

Policy 2019-01
GEORGETOWN TOWNSHIP
ESCROW POLICY FOR DEVELOPMENT APPLICATIONS
Adopted _____ with motion _____

STATEMENT OF POLICY.

The purpose of this policy is to formulate procedures for the establishment of an escrow account with the Township by each developer at the time of application for each development within the Township. The developer shall deposit funds into the escrow account for the particular proposed development. Those funds shall be used to offset costs incurred by the Township during the course of that particular development, ensuring financial responsibility by the developer for costs related to that development.

PROCEDURES.

1. Creation of the escrow account.

At the time of initial application, and in addition to the application fee, the developer/applicant shall be responsible to deposit funds into an escrow account equal to an estimated amount calculated by the Superintendent to include anticipated costs to be incurred by the Township related to that development. The anticipated costs shall include, but are not limited to, the following: 1) engineering fees; 2) water and sewer charges; 3) lot inspection fees; 4) streetlights; 5) review costs; 6) legal fees; and 7) publication and sending of legal notices.

2. Complete application.

No application shall be considered to be completely submitted until the estimated funds are deposited into the escrow account with the Township.

3. Additional funds to be deposited.

If costs incurred by the Township for the development exceed, or are expected to exceed, the initial amount deposited into the escrow account, the developer shall be responsible to deposit additional funds equal to the amount calculated by the Superintendent to cover the additional expenses incurred, or are expected to be incurred, by the Township for that development. Further inspections or approvals or anticipated procedures may be withheld pending the deposit of the additional funds.

If a development has multiple phases, at the time of application for each phase after the first one and in addition to the application fee, the developer/applicant shall be responsible to deposit additional funds into the escrow account previously established for the initial phase equal to an estimated amount calculated by the Superintendent to include anticipated costs to be incurred by the Township related to that phase of the development.

4. Refund of remaining balance.

After all the costs anticipated to be incurred by the Township related to all phases of the development have been deducted from the developer's escrow account, the remaining funds shall be refunded to the developer who deposited the funds into the escrow account.

If the application for the development is withdrawn in writing after funds have been deposited into an escrow account and prior to the Township granting any approvals and prior to the Township incurring any costs related to the development, the funds in the escrow account shall be refunded, less an administrative fee determined by the Superintendent. If the development is cancelled in writing after any approvals are granted by the Township or after any costs have been incurred by the Township for the development, the funds in the escrow account shall be refunded less the following as determined by the Superintendent: 1) an administrative fee; 2) any costs incurred by the Township; and 3) any future anticipated costs to be incurred by the Township for that development.

5. Appeals by aggrieved developer.

If any developer is aggrieved by the administration of this policy for any reason, including but not limited to, the calculations of anticipated fees required to be deposited into the escrow account or the amount of refunds, appeals may be submitted in writing to the Township Board.

IMPLEMENTATION.

The Georgetown Township Superintendent is responsible to implement the procedures detailed herein.

EFFECTIVE DATE.

This policy shall become effective upon adoption by the Township Board.