's Chief Financial Officer.
- The Assessor, based on review of plans submitted with Construction Permit Application and in accordance with the requirements of Ordinance 2023-14, prepares estimated assessment of property for both the development and the land (E1). Assessor completes "Estimated" column of Section B (E1-E5) to determine estimated development fee due (E6).
 - If the development is new construction on a vacant lot, then E4 and F4 should equal \$0.
 - If the development is situated on real property that was previously developed with a building, structure, or other improvement, E4 and F4, should show the existing equalized assessed value of the property as of the date listed in section A when the construction or demolition permit was first sought.
 - If the development involves a change to a more intense use of an existing structure or is an expansion of an existing structure, than E4 and F4, should show the existing equalized assessed value of the property as of the date listed in section A when the construction permit was first sought.

Assessor shall provide a copy of the estimate to the Construction Official and the Developer, retains original. The Construction Official's copy is filed in the Construction Permit Application File. Upon notification that the property is ready for a final assessment, the Assessor reviews the estimate, performs a final assessment and completes Section B, "Final" column (F1-F5) to determine final fee, F6.

Assessor signs and provides original to Construction Official, who files in the Construction Permit Application file; Assessor provides copy to the Developer for use when making payment. Payment is to be remitted to the Borough's Chief Financial Officer and Section C, to be completed as receipt of payment.

If the fee imposed is being contested, the payment must equal E6; if not contested, payment must equal F6. If payment does not match the final or the estimated fee, a CO will not be issued.