

**CERTIFICATION OF NEW CONSTRUCTION/IMPROVEMENTS/  
PARTIAL ASSESSMENTS**  
(N.J.S.A. 40A:4-45.44 et seq.)

**Municipality:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Fire District Code:** \_\_\_\_\_

**Total Number of Fire Districts:** \_\_\_\_\_

**File Form CNC-3 by October 25 of the Current Tax Year for All Fire Districts in the Municipality**

N.J.S.A. 40A:4-45.44 et seq. provides for a statutory exception to the budget cap imposed on fire districts. It uses, in part, the revenue generated by new construction and improvements in a fire district which were not reflected in the prior year's Tax List.

**ASSESSOR: ENTER DATA ON LINES 1 THROUGH 2C, SIGN AND DATE THE FORM, THEN IMMEDIATELY FORWARD FORM CNC-3 TO THE TAX COLLECTOR FOR COMPLETION. SEE REVERSE SIDE.**

1. **For reference only:** Provide the aggregate assessed value for the fire district as filed on the current Tax Year's January 10th Tax List. This is the fire district value as of October 1st of the pre-tax year before Added Assessments. \$ \_\_\_\_\_ (1)

2. Provide the total valuation (not prorated) of new construction and improvements from the Added Assessment List filed on October 1st of the current tax year (Line 2a) **minus** the total valuation of any Added Assessment tax appeal reductions from the prior tax year (Line 2b) for the adjusted total valuation of new construction and improvements (Line 2c). **Do not include** Omitted Added Assessments, prior year Added Assessments, Omitted Assessments, or property transferred from the Exempt List to the Tax Assessment List, or any land, whether subdivided or not on Line 2a \$ \_\_\_\_\_ (2a)

— \$ \_\_\_\_\_ (2b)

= \$ \_\_\_\_\_ (2c)

\_\_\_\_\_  
Assessor Signature

\_\_\_\_\_  
Date

**TAX COLLECTOR**

3. Provide the Fire District Tax Rate from the current tax year (expressed as a decimal, \$ per hundred). \_\_\_\_\_ (3)

4. Amount of permitted revenue increase =  
Line 2c \* Line 3 \$ \_\_\_\_\_ (4)  
(N.J.S.A. 40A:4-45.45)

\_\_\_\_\_  
Tax Collector Signature

\_\_\_\_\_  
Date

## FILING AND DISPOSITION OF CNC-3 FORMS

1. For each FIRE DISTRICT IN THE MUNICIPALITY, the assessor completes Lines 1 through 2c, provides date and signature, then **immediately forwards the CNC-3 form to the tax collector for completion of lines 3 and 4**. The tax collector then provides date and signature of each CNC-3 Fire District Certification by **October 25** of the tax year. If there are no added assessments, partial assessments, or new construction to report, the assessor and collector are still required to file this form entering the word “NONE” across the front of the form and providing dates and signatures to the form.
2. The assessor maintains one copy of each CNC-3 Fire District form, and forwards the original to the tax collector for completion. The tax collector forwards one copy to the board of commissioners of the designated fire district (contact information is available from the municipal clerk or chief financial officer), and one copy of each fire district form to the Director, Division of Local Government Services, PO Box 803, Trenton, NJ 08625-0803 by **November 1** of the current Tax Year.

## EXPLANATION AND EXAMPLE

N.J.S.A. 40A:4-45.45 provides that the fire district budget may not exceed the sum of: 1) new ratables; 2) the adjusted tax levy; and 3) the total waivers approved via referendum pursuant to N.J.S.A. 40A:4-45.46.

N.J.S.A. 40A:4-45.44 defines “new ratables” as “the product of the taxable value of any new construction or improvements times the tax rate of a local unit for its previous tax year.”

This form is used to determine the value of new ratables for a fire district so the levy cap for the next tax year may be calculated pursuant to N.J.S.A. 40A:4-45.45. As “new ratables” is defined as “new construction or improvements,” only Added Assessments are used on this form. As such, Omitted Assessments, Omitted Added Assessments, prior-year Added Assessments, property transferred from the Exempt List to the Tax Assessment List, and any land, whether subdivided or not, should **not** be included in the total valuation on Line 2a. Because this form is submitted to the Division of Local Government Services before the disposition of Added Assessment Appeal hearings, any reduction in value to the Added Assessments from the current Tax Year will not be reflected in calculating the levy cap for the next cap year. Instead, the prior Tax Year’s reductions in Added Assessments from appeals are put on Line 2b and **subtracted** from the current Tax Year’s total valuation of Added Assessments, resulting in an adjusted total valuation of new construction and improvements on line 2c.

### EXAMPLE:

In 2015, Splinterville Borough’s sole fire district has an aggregate assessed value of \$406,553,735. The fire district’s total valuation of Added Assessments for 2015 is \$606,456, and the reduction to Added Assessments due to appeals in 2014 was \$66,156. The 2015 Fire District Tax Rate is .961 per \$100 of value.

Line 1 of the CNC-3 would have the 2015 aggregate assessed value of \$406,553,735.

Line 2a of the CNC-3 would have the total valuation of Added Assessments for 2015, \$606,456.

Line 2b of the CNC-3 would have the 2014 reduction to Added Assessments due to appeals, \$66,156.

Line 2c of the CNC-3 would have the difference of Line 2b subtracted from Line 2a, which equals \$540,300.

Line 3 of the CNC-3 would have the 2015 Tax Rate of .961 per \$100 of value expressed as a decimal, .00961.

Line 4 of the CNC-3 would have the amount from Line 2c, \$540,300, multiplied by Line 3, .00961, equaling \$5,192.28 as the amount of permitted revenue increase for the 2016 fire district budget.