

BOROUGH OF WOODCLIFF LAKE
Bergen County, New Jersey

ORDINANCE NO. 19-01

**AN ORDINANCE TO AMEND THE BOROUGH FEE ORDINANCE CONTAINED CHAPTER 163 OF
THE CODE OF THE BOROUGH OF WOODCLIFF LAKE, STATE OF NEW JERSEY**

Hereto introduced on the 4th day of March, 2019 at 8:00 PM did pass on first reading and that said Ordinance be further considered for final passage at a meeting to be held on the 18th day of March, 2018 at 8:00 PM or as soon thereafter as the matter can be reached at the regular meeting place of the Borough Council, and that at such time and place all persons interested be given an opportunity to be heard concerning said Ordinance, and that the Borough Clerk is hereby authorized and directed to publish said Ordinance according to law with a notice of introduction and passage on first reading and of the time and place when and where said Ordinance be further considered.

**BE IT ORDAINED BY THE BOROUGH COUNCIL OF THE BOROUGH OF WOODCLIFF LAKE IN
THE COUNTY OF BERGEN AND STATE OF NEW JERSEY, AS FOLLOWS:**

WHEREAS, Borough of Woodcliff Lake Code Chapter §163-1 sets for the schedule of most fees for the Borough of Woodcliff Lake; and

WHEREAS, Mayor and Council of the Borough of Woodcliff Lake, wish to amended and update the fees contained Chapter §163-1.

NOW, THEREFORE, BE IT ORDAINED by the Mayor and Council of the Borough of Woodcliff Lake, Bergen County, New Jersey, as follows:

Section 1. That Chapter §163-1. entitled "FEE" shall be amended and shall be read and as follows:

§ 163-1. Fee Schedule established. [Amended 12-21-1987 by Ord. No. 87-12; 4-6-2009 by Ord. No. 09-05; 11-4-2009 by Ord. No. 09-16; 6-20-2011 by Ord. No. 11-07; 11-19-2012 by Ord. No. 12-18]

The following Schedule of Fees is hereby established with respect to licenses, permits and activities required or regulated under the provisions of various chapters of the Code of the Borough of Woodcliff Lake. Applications for the issuance of such licenses and permits shall be subject to the provisions of the specific chapter of the Code which is indicated for each type of license or permit. The business, activity or operation for which the license or permit is required shall be subject to all regulations set forth in the chapter to which reference is made

Chapter	Fee
Chapter 37, Land Use Procedures	
Fees payable on approval of any minor or major subdivision Updating Borough Tax Map	\$50 per lot
Certified list of property owners requiring notice	\$10
Chapter 86, Alcoholic Beverages	
Plenary retail consumption license	\$432
Plenary retail distribution license	\$432
Club license	\$50
Chapter 92, Amusement Devices	
Annual license	\$100
Chapter 98, Animals	
Article I, Dogs	
License and registration tag: Spayed and/or neutered dog (Includes the sum of \$1 for the registration tag of each dog and the sum of \$0.20 surcharge to be remitted to the Pilot Clinic Fund of the State of New Jersey)	\$8
Non-spayed and/or non-neutered dog (Includes the sum of \$1 for the registration tag of each such dog, the sum of \$0.20 surcharge to be remitted to the Pilot Clinic Fund of the State of New Jersey and the sum of \$3 surcharge to be remitted to the Animal Population Control Fund of the State of New Jersey)	\$11
Impoundment fee, per day	\$0.50
Article II, Cats	
License	\$5
Delinquent fee	\$5

Chapter 131, Certificates, Permits and Licenses Article III, Site Work Permits Permit fee	\$25
Chapter 140, Construction Codes, Uniform General fees Plan review fee	20% of amount of amount charged for construction permit
Construction permit fee	Sum of all sub code fees (building, elevator, electrical, plumbing, fire protection) listed below; additional fee for certificate of occupancy
Change of contractor applications	\$50 per sub code and no DCA fee
BUILDING SUB CODE FEES	
New building (per cubic foot volume of structure, including installations and foundation system of pre-manufactured construction and the external utility connection of pre-manufactured construction)	Residential: \$0.060 per cubic foot; Commercial: \$0.065 per cubic foot
Additions (per cubic foot volume of new structure)	Residential: \$0.060 per cubic foot Commercial: \$0.065 per cubic foot
Alterations, renovations and repairs per \$1,000 of estimated cost of project	Residential: \$25 Commercial: \$30
Minimum fees for Building Sub Code	Residential: \$100 Commercial: \$150
Fencing	Residential: \$100 Commercial: \$150
Signs Per square foot face area (one side only for double-faced signs)	\$10 per square foot

Pools	
Residential above ground	\$75
Residential in-ground	\$750
Commercial in-ground	\$1,000
Commercial Re-roofing and Re-siding	\$30 per \$1,000 cost
Asbestos & Lead Hazard Abatement	
Construction permit	\$150
Certificate of occupancy	\$25
Solar Photovoltaic Systems (per \$1,000 estimated cost of project)	Residential: \$25 Commercial: \$30
Demolition	
Principal building; residential	\$400
Principal building; commercial	\$750
Accessory building	\$150
Retaining Walls (per \$1,000 estimated cost of project)	Residential: \$25 Commercial: \$30
Radon Remediation	Residential: \$100 Commercial: \$150
Variation	\$150
Zoning Review	Residential: \$50 Commercial: \$100
All other structures where volume cannot be computed, a flat rate for each of the following units, including temp tents, (per \$1,000 of estimated cost of project)	Residential: \$25 Commercial: \$30
Fees for combination renovations and additions shall be computed as the sum of the fees for additions and alterations computed separately as listed above	
Certificate Fee Schedule	
Certificate of occupancy (CO) indicating that construction authorized by a construction	New Residential: \$300

permit is completed in accordance with the approved plans and the Uniform Construction Code regulations. Prepayment at the time of issuing the construction permit is required.	Residential addition: \$100 New Commercial: \$500 Commercial addition: \$200
Temporary certificate of occupancy	No charge
Certificate of Continued Occupancy (CCO)	Residential: \$75 Commercial: \$150
Certificate of approval:	No charge
State of New Jersey training fees	DCA training fees shall be added to the permit fees above in accordance with N.J.A.C. 5:23-4.19
ELEVATOR SUB CODE FEES	
Where third-party agency serves as the sub code official	As outlined in N.J.A.C. 5:23-12.5 and N.J.A.C. 5:23-12.6(a) and (b)
If using a private on-site inspection agency for elevators	The Borough may add to the fees established in N.J.A.C. 5:23-12.6(a) and (b) an administrative surcharge of 15% of the relevant sub code permit fees. In lieu of the administrative surcharge, the fees charged by an on-site agency, the Borough may adjust its fee schedule 15% higher for this purpose.

ELECTRICAL SUB CODE FEES	
Minimum project fees	\$100
Lighting, fixtures, receptacles, switches, detectors, light poles, emergency and exit lights, communication points, alarm devices	1 thru 50: \$75 Each additional 25: \$30
Range / Oven / Surface unit	\$75 per unit
Electric Dryer	\$75
Dishwasher	\$75
Boiler /Baseboard Electric Heat	\$ 75
Electric Water Heater	\$ 75
Motors	1 to 20hp: \$ 75 21 to 50hp: \$ 300 51 to 100hp \$ 350 Greater than 100hp \$450
Transformers / Generators	1 to 10kw: \$ 75 11 to 45kw: \$200 46 to 112.5kw: \$300 Greater than 112.5kw: \$450
Service Panels / Subpanels	Less than 200amps: \$100 200-1,000amps: \$ 250 Greater than 1,000amps: \$450
Solar Photovoltaic Systems	1 to 50kw: \$ 100 51kw to 100kw: \$ 300 Greater than 100kw: \$450
Pool with UW lights	\$75
Pool Bonding / Grounding	\$75
Annual Pool Bonding	\$150
Storable pool / Spa / Hot Tub	\$75
Garbage Disposal	\$75

Air Conditioning unit / Furnace	\$75
Air handler	\$75
Signs with Electric	\$75
PLUMBING SUB CODE FEE	
Minimum project fees	\$100
Water closet	\$20
Urinal or bidet	\$20
Bathtub	\$20
Lavatory	\$20
Shower	\$20
Floor drains	\$20
Sink	\$20
Dishwasher	\$20
Drinking fountain	\$20
Washing Machine	\$20
Hose Bibb	\$20
Water Heater	\$75
Fuel Oil Piping	\$40
Gas piping (per unit)	\$20
Condensate Drains	\$20
Boiler (Steam or Hot Water)	\$75
Air Handler	\$75
Air Conditioner with Condenser	\$75

Furnace	\$75
Water Softener	\$75
Chimney Liner	\$75
Interceptor/separator	\$75
Sewer pump/ejector	\$75
Backflow preventor	\$75
Grease trap	\$75
Sewer Connection	\$75
Water service inspection	\$75
Vent Stack	\$75 each
FIRE PROTECTION SUB CODE FEES	
Minimum project fees	\$100
Sprinklers	#1-50 \$ 200 #51-100 \$ 300 #101-200 \$ 500 #201-400 \$ 600 #401-600 \$1,000 Over \$600 \$1,500
Standpipes	\$300 each
Alarm & Signaling Devices	1 st 10 \$ 200 Each add'l one \$ 5
Smoke Control System	\$500
Dry Pipe/ Alarm Valve	\$150 each
Pre-engineered Suppression System	\$200
Commercial Kitchen Hood / Exhaust system	\$200
Gas or oil-fired appliance	\$100

Storage tanks	Installation: \$100 Removal: \$75
Chapter 145, Contractors, Licensing of	
Initial license fee	\$25
Annual renewal fee	\$10
Chapter 168, Fence	
Fence erection permit	\$1
Chapter 178, Fire Prevention	
Article II, Uniform Fire Code Enforcement	
Permit	
Type 1	\$75
Type 2	\$250
Type 3	\$350
Type 4	\$500
Type 5	\$1,200
Registration of buildings, tenants and occupancies	
(area in square feet)	
0 to 1,499	\$60
1,500 to 3,499	\$140
3,500 to 6,999	\$280
7,000 to 9,999	\$400
10,000 to 14,999	\$525
15,000 to 19,999	\$600
20,000 to 39,999	\$800
40,000 to 74,999	\$1,300

75,000 to 99,999	\$1,500
100,000 and up	\$2,000
First re-inspection after violation notice	No charge
Additional re-inspection	\$35
Article III, Smoke and Carbon Monoxide Detectors	
Smoke detector compliance certificate	\$25
Residential	
Non-owner-occupied one- and two-family dwellings	\$100
Condos/townhouses/apartments, each up to 20	\$35 per unit
Condos/townhouses/apartments, over 20 units	\$35 per unit for the first 20 units and \$15 for every unit thereafter
Chapter 198, Games of Chance	
Bingo	\$20 for each occasion bingo is held
Raffles	
On-premises draw raffles awarding cash or merchandise as a prize	\$20 for each day on which a drawing is held
Off-premises draw raffles awarding merchandise as a prize	\$20 per \$1,000 or part thereof of the retail value of the awarded prize(s)
Non-draw raffles (carnival wheels and games)	\$20 for each wheel or game conducted on any day or series of six consecutive days in one week

Off-premises draw raffles awarding cash as a prize(50/50s)	\$20 per \$1,000 or part thereof the retail value of the awarded prize(s)*
Special door prize raffle	No fees
Calendar raffle awarding cash or merchandise as a prize	\$20 for each \$1,000 or part thereof of the retail value of the prize(s) to be awarded
Instant raffle games awarding cash or merchandise as a prize	\$20 for each day on which instant raffle tickets are sold or offered for sale; or \$750 for a one-year license to sell or to offer for sale instant raffle tickets
Golf hole-in-one contest	\$20 for each \$1,000 or part thereof of the retail value of the ancillary prizes offered
Armchair race	\$50 per licensed day of operation
Casino night	\$100 for each day of operation
NOTE: * The fee of \$20 is due at the time the application is filed and, if the awarded prize(s) exceeds \$1,000, an additional fee of \$20 per \$1,000 or part thereof awarded as a prize is due upon the filing of the report of operations.	
Chapter 250, Vehicles and Traffic	
Vehicle identification sticker	\$1
Chapter 255, Peddling and Soliciting	
At time of filing application	\$2
Initial license	\$25
For each person more than 2	\$5
For each vehicle more than 1	\$5

Chapter 261, Precious Metals and Gems	
Dealers in	
License	\$25
Chapter 275, Satellite Earth Station Antenna	
Application fee	\$10
Chapter 287, Signs	
Sign erection permit by resolution	\$1 per square foot or such other fee as the Mayor and Council may determine
Chapter 292, Site Plan Review	
Planning Board	
Application fee	\$250
Escrow fee	\$1,500
Zoning Board	
Application fee	\$100
Escrow fee	\$500
Chapter 299, Soil Erosion and Sediment Control	
Fee when application is not in conjunction with subdivision or site plan approval	\$100
Chapter 304, Soil Moving	
For the moving of soil up to 500 cubic yards	\$35
For the moving of soil in excess of 500 cubic yards	\$75
For the moving of soil in excess of 1,000 cubic yards, per cubic yard, multiplied by the number of cubic yards to be moved, as stated in the application and certified on the topographical map	\$0.15
Chapter 326, Streets and Sidewalks	
Opening of improved street	\$25
Park Ridge Water Utility	\$1

Tunneling beneath improved street	\$50
Curb and sidewalk construction and repair permit	\$10
Chapter 332, Subdivision of Land	
Updating Borough Tax Map upon approval of minor or major subdivision	\$150 per lot
Certified list of property owners requiring notice	\$0.25 for each name or \$10, whichever is greater
Planning Board	
Application fee	\$250
Escrow fee	\$1,500
Zoning Board	
Application fee	\$100
Escrow fee	\$500
Chapter 343, Taxicabs	
Driver's license(per year)	\$5
Owner's license (per year ,per vehicle)	\$25
Chapter 349, Towing	
License application fee	\$50
New Jersey Insurance Commission Guidelines rates	
Towing charges	
Days	
First mile or less	\$40
Each additional mile	\$1.75
Nights, weekends and New Jersey State holidays	
First mile or less	\$50
Each additional mile	\$1.75

Storage charges*	
Inside building storage facility capacity	
21 or more spaces	\$15
10 to 20 spaces	\$2
Fewer than 10 spaces	\$25
Outside secured storage facility capacity	
21 or more spaces	\$10
10 to 20 spaces	\$12
Fewer than 10 spaces	\$15
Outside unsecured storage facility capacity:	
21 or more spaces	\$8
10 to 20 spaces	\$10
Fewer than 10 spaces	\$12
NOTE: Trucks may be charged at a higher rate in line with customary and reasonable rates in the industry.	
Chapter 362, Vehicles, Abandoned and Junked	
Storage fees	
First 30 days	\$10 per day, per vehicle
31st day of storage and any day thereafter	\$50 per day, per vehicle
Chapter 380, Zoning¹	
Application fee for outdoor lighting	\$200

Section 2. That the fees contained in § 163-2, *Fingerprinting* shall be amended and shall read as:

- A. First fingerprinting, initial fee: \$10
- B. For additional fingerprinting by the same applicant: \$5

Section 3. That the fees contained in § 163-3, *Fees for copies of public records* shall be amended and shall read as:

- 1) For printed records, the following fees shall be based upon a total number of pages or parts thereof to be purchased without regard to the number of records being copied. The fees for printed records shall be as follows:
 - a. For a letter-size page or smaller: \$0.05 per page
 - b. For a legal-size or larger: \$0.07 per page
- 2) For audio records, the fee for a CD-rom of any Mayor and Council or Board meeting recorded in the Borough of Woodcliff Lake's Council Chambers on the recording system shall be at the cost of \$1.
- 3) Access to electronic records and non-printed materials shall be provided free of charge, but the Borough may charge for actual costs of any needed supplies such as computer discs.

Section 4. That the fees contained in §163-4, *Municipal Court discovery/motor vehicle reports*, shall be amended and shall read as:

- A. Municipal Court discovery request and fees.
 - 1) All requests for discovery in matters pending in the Woodcliff Lake Municipal Court shall be submitted through the Municipal Prosecutor.
 - 2) The following fees shall be payable by the requestor to the Borough of Woodcliff Lake for the discovery provided:
 - a. For each of the first 10 pages photocopied: \$0.75 per page.
 - b. For each of the next 10 pages photocopied: \$0.50 per page.
 - c. For each of the pages photocopied thereafter: \$0.25 per page.
 - d. Actual postage for any discovery sent by mail.
 - e. envelope for any discovery sent by mail: \$0.25.
 - f. Photographs will be photocopied at the rates established herein. If requests are made for duplicate photographs, the actual cost of making the photographs shall be charged.
 - g. Duplication of videotapes constitutes an extraordinary duplication process and will be charged at the rate of \$ 25 per videotape to be supplied by defendant.
 - h. On any item that cannot be photocopied on the Borough copy machine or not otherwise provided for in this schedule, the actual cost incurred in making the copy shall be charged.

- 3) Where the discovery must be obtained from an entity other than the Borough of Woodcliff Lake, e.g., another police department, the actual costs paid to the other entity shall be paid by the requestor.

B. Motor vehicle reports

- 1) Notwithstanding the foregoing, the fee for motor vehicle reports shall conform to N.J.S.A. 39:4-131 et seq.
- 2) Requests for motor vehicle reports which are made in person shall pay the fees set forth above the same rate as Municipal Court discovery.
- 3) Requests for motor vehicle reports which are not made in person shall result in the following fees being paid from the requestor to the Borough for the motor vehicle reports provided:
 - a. The same fees which could be charged under Subsection A above; and
 - b. An additional \$5 for the first three pages; and
 - c. An additional \$1 per page after that.
- 4) At no time shall the Borough's fee schedule differ from applicable law and , in the event it does so at any time, the supplier of records is authorized to charge the amounts set forth in applicable law or statute.

Section 4. That the fees contained in *§163-5, Zoning fees*, shall be amended and shall read as:

- A. Zoning fees for additions and alteration. A zoning fee in the amount of %50 for residential and \$100 for commercial shall be charged for all additions and/or alterations, including decks, patios, fences, sheds, cabanas, aboveground and in-ground pools, retaining walls, driveways, walks and entrance platforms and any other item which may require Zoning approval prior to the issuance of a construction permit.
- B. Zoning fees for new construction. A zoning fee in the amount of \$100 shall be charged for all new residential and \$200 for all new commercial construction of any type in the Borough of Woodcliff Lake which may require Zoning approval prior to the issuance of a construction permit.
- C. Payment of zoning fees. The zoning fees shall not be paid at the time the application is submitted for approval and review by the Zoning Officer.

Section 5. All prior ordinances that are inconsistent with this ordinance are repealed. All ordinances are hereby amended to be consistent with this ordinance and all ordinances, including this one, shall be construed consistent with the express purpose of this ordinance.

Section 6. This ordinance shall be construed consistent with the purpose stated in section 1 hereof. Any ambiguities in this ordinance shall be construed in accordance with the purpose of this ordinance. If any part of this ordinance is invalidated by a court of competent jurisdiction, the remainder of this ordinance shall be saved to the full extent possible. This ordinance repeals provisions of the Woodcliff Lake Code only where stated herein; otherwise this ordinance is amendatory and supplementary to existing provision of the Woodcliff Lake Code.

Section 7. This ordinance shall take effect immediately upon approval and publication of notice of adoption as provided by law.

Date: March 4, 2019

**Attest: Deborah Dakin, RMC, CMR
Borough Clerk**