

**HARRISON TOWNSHIP JOINT LAND USE BOARD**  
**PROCEDURES FOR SUBMITTING MINOR SUBDIVISIONS**

For a **fully conforming minor subdivision**, you must submit:

1. Eighteen (18) copies of the completed Harrison Township Land Development Application, signed and notarized.  
Four (4) copies of the completed Gloucester County Subdivision Application. Escrow Agreement form, signed and notarized.  
Certificate of Ownership of Applicant.  
Tax ID Number.  
County Tax Assessor written confirmation of block and lot numbers and street addresses.  
All others items required per the Land Development Review Checklist for a Minor Subdivision.
2. Application must be accompanied by:
  - A. 18 sets of plans for Harrison Township, signed and sealed,
  - B. 5 sets of plans for Gloucester County, signed and sealed,  
(23 sets in total with application)
3. If your minor subdivision application includes any bulk variances, you will be required to submit the Bulk Variance application and the additional application and escrow fees for a minor subdivision.
4. The applicant is to obtain from the County Tax Assessor's Office the correct block and lot numbers and street address for the proposed new and remainder lots, use the correct block and lot numbers and street address on the plan and **submit, with the application, written confirmation from the Tax Assessor that the block and lot numbers and street address have been approved.** (The deeds, when drawn, must show the approved block and lot numbers.) Contact the County Tax Assessor, Ms. Robyn Hammond-Glocker at (856)307-6445, for information on how to obtain your block and lot designations.
5. The following fees are to be included with the submission of the application:

**(A separate check is to be submitted for each fee.)**

  - A. Escrow Deposit: \$700.00 check payable to **Harrison Township**
  - B. Application Fee: \$175.00 check payable to **Harrison Township**
  - C. Fee as per application, payable to the **Gloucester County Planning Department.**
6. Proof that taxes or local assessments are paid on the property, which is the subject of the application, must be submitted. Copy of receipted bill or certification from Tax Collector is necessary to make the application complete. (Tax Collector is available Monday to Friday, 9:00 a.m. to 4:00 p.m.)
7. You may submit your application materials directly to the Gloucester County Planning Board, or the Joint Land Use Board Secretary will submit your application and fees to the Gloucester County Planning Department for their review.

8. When you receive notification from the Harrison Township Joint Land Use Board and the Gloucester County Planning Department of their approval of your application, have your attorney or engineer draw up the deeds to conform to the approvals.
9. The deeds must contain this phrase:  
“We, the undersigned Chairperson and Secretary of the Harrison Township Joint Land Use Board, hereby certify pursuant to N.J.S. 40:55D-47 that subdivision application for the within parcel of land was approved by the Harrison Township Joint Land Use Board on (Insert date), and memorialized by Resolution No. (Insert number) dated (Insert date).”
10. After the deeds have been prepared, submit the original deeds and original legal descriptions (signed and sealed) to the Joint Land Use Board Secretary. The Joint Land Use Board Solicitor and Engineer will review the deeds and legal descriptions for accuracy and conformity with the Joint Land Use Board approvals and the approved plans.
11. If the deeds and legal descriptions have any errors, they will not be signed. You or your representative will be notified to make the corrections and resubmit the corrected documents for further review. Additional escrow fees may be required for additional reviews.
12. Once the deeds are determined to be correct, they will be signed. You will be notified to pick them up.
13. You have 190 days from the date of the approving resolution to file your deeds with the County Clerk’s office.
14. It is the responsibility of the applicant to fully understand the procedures for the construction of a single family house in Harrison Township and the fees and costs, including the affordable housing obligation, involved in obtaining your subdivision approvals and building permits.
15. Please call Cyndi Quast, Joint Land Use Board Secretary, at 478-6522, if you have questions regarding the procedures to be followed.