

**HARRISON TOWNSHIP JOINT LAND USE BOARD
PRELIMINARY AND FINAL MAJOR SUBDIVISION
APPLICATION PACKET**

1. Your application packet for a preliminary and final major subdivision consists of the following:
 - Harrison Township Land Development Application
 - Gloucester County Subdivision Application
 - Joint Land Use Board Fee Schedule
 - Escrow Agreement Form
 - Taxpayer Identification Number
 - Certificate of Ownership
 - Land Development Review Checklist
 - Environmental Impact Report Worksheet

2. All applications to the Harrison Township Joint Land Use Board (“board”) are governed by the Harrison Township Land Development ordinance (“ordinance”), New Jersey’s Municipal Land Use Law (N.J.S.A. 4-:55D-1, *et seq.*), the procedural rules specified herein, and all other applicable federal, state and local laws and regulations including, but not limited to those of the Harrison Township Sewerage Authority, Fire Departments, New Jersey American Water Company, the Gloucester County Planning Board, the New Jersey Department of Environmental Protection (including wetlands and CAFRA regulations), and the New Jersey Department of Transportation. All applicants will be presumed to have knowledge of all regulations, laws and rules, and are therefore encouraged to consult with an attorney or otherwise become familiar with them. **The Board’s attorney represents the Board only, and cannot give legal advice to applicants.** Applicants may purchase a copy of the Ordinance Zoning Book from the Township Clerk.

3. All applications must be made using the forms supplied by the Joint Land Use Office. These forms include information checklists, which are required by the Ordinance. All information specified in the checklists applicable to each application must be provided (unless the subject of a waiver or variance request) in order for the application to be considered complete. The completed checklist worksheet must be part of your submission and each waiver or variance requested must be clearly stated, with a written reason to justify the waiver or variance. **“N/A” or “not applicable” are not appropriate responses for the checklist worksheet.**

4. The completed original and 18 copies of the application form and plans must be filed with the Joint Land Use Office, together with the other documentation as indicated on the submission requirement form.

5. Within 45 days after the date an application is filed with the Joint Land Use Board, the Board will, at one of its regularly scheduled meetings, review the application with the Joint Land Use Board Engineer and Joint Land Use Board Solicitor to determine whether the application is complete. The Board may grant or deny submission waivers upon completeness review. **No application will be determined to be complete unless and until all application and escrow fees have been paid in full. The Board will not consider or grant any request for waiver of application/escrow fees.**

6. If the Board determines an application to be complete, the Board will give the applicant written notice of completeness within the aforesaid 45-day period. Upon receipt of the completeness notice, the applicant should confer with the Joint Land Use Board Secretary (“Secretary”) to schedule the application for hearing at a regular Board meeting. If there is no response from an applicant within a reasonable time after completeness notification, and it appears to the Board that the application will not be heard at a regular or special meeting in sufficient time for the Board to take action as required by New Jersey law,

the application will be denied. After completeness has been certified, the Board may require such additional information from the applicant as it believes may be necessary to make an informed decision.

7. **Incomplete applications will not be scheduled for hearing.** If the Board determines an application to be incomplete, the Board will give the applicant written notice of incompleteness within the aforesaid 45 day period, informing the applicant of the information and materials, which must be submitted to complete the application. The applicant may thereafter supplement the application to satisfy the deficiencies. The Board will conduct a subsequent completeness review within 45 days after any such supplemental submission.

8. If the application is an “application for development” pursuant to N.J.S.A. 40:55D-1 et seq., or pursuant to the determination of the municipal agency in question, the applicant must give notice which satisfies all the requirements of §34-17 et seq. and the rules and regulations of the Board. Seven (7) days prior to the hearing date, the applicant must file an original and two copies of the Affidavit of Proof of Service required in §34-17 et seq. affixed to a copy of the notice, the 200 foot property address list procured pursuant to §34-18 (see #9 below) and all certified mail receipts, as well as an original and two copies of the Affidavit of Publication from the Gloucester County Times. **The notice must clearly specify all approval(s) being sought as part of the application, including any and all variances and conditional uses. Applicants must comply strictly with all notice requirements specified in this paragraph because, in the absence of such notice, New Jersey law provides that the Joint Land Use Board has no jurisdiction over, and therefore, cannot take action upon, applications for which such notice is required. Improperly noticed applications will not be heard. Notice must not be given until the Joint Land Use Board Secretary has confirmed the application hearing date.**

9. **In submitting an application for development which requires public notice pursuant to the Municipal Land Use law, the list of property owners which is provided to you by the Township and certified by the Tax Assessor may be no older than 60 days from the date the notice is sent. Should the list be older than 60 days, a new list must be obtained as part of the application process.**

10. All corporate applicants must be represented throughout the application process by a New Jersey licensed attorney. Other applicants may proceed without legal counsel provided that in all such instances the applicant appears personally to testify at the application hearing(s). Although the applicant may present professionals such as surveyors, architects, engineers and realtors as witnesses to testify during the application hearing(s) (provided that their names, addresses, and areas of expertise are included in the list provided), such professional cannot legally “represent” the applicant.

11. The Board may, in its sole discretion, schedule, reschedule, postpone, adjourn or continue any application hearing as permitted by law. **The Board will not hear the application(s) of any applicant who has failed to replenish application escrows, or to pay any other amounts owned to the Township. The Board reserves the right to dismiss the application(s) without prejudice of any applicant who has failed to replenish application escrows, or to pay any other amounts owed to the Township.**

12. The Joint Land Use Board will take testimony at its public hearings until 11:00 P.M., at which point all testimony will be terminated and the public hearings which are in progress and have not been completed shall carry to the next available meeting date where there is space on the agenda.

13. In the event that a meeting is cancelled because of inclement weather or other hazard or if a meeting is cancelled for lack of quorum, then all applications scheduled for public hearing shall be carried to the next regularly scheduled meeting date.

14. At the conclusion of the hearing, notice of the action by the Joint Land Use Board will be published in the official newspaper of the Township.