

HARRISON TOWNSHIP JOINT LAND USE BOARD
MINOR SITE PLAN REVIEW
APPLICATION PROCEDURE

FAILURE TO COMPLETE ANY NECESSARY FORM WILL RESULT IN THE HEARING BEING POSTPONED.

HOW TO FILE YOUR APPLICATION:

The applicant must file with the secretary of the Joint Land Use Board of the Township of Harrison, the following:

1. Eighteen (18) copies of the completed Harrison Township Land Development Application.
2. Eighteen (18) copies of the proposed site plan.
3. Four (4) copies of any protective covenants or deed restrictions applying or to be applied to the subject site.
4. Required fees: \$500.00 Application Fee - separate check payable to Harrison Township.
 \$700.00 Escrow Fee - separate check payable to Harrison Township.
5. Original completed Escrow Responsibility form, signed and notarized.
6. Evidence that all municipal real estate taxes, charges and liens or assessments for local improvements for the property have been paid and are not delinquent.
7. Eighteen (18) copies of a list of all variances or waivers requested, citing the applicable ordinance section for each item on the list.
9. An affidavit of corporation or partnership interest pursuant to N.J.S.A. 40:55D-42, if applicable.
10. A W-9 Taxpayer Identification form.

SEVEN (7) DAYS PRIOR TO HEARING DATE:

Do not give notice until you are notified of the hearing date by the Board Secretary. You must follow the rules and regulations of the Board when giving your notice.

1. Two (2) copies of the AFFIDAVIT OF PROOF OF SERVICE form signed and notarized with attached receipt stubs for certified mail. (See Item II. Service on Owners).
2. Two (2) copies of the completed NOTICE OF HEARING TO PROPERTY OWNERS.
3. Proof of publication of the NOTICE OF HEARING form in the **Gloucester County Times**. You may provide such proof either by submitting the full page from the **Gloucester County Times** exhibiting the published NOTICE OF HEARING form or by securing an Affidavit of Publication from

the **Gloucester County Times**. If proof is not available by the required filing date, you must file the proof of publication immediately after it is available.

NOTICE OF HEARING FORM:

The form entitled "NOTICE OF HEARING" must be completed by the applicant and published and served on property owners.

I. COMPLETING FORM

Type or print legibly the following information on the form:

- A. The date of the hearing your application will be heard.
- B. After "Applicant" enter the name of the individual or entity filing the application.

After "Property Affected" enter the street address, if any, and the lot and block number from the tax map, of the property which is the subject of the application.

After "Nature of Application" enter a statement indicating that an application for a Minor Site Plan will be heard including variances as may be required. You must make this statement sufficiently precise so that all parties entitled to receive this notice are adequately informed concerning the nature of the application.

II. SERVICE ON PROPERTY OWNERS

A copy of the completed "NOTICE OF HEARING" form must be served, at least ten (10) days before the hearing date, on the owners of all real property located within 200 feet in all directions from the property which is the subject of the application.

A. The owners of real property, within 200 feet of the subject property, are determined by the current tax assessment lists, in the Township Office. You may secure this information by requesting in writing a certified list from the Tax Assessor. This list will be supplied within seven (7) days after submission of request and payment of a fee of \$10.00

B. The applicant must provide for service of the "NOTICE OF HEARING" form on all property owners within 200 feet by one of two methods:

- 1. Hand delivery to the property owner, and no one else. Property owner must sign a receipt.
- 2. Mailing the notice to the property owner by CERTIFIED MAIL, return receipt requested, to his address as shown on the tax assessment list.

The delivery or mailing of the notice may be done by the applicant or anyone over 18 years of age.

III. SPECIAL SERVICE REQUIREMENTS

A copy of the completed "NOTICE OF HEARING" form must be served at least ten (10) days

before the hearing date, by hand delivery or Certified Mail on the Clerk of an adjoining municipality, if your property is within 200 feet of the Township line.

If your property is adjacent to an existing or proposed county road or adjacent to county owned land or is within 200 feet of an adjoining municipality, service must be made on the GLOUCESTER COUNTY JOINT LAND USE BOARD, Administration Building, 1200 N. Delsea Dr., Clayton, NJ 08312.

If your property is adjacent to a State Highway, service must be made on the NEW JERSEY COMMISSIONER OF TRANSPORTATION, 1035 Parkway Ave., Trenton, NJ 08625.

If your property exceeds 150 acres or involves more than 500 dwelling units, service is to be made on the DIRECTOR OF DIVISION OF STATE AND REGIONAL JOINT LAND USE, DEPARTMENT OF COMMUNITY AFFAIRS, 329 West State St., P.O. Box 176B, Trenton, NJ 08625.

IV. PUBLICATION

A completed "NOTICE OF HEARING" form must be published by the applicant, at his expense, in the GLOUCESTER COUNTY TIMES (the Township's official newspaper). Publication must take place at least ten (10) days before the hearing date on which the application will be heard.

The GLOUCESTER COUNTY TIMES usually requires that the notice must be delivered to them two (2) days or more before the desired publication date. REMEMBER, that failure to publish the notice of hearing, or a late publication, will prevent a hearing on your application on the scheduled date.