



Town of Allenstown
New Hampshire

FINANCIAL POLICIES & PROCEDURES

Town of Allenstown, NH

Title

PLANNING BOARD/ZBA FEES & ESCROW

Policy No

#2013-001

Original Adoption Date

04/01/2013

Revision – No. & Date

Page No

Page 1 of 4

Section 1.0: Purpose

The Planning Board and Zoning Board of Adjustment have the statutory authority to impose fees and require funds to be held in escrow upon applicants for a variety of development projects. This policy delineates the finance procedures to process and secure those funds in accordance with statutory requirements.

Section 2.0: Organization Affected

Board of Selectmen, Planning Board, Zoning Board of Adjustment, Building Inspector, Town Clerk, Finance Director, Town Administrator and administrative staff.

Section 3.0: Definitions

Fees: payment for services: a payment for professional services as established by the Board of Selectmen in accordance with the provisions of RSA 41:9-a. This also includes the fees established by the Planning Board in accordance with provisions of RSA 676:4. These fees are located in the most recent version of the Site Plan Review Regulations and the Subdivision Regulations. This includes the fees established by the Zoning Board of Adjustment as authorized by the provisions of RSA 676:5.

Escrow: Funds held conditionally: an amount of money provided by a user or an applicant but held by the Town and only released after all conditions have been met. Escrow accounts are authorized by the provisions of RSA 673:16 as well as Site Plan Review Regulations and the Subdivision Regulations. This definition shall also cover other types of escrow accounts that are authorized or required under other provisions of State law or Federal regulations.

Section 4.0: Policy & Procedure

4.1 Collection and invoicing of fees

- A. The application forms utilized by the Planning Board, ZBA and Board of Selectmen shall enumerate the fees required for the function of the application. The fees should be paid upon submission of the application in the form of a check or money order made out to the Town of Allenstown. In those cases in which an application is not utilized or the amount of fees must be determined an invoice may be sent to the applicant or user indicating the payment necessary for the service provided.
- B. All fees shall be received by the Town Clerk on behalf of all boards and officials. Invoicing shall be conducted by the authorizing officials/staff as designated by the board having jurisdiction over a specific functional area. Invoices shall include "Remit to: Town Clerk" with the address of the town hall.



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Page No
Page 2 of 4

- C. Fees shall be placed in the general fund account and processed to the appropriate revenue accounts as established by the Finance Director in the chart of accounts.

4.2 Escrow holdings

- A. Escrow accounts shall be set up and funds deposited into them upon request of the respective land use board or the Board of Selectmen where applicable. These funds shall be placed in separate accounts and not co-mingled with the town's general accounts. Funds shall only be drawn on from these accounts per the request of the board that authorized them to be established initially.
- B. The respective board will make a request in writing to the Finance Director to establish these escrow accounts. The Finance Director shall establish the chart of accounts for revenue and expenditures. The Treasurer is responsible for establishing these accounts and shall only payout from said accounts after a properly documented request is made from the board that has authority over the account.
- C. All remaining funds left in escrow accounts along with accumulated interest shall be returned to the applicant or user after the project is complete. The applicable board will submit the request to return the funds to the applicant in writing using the applicable forms that must be submitted along with the necessary supporting documentation.
- D. Deposits will be initially processed by the Town Clerk and forwarded to the Treasurer. Withdrawals must be processed in the normal fashion that any expenditure is paid out. A voucher form will be completed by the authorized person to sign by the respective board in order to expend or return the funds.
- E. The use of Escrow Accounts is authorized by the provisions of RSA 673:16, Subdivision Regulations, Article VI, Section 6.01 and has may be authorized by other applicable statutes under the NH RSAs.

Section 5.0: Implementation

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, board and committee members, appointed or elected to office and at such other times as may be necessary.



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Original Adoption Date
04/01/2013

Revision - No. & Date

Page No
Page 3 of 4

8

Section 6.0: Signature

	Position	Signature	Date
<u>Original Policy Prepared By:</u> Shaun Mulholland	Town Administrator		02/15/2013
<u>Original Policy Reviewed & Approved By:</u> Jason Tardiff	Board of Selectmen Chairperson		4.8.13 04/01/2013
Jeff Gryval	Board of Selectmen		04/01/2013 4/8/13
Sandy Mckenney	Board of Selectmen		04/01/2013 04-07-13



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Revision – No. & Date

Page No
Page 4 of 4

Section 8.0: Policy & Procedure Revision History

	Section	Changes Made	Approvals	
			By	Date
Original Adoption				04/01/2013
Amendment				
Amendment				
Amendment				