

**ADMINISTRATIVE OR NON SUBSTANTIAL DESIGN CHANGES
HARRISON TOWNSHIP JOINT LAND USE BOARD**

The Joint Land Use Board may approve minor changes to conditions attached to an approved Subdivision or Site Plan as an administrative matter without public notice if it is determined by the Joint Land Use Board that the change requested is not a significant change to a substantial condition of the approval. The request for such a change must come from the individual or entity that holds the development rights to the parcel.

The following procedure shall be followed for consideration of such an administrative change:

- Submit eighteen (18) copies of a written statement detailing the requested change or changes to the office of the Joint Land Use Board.
- Submit eighteen (18) copies of the resolution memorializing the approval.
- Submit eighteen (18) copies of plans or diagrams (if appropriate) along with the statement. This plan must be reduced to no larger than a ledger size sheet and must also be submitted electronically as a pdf file.
- Pay the required Application fee and Review Escrow and submit a signed and notarized escrow agreement form.

The following fees must be paid prior to the requested change being considered:

Application fee:	\$100.00 (separate check)
Escrow fee:	\$500.00 (separate check)

All application materials, fees and escrow agreement (signed and notarized) must be submitted no less than 10 days prior to the anticipated hearing date.

A copy of Ordinance §34-44, which sets forth the procedures, is attached. Please call Cyndi Quast, Joint Land Use Board Secretary, if you have any questions.