

## **ESCROW RETURN PROCEDURE**

Planning & Zoning Board of Adjustment Escrow Return/close-out procedure.

- A. The **applicant** shall send written notice requesting the escrow account be closed (letter should include property address, lot and block and associated application number ( Examples: ZBA303; SPR151; SPW508; GPR102; P-17-8; Z-17-12) by certified mail to the following:
  - 1) Community Development Director with copy to Finance Office
  - 2) Appropriate Board professionals completing review of the application
- B. After receipt of written certified notice, the Board professional/s will render a final bill to the CFO within thirty (30) days, and shall send a copy simultaneously to the applicant.
- C. The CFO will render a written final accounting to the applicant on the uses to which the deposit was put within forty-five (45) days of receipt of the final bill.
- D. Balances remaining in the deposit or escrow account, including interest in accordance with 40:55D-53.1, will be refunded to the developer along with the final accounting.

Mailing addresses for certified mailing are as follows:

### **Township of Maple Shade**

Community Development Director  
200 Stiles Avenue  
Maple Shade, NJ 08052

### **Engineer (Planning & Zoning)**

Dennis McNulty, PE, CME  
Remington Vernick  
300 Kings Hwy East  
Haddonfield, NJ 08033

### **Environmental Engineer (Planning & Zoning)**

Marc Selover  
Environmental Resolutions  
815 East Gate Drive, Suite 103  
Mount Laurel, NJ 08054

### **Attorney (Planning Board)**

Stephen J. Boraske, Esq.  
Florio Perrucci Steinhardt & Fader, LLC  
1010 Kings Highway South Bld#2  
Cherry Hill, NJ 08034

### **Attorney (Zoning Board)**

Robert Kingsbury, Esq.  
Jackson Commons, Suite B-3  
30 Jackson Road  
Medford, NJ 08055

### **Municipal Engineer**

James McKelvie, PE  
Alaimo Group  
200 High Street  
Mount Holly, NJ 08060