

BOROUGH OF WOODCLIFF LAKE
Bergen County, New Jersey

ORDINANCE NO. 18-03

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

**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
Annual construction permit	Where applicable, in accordance with law
Prior to the issuance of an annual permit, where applicable, a training registration fee	\$140 per sub code
Change of contractor applications	\$25 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
Minimum fees	
Principal building	\$500
Accessory structure (and sheds over 100 square feet)	\$250
Shed (100 square feet or less), zoning only	\$50
Additions (per cubic foot volume of new structure)	Residential: \$0.060 per cubic foot commercial: \$0.065 per cubic foot
Minimum fee	
Residential	\$350
Commercial	\$1,000
Alterations, renovations, roofs, siding and pool fences and repairs per \$1,000 of estimated cost of project	Residential:\$25; commercial: \$30
Minimum fees	
Residential	\$75
Commercial	\$150
Fencing	\$75 min.

	Plus \$25 per \$1000 cost
Signs Per square foot face area (one side only for double-faced signs)	\$10. per square foot
Minimum fee	\$150
Pools Residential above ground	\$75
Residential in-ground	\$500
Commercial in-ground	\$1,000
In-ground on common lots for apartment buildings, condos or townhouses	\$1,000
Asbestos abatement	
Construction permit	\$150
Certificate of occupancy	\$25
Lead hazard abatement	\$150
Demolition	\$150
Principal building; residential	\$400
Principal building; commercial	\$750
Accessory building	\$150
Street opening permits All other structures where volume cannot be computed, a flat rate for each of the following units:	\$100
Open structural tower	\$500
Microwave reclining antenna	\$75
Windmills, all types	\$500
Temporary tents with electrical platform appurtenances	\$100
Fees for combination renovations and additions shall be computed as the sum of the fees for additions and alterations computed separately as listed above	

<p>Reinstatement of a lapsed construction permit shall be as follows: Recalculation of the construction permit shall be required utilizing the most current fee schedule applied to all work which is to be performed</p> <p>Minimum reinstatement fee</p>	\$75
Certificate fee schedule	
<p>Certificate of occupancy (CO) indicating that construction authorized by a construction 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 and the fee shall be 10% of the total cost of the construction permit, provided that the minimum CO fee shall be as follows:</p>	
Residential	\$50
Commercial	\$150
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	<p>DCA training fees shall be added to the permit fees above in accordance with</p> <p>N.J.A.C. 5:23-4.19</p>
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 fee	
Residential	\$75
Commercial	\$150
Lighting, fixtures, receptacles, switches, detectors, light poles, motors fract, H.P. emergency and exit lights, communication points, alarm devices/F.A.C. panel	
Total numbers 1 through 50	\$75
Each additional 25	\$30
Ranges up to 20 kilowatts(kw)(each unit)	\$40
Surface cook top unit	\$40

Dishwasher	\$40
Clothes dryer	\$40
Air-conditioning units	
1 to 6 tons, each unit	\$75
7 to 15 tons, each unit	\$100
16 to 30 tons, each unit	\$200
Over 30 tons, each unit	\$400
Burglar alarms main control unit	\$100
Intercom main control panels	\$100
Whirlpool/spa with heater	\$100
Pool bonding (inclusive)	\$75
Pool filter motor	\$75
Pool lights (through 3 units, including control)	\$75
Water heater (electrical only)	\$75
Central heat	
Oil or gas steam or hot water with zone valve	\$40
Baseboard electric heat units	
1 kw to 10 kw	\$40
Over 10 kw, for each additional 10 kw	\$20, plus \$5 each additional 1 kw
Motor control center (including disconnect)	
1 to 7 1/2 units	\$75
Over 7 1/2 hp to 15 hp unit	\$100
Over 15 hp to 30 hp unit	\$200

Over 30 hp to 50 hp unit	\$300
Over 50 hp to 100 hp unit	\$350
Over 100 hp unit (each unit)	\$450
Subpanels	
Up to 200 100 amps	\$100
225 101 to 600 200 amps	\$200
601 201 to 1,000 400 amps	\$300
Over 1,000400 amps	\$450
Signs	
Attached to building (each unit)	\$75
Freestanding	\$75
Light standards, including control	
Through 3 units	\$50
Each additional unit	\$10
Motors	Same as and in addition to motor control center above
Transformers	
Less than 1 Kilovolt-amperer (KVA)	\$100
Power boost and buck isolation or	
One kva to 7 ½ kva	\$100
Over 7 1/2 kva to 30 kva	\$100
Over 30 kva to 60 kva	\$200
Over 60 kva to 112 1/2 kva	\$300
Over 112 1/2 kva	\$450

Generators	Same fee schedule as transformers above
Service entrance	
Main panel with disconnect	
Up to 200 amps	\$100
225 to 600 amps	\$200
601 to 1,000 amps	\$300
Over 1,000 amps	\$450
Solar panels	
Up to 20 panels	\$75
Each additional 10 panels	\$40
Transfer/inverter switch	\$75
Plumbing sub code fee	
Minimum fee	\$75
Residential	\$150
Commercial	\$20
Water closet	\$20
Urinal or bidet	\$20
Bathtub	\$20
Lavatory	\$20
Shower	\$20
Floor drains	\$20
Sink	\$20
Dishwasher	\$20
Drinking fountain	\$20

Fuel oil piping	\$40
Gas piping (per unit)	\$20
Steam boiler	
Up to 18 hp	\$75
Over 18 hp	\$100
Hot-water boiler	
Up to 250,000 Btu	\$75
Over 250,000 Btu	\$100
Sewer pump/ejector	\$75
Interceptor/separator	\$75
Backflow preventor/residential domestic water	\$75
Commercial and/or fire sprinkler systems	\$100
Grease trap	\$75
Water-cooled air-conditioning or refrigeration unit	\$60
Sewer Connection	
Residential	\$75
Commercial	\$100
Slab inspection	\$75
Water service inspection	\$75
Active solar system	\$75
Vent stack	\$75 each
Fire protection sub code fees	
Minimum fees	

Residential	\$75
Commercial	\$150
Sprinklers	
0 to 50 heads	\$200
51 to 100 heads	\$300
101 to 200 heads	\$500
201 to 400 heads	\$600
401 to 600 heads	\$1,000
801 to 1,000 heads	\$1,300
Over 1,000 heads (per head)	\$2
Standpipe system, per riser, based on riser size	
2 1/2 inches	\$200
Over 2 1/2 inches to 4 inches	\$300
Over 4 inches to 6 inches	\$400
Over 6 inches	\$500
Private yard fire hydrant	\$100 per hydrant
Fire service water main	\$100
Automatic fire alarm system	
Under 20 initiating devices	\$200
Over 20 initiating devices	Add \$3 per device
Smoke and heat detectors up to total of 10	\$100
Smoke and heat detectors over 10	Add \$5 each additional
Duct smoke detectors	\$75 each

Combination burglar/fire alarm system	\$100
Manual fire alarm system	\$200
Smoke control system	\$500
Pre-engineered fire suppression system	\$200
Commercial kitchen hood exhaust system	\$200
Gas- or oil-fired appliance	
Except hot water heater first unit	\$75
Per additional appliance	\$50
Flammable or combustible liquid underground storage tanks/installation (per tank)	
Up to 999 gallon capacity	\$75
1,000 to 2,999 gallon capacity	\$200
3,000 to 4,999 gallon capacity	\$350
5,000 and over gallon capacity	\$500
Flammable/combustible liquid underground storage tanks (removal, per tank)	\$200
Flammable/combustible liquid aboveground storage tanks	
Up to 550 gallon capacity	\$100
550 to 1,000 gallon capacity	\$200
Over 1,000 gallon capacity	\$400
Waste oil above storage tanks	\$200
Gasoline/diesel dispenser(per dispenser)	\$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.