

TOWNSHIP OF HARRISON JOINT LAND USE BOARD

PROCEDURES FOR SIGNING OF SUBDIVISION PLATS OR SITE PLANS

Contact Telephone Numbers:

Kevin Van Hise, Esq., Joint Land Use Board Solicitor – (609)436-1209
Hugh Dougherty, Pennoni Associates, Inc., Joint Land Use Board Engineer – (856)692-5081 x 2866
Robert Melvin, Group Melvin Design, Joint Land Use Board Planner – (856)251-9989 x 235
Brian Duffield, Township Solicitor – (856)478-9900
John Cantwell, Remington & Vernick, Township Engineer – (856)216-1890 x 1083
Cyndi Quast, Joint Land Use Board Secretary – (856)478-6522
Diane Malloy, Municipal Clerk – (856)478-4111 x 116

1. Review your resolutions of preliminary and final approval to ensure that you have complied with all of the conditions of approval, including the receipt of all outside agency approvals and permits.
2. Submit a cost estimate to the Joint Land Use Board Engineer for a bond estimate.
3. Send all documents to be reviewed by the Joint Land Use Board Solicitor to him with a letter itemizing your submissions and requesting that he begin a review of your documents. He will issue a written report to you after his review regarding any deficiencies or additional documentation that may be needed.
4. Submit the Deeds to dedicate the bed of the roadways to the Township directly to the Township Solicitor for his review and approval.
5. Submit one copy of the final plat and one copy of the final design (engineering) plan to the Joint Land Use Board Engineer. He will review the plat and the plan for conformance with the subdivision or site plan approvals and inform you if there are any deficiencies in your plans or if they conform.
6. Once the plats are verbally approved by the Joint Land Use Board Engineer, submit the correct number of plats to the Gloucester County Planning Board for their signature. The Harrison Township Joint Land Use Board will retain **2 Mylar** copies and **7 paper** copies of the plats. **The copies you require for filing and your records will be in addition to 2 Mylar and 7 paper copies which the Township will keep. Please submit a sufficient number of each to the County Planning Board in order to ensure that you will have enough copies of the signed plats.** After the Gloucester County Planning Board signs the plats, they must be delivered to the Joint Land Use Board Engineer for his signature.
7. Once the Joint Land Use Board Engineer approves your final design (engineering) plan, you must submit 10 full copies to him for signature. Two signed copies will be returned to you after they are signed by the Joint Land Use Board Chair and Secretary.
8. Please submit six (6) copies, reduced to ledger size, of the overall site layout plan (one sheet) to the Joint Land Use Board Secretary. This plan should include the street names and the access point(s) to the development or site plan.
9. Once you receive your bond estimate, contact the Township Clerk regarding the form of bond and procedure for submitting the bonds for the Township Solicitor's review.

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10. After the plats and plans have been signed by the Joint Land Use Board Engineer and the County of Gloucester (#5, 6 and 7 above), arrange for their delivery to the Township Joint Land Use Board office.
11. The Joint Land Use Board Solicitor will inform the Secretary when all of the documents are in order and a plat signing can be scheduled.
12. The Township Clerk will inform the Secretary when the bonds have been approved by the Township Solicitor.
13. Contact the Secretary of the Joint Land Use Board for the status of your review escrow account and any replenishment that may be necessary prior to plat signing. The inspection escrow must be posted prior to plat signing and/or a pre-construction meeting with the Township Engineer. Any outstanding review escrows must be paid current before the signed plats will be released by the Township.
14. The Joint Land Use Board Secretary will arrange for the Township Engineer and Clerk's signatures on the plats.
15. The plat signing will take place in the Township Municipal Building and will be scheduled at the earliest availability of the Joint Land Use Board Chair and Joint Land Use Board Solicitor.
16. You must bring two (2) fully signed copies of all of the documents which the Joint Land Use Board Solicitor has reviewed and approved. One set of the fully signed documents will remain on file with the Township. The other set must be filed with the County Clerk and recorded on the County Land Records once the Mayor and the Chairperson of the Joint Land Use Board have affixed their signatures to the appropriate documents.
17. Remember the Roadway deeds must be filed before any acquisition or construction financing lien document. These may not be subordinate to any other interest. If your approval includes a developer's agreement, that too must be filed prior to the plats and any other documents.
18. After the documents have been recorded, return one full set, showing the recording stamps, to the Joint Land Use Board Secretary with a cover letter listing all of the enclosed documents. A copy of the cover letter must be sent directly to the Joint Land Use Board Solicitor.
19. The plat signing may take up to an hour since the Township will attempt to have all Municipal signatures affixed at one time. Our goal is to finalize these details and send you off with fully signed plats and everything you need to meet the conditions of the approval.
20. If your subdivision plats are being signed by phase, you must follow the above procedures as necessary for your particular circumstances. You may want to consider recording all easements, restrictions, Homeowner's Association documents and other encumbrances with the first phase to stream line the review at the time the plats for the other phases are presented for signature.
21. If you have any questions, please do not hesitate to call the Joint Land Use Board Secretary or the Joint Land Use Board Solicitor for assistance.