

INSTRUCTIONS FOR COMPLETING THE RESIDENTIAL FEE WORKSHEET

Applies to all residential development, except:

- *Those that include affordable housing*
- *Homes that have been demolished and replaced within the same footprint as a result of a natural disaster (such as a fire or flood)*
- *Developments that have received preliminary or final site plan approval prior to August 31, 2018, unless the developer seeks a substantial change in the original approval.*

For all others, applicants should provide the following information to complete lines 1 through 7 of the Residential Fee Worksheet.

1. Project name - Provide the name of the development if the dwelling is located in one that is being marketed under a name (e.g. Burton Estates, Sutton Woods, etc.). If the development does not have a name or it is a single lot, Provide the name of the property owner or purchaser.
2. Contact name - Provide the name of the contractor or the person that the Assessor will contact to arrange for inspection prior to the issuance of the Certificate of Occupancy.
3. Phone number - Provide the phone number of the contact person.
4. Email address – Provide email address of contact person
5. Street address - the address of the unit that is being constructed.
6. Property identification - the block and lot numbers of the property as indicated on the Assessor's records
7. Preliminary estimate of value - On the land value line Provide the assessed value of the parcel (this is shown on the tax bill or is available from the Assessor's office). On the dwelling value line Provide the construction cost estimate from the Construction Permit application package.

Fee modifications - This may not be applicable to all units:

Density variance - Check 'yes' if the unit to be constructed is the direct result of a variance from the City of Northfield Planning Board to increase the density of development (i.e. the number of units allowed per acre of land), otherwise check no. For example, if a variance was granted allowing the development of 3 homes on a one-acre parcel (a 3 lot subdivision) when the zoning allows a density of 2 units/acre. *If this is the third unit check yes, otherwise check no.*



City of Northfield, NJ
 1600 Shore Road
 Northfield, NJ 08225

AFFORDABLE HOUSING TRUST FUND RESIDENTIAL FEE WORKSHEET

1. Project Name: _____ 2. Contact Name: _____
 3. Phone Number: _____ 4. Email address: _____
 5. Street Address: _____ 5. Block _____ 6. Lot _____
 7. Preliminary Est. of Value: Land (assessed value) _____
 Dwelling (construction cost estimate) _____
TOTAL: _____

Fee modifications (if applicable): Unit the result of 'density' (NJSA 40:55D-70.d(5)) variance? Yes _____ No _____

(This section to be completed by City of Northfield)

Preliminary Fee Estimate		
E.1	Estimated Value (#7 above)	
E.2	Equalization Ratio	
E.3	Est Equalized Value (E.1 ÷ E.2)	
E.4	Housing Fee % 1.5% std; 6% density var; 0.5% single lot/family	
E.5	Estimated Total Housing Fee (E.3 x E.4)	
E.6	Preliminary Fee: paid when construction permit is issued (50% of E.5)	

 Assessor (Initial Calculation)

 Date

Initial Fee Paid \$ _____ Check # _____ Date _____ Collected By _____

Applicable housing fee %: 0.5% _____ 1.5% _____ 6% _____

Final Value: Land _____ Dwelling: _____ Total: _____

Note: Limitations on value to be determined by the Tax Assessor. The assessed value shown above has been calculated by the Tax Assessor solely for the purpose of establishing the final affordable housing fee for the subject structure, and may be different than the valuation submitted to the County Board of Taxation at the time established by State statute.

Final Fee		
F.1	Final total value (above)	
F.2	Equalization Ratio	
F.3	Final Equalized Value (F.1 ÷ F.2)	
F.4	Housing Fee % 1.5% std; 6% density var; 0.5% single lot/family	
F.5	Total Final Housing Fee (F.3 x F.4)	
F.6	Preliminary Fee previously paid (E.6)	
F.7	Balance Due (F.5 - F.6)	

 Assessor (Final Calculation)

 Date

Final Fee Paid \$ _____ Check # _____ Date _____ Collected By _____