

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)

Douglas M. Rohmeyer, PE, CME, CFM
CME Associates
418 Stokes Road
Medford, NJ 08055

Environmental Engineer (Planning & Zoning)

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

Douglas M. Rohmeyer, PE, CME, CFM
CME Associates
418 Stokes Road
Medford, NJ 08055