IMPORTANT NOTICE

APPLICATIONS, CORRESPONDENCE, AND ANY OTHER PAPERWORK MUST BE SUBMITTED IN TRIPLICATE TO THE TOWNSHIP CLERK.

ANYTHING LESS THAN 3 COPIES WILL BE UNACCEPTABLE.

THANK YOU FOR YOUR KIND ATTENTION TO THE NOTICE.

Tax Abatement Application Procedures

1. A properly completed application in triplicate must be received by the Township Clerk's Office for the Law/Tax Abatement Committee from any commercial or industrial applicant or representative desiring to construct a project or make an improvement prior to beginning construction or making the improvement prior to the issuance of a certificate of occupancy.

2. The Law/Tax Abatement Committee is required to review each application for completeness and shall make a recommendation to the Township Council.

3. The recommendation and completed application will be forwarded to the Township Council whereby the applicant will be notified of the date and time of the next regular meeting.

4. The applicant is required to appear before the Township Council at the scheduled meeting to discuss the application.

5. After review and discussion of the application by the Township Council, a copy of the Letter of Recommendation will be forwarded to the Solicitor for use in preparing the resolution and agreement. A copy of the adopted resolution and the fully executed agreement will be forwarded to the County Tax Assessor.

STATE OF NEW JERSEY
Applicant for PROJECT TAX ABATEMENT
(To be submitted to the Township Clerk for the Law/Tax Abatement Committee)
Township of Monroe, County of Gloucester, State of New Jersey

Name of Applicant:

_____

Address:

_____

State: _____ Zip: _____

Phone: (O) _____ (H)_____ (C)_____

The above party hereby applies for permission to enter into an agreement with the governing body of the above municipality for tax abatement on a project to be herein detailed, pursuant to the provisions of Chapter 441 of the Laws of 1991.

1. Indicate by checking the box provided whether the following pertain to the project for which the abatement is sought:

   a. ☐ The project involves enlargement of an existing structure, thereby increasing the volume of the structure in excess of 30%.
   b. ☐ The project involves construction of new facilities.
   c. ☐ The project for which abatement is sought does not involve any facility which contains or will contain a licensed gambling casino.

2. Provide a general description of the project for which abatement is sought.

3. Provide a legal description of all real estate necessary for the project.

4. Submit plans, drawings and other pertinent documents to demonstrate the structure and design of the project.

5. Make a description of the number, classes and type of employees to be employed at the project site within two (2) years of completion.

6. State the reasons for seeking a Tax Abatement on the project and describe the benefits to be realized if Tax Abatement is granted.

7. Provide cost estimates for completion of the project in accordance with N.J.S.A. 40A:21-10, items a, b, or c.

8. Provide the following information:

    a. Real property taxes currently assessed at the project site.

    b. Estimated tax payments to be made on the project during period of Tax Abatement.

    c. Estimated tax payments to be made on projects during the first full year following termination of Tax Abatement agreements.

9. Provide a description of any lease agreements between applicants and proposed users of the project, together with a history and description of the users' business.

ITEM 1 THRU 9 MUST BE SUBMITTED AS ONE PACKAGE – A PARTIAL PACAKAGE WILL NOT BE ACCEPTED.

I hereby certify that the foregoing declarations are true to the best of my knowledge and belief.

Date	Signature	Title

Procedural Instructions for Tax Abatement on Projects

1. Supplemental information may be requested by the governing body. To obtain such information, prepare an addendum to this form which is clearly marked as supplemental information required by municipal governing body, with any necessary instructions, attached as page 2 et seq. of this application form.

2. After approval of this application, the governing body must pass a resolution authorizing an agreement for tax abatement for this project. Upon approval of this resolution, the governing body may enter into a written agreement with the applicant for the abatement of real property taxes and providing the annual in lieu payments computed by one of 3 formulas found in Chapter 44, P.L. 1991. Within 30 days after execution of a property tax abatement agreement, a copy of such agreement must be forwarded to the Commissioner of the Department of Labor and Industry and to the Director of the Division of Local Government Services. A copy of the resolution and agreement shall also be forwarded to the County Tax Assessor.

3. All tax abatements entered into pursuant to this law shall be in effect for not more than 5 years starting January 1st following the completion of the project.

4. The abatement of real property taxes provided pursuant to this act shall apply to property taxes levied for municipal purposes, school purposes, county government purposes, and for the purposes of funding any other property tax exemptions or abatements.

5. The percentage which the in lieu payment for a tax-abated property bears to the property tax which would have been paid had no abatement been granted shall be applied to the valuation of the property to determine the reduced valuation of the property to be included in the valuation of the municipality for determining equalization for county tax apportionment and school aid during the term of the tax abatement agreement. At the termination of such agreement, this reduced valuation procedure shall no longer apply.

6. If during any year prior to the termination of the abatement agreement the property owner ceases to operate or disposes of the property, or fails to meet the conditions for qualifying for abatement, then the tax which would have otherwise been payable for each year shall become due and payable for such property owner as if no abatement had been granted.

The governing body of the municipality shall notify the property owner and tax collector forthwith, and the tax collector shall within fifteen (15) days thereof notify the owner of the property the amount of taxes due.

With respect to disposal of property, if it is determined that the new owner will continue to use the property pursuant to the conditions which qualified the property for abatement, no tax shall become due, the abatement shall continue, and the agreement shall remain in effect.

7. At the termination of an agreement for tax abatement authorized hereunder, a project shall be subject to all applicable real property taxes as provided by State laws and regulations and local ordinances. However, nothing herein shall be deemed to prohibit a project, at the termination of such tax abatement agreement, from qualifying for and receiving the full benefits of any other tax preferences provided by law.

Procedural Instructions
Tax Exemption for Improvements

1. File this application with your local tax assessor or municipal governing body prior to the issuance of the certificate of occupancy.

2. The application form must be completed in all respects.

3. The improvements must have been completed with respect to commercial or industrial structure located in an area in need of rehabilitation in a qualified municipality.

4. Definitions:

    A. "Improvement" means the modernization, rehabilitation, renovation, alteration, or repair of a commercial or industrial structure that does not increase the volume of the structure by more than 30%.

    B. "Commercial or industrial structure" means any structure of part thereof used for manufacturing, processing, assembling, research, office, industrial, commercial, retail, recreational, hotel or warehousing purposes.

    C. "Area need of rehabilitation" means any area so certified by the Commissioner of Community Affairs upon application by the governing body of a qualified municipality.

    D. "Qualified Municipality" means any municipality which has qualified for State Aid under P.L. 1971, C.64, as supplemented or a municipality certified by the Commissioner of Community Affairs to qualify under such law in every respect except population.

5. Information as to block and lot may be obtained from your tax bill.

STATE OF NEW JERSEY
Application for Improvement Tax Exemption under Chapter 441 P.L. (To be filed with the Township Clerk for the Law/Tax Abatement Committee)
Township of Monroe, County of Gloucester, State of New Jersey

This application must be submitted to the Township Clerk for the Law/Tax Abatement Committee prior to the issuance of a certificate of occupancy. See instructions.

Name of Applicant:

_____

Address:

_____

State: _____ Zip: _____

Phone: (O) _____ (H)_____ (C)_____

The above party hereby makes claims for a Tax Abatement exemption with respect to certain improvements allowable by Chapter 441 Laws of 1991 made to the premises located at:

_____Township of Monroe, which is a "qualified Municipality" which is further described at Block_____, Lot _____ on the Tax Map of said municipality (or Page_____, Line _____ on the 20____ Tax List), and which is located in an area or municipality designated by the Commissioner of Community Affairs to be in need of rehabilitation, pursuant to the provisions of this Act.

1. The applicant makes the following statement in support of his claim:

    a. The subject property is a commercial or industrial structure.

    b. Said structure was constructed on or about _____, 20___.

    c. Improvements were completed on _____, 20___.

    d. The premises improved include facilities used for:

    Manufacturing_____: processing_____: assembling_____: retail_____: research_____: recreational_____: hotel_____: warehouse_____: office_____

        1. Volume of structured before improvements _____.

2. Volume of structure after improvements_____.

3. Percentage of volume increase due to improvements (may not exceed 30%) _____.

4. Improvements consisted of (brief description) _____
_____
_____
_____

e. The above premises and improvements thereto do not presently contain a license gambling casino, nor will they contain such facilities during period for which Tax Exemption may be granted pursuant to approval of this application.

I hereby certify that the foregoing declarations are true to be the best of my knowledge and belief.

_____	_____	_____
Date	Signature	Title

VERIFICATION OF TAX PAYMENT REPORT

This form must be filed and approved by the Tax Collector of the Township of Monroe prior to submission of an application for "Tax Abatement" with the Township Clerk.

Block:_____ Lot:_____

Plate:_____

Name:_____

Address:_____

Home Telephone: _____ Business Telephone _____

Property address requesting abatement or exemption

_____

_____

All property owners must have taxes current prior to approval. Please attach any comments on a separate sheet.

Signature: _____ Date: _____

_____

Tax Collector Date:_____

Taxes Current ( ) YES ( ) NO

Tax Title Lien ( ) YES ( ) NO

Signature _____ Date: _____