

RULES AND REGULATIONS
OF THE HARRISON TOWNSHIP JOINT LAND USE BOARD

1. 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.

2. 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 Applicant by the Township and certified by the Tax Assessor may be no older than 60 days. Should the list be older than 60 days, a new list must be obtained as part of the application process.

3. Applicant must submit proof that Applicant has properly noticed those persons and entities entitled to notice under the law, to the Secretary of the Joint Land Use Board at least 7 days before the date of Applicant's public hearing. Applicant must submit the original certified mail receipts (white slips) properly postmarked by the Post Office, the original affidavit of publication, Applicant's affidavit of service, and the current list of property owners within 200'. Applicant must also submit those original certified mail return receipt cards (green cards) received by Applicant as of the date of the public hearing. They may be submitted to the Secretary at the public hearing.

4. 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 as the agenda permits.

5. At the discretion of the Chair, the Joint Land Use Board may hold two public portions at each meeting where any member of the public may be heard on any general topic. An individual comment will be limited in time to 3 minutes during these general public comment sessions in order to give as many members of the public as are present time to speak. Any person who addresses the Joint Land Use will be asked to give their name and address.

6. All comments on specific applications which are scheduled for public hearing should be made at the time of the public hearing on the application. In making a decision on any application, the Joint Land Use Board is required to consider the evidence presented at public hearing and the Applicant is entitled to cross examine or comment on the evidence presented to the Joint Land Use Board. For this reason, the Board requires that all comments on a given application be presented to the Board as part of the formal fact finding process. Each member of the public who appears to comment will be placed under oath or affirmation by the Board solicitor and will be required to state their name and address for the record. All proceedings will be recorded. An individual comment during a public hearing will be limited in time to 3 minutes in order to give as many members of the public as are present time to speak, unless otherwise directed by the Board chair or the Board solicitor. If time permits, members of the public may be permitted to speak more than once.

7. The Joint Land Use Board may not consider petitions or letters from persons not present at the hearing as evidence at the time of a public hearing. Although the Joint Land Use Board Secretary may accept these items and place them in the Township file on the application, the Joint Land Use Board is not permitted to review these items as part of the fact finding process nor may it base its decision on these items.

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8. All comments from members of the Board and the public shall be directed to the Chairman. Each person who wishes to speak shall raise their hand to be recognized by the Chair before speaking when possible. When a member of the public is recognized, please proceed to the microphone where the member of the public will be placed under oath before speaking. This procedure is designed to ensure an orderly hearing and to allow the tape of the proceedings to record all comments made with accuracy.

9. Any application which has been filed with the Board but which remains incomplete for a period of 6 months may be dismissed without prejudice by the Board. This dismissal will end the application and the matter will be considered terminated. This rule will permit the Board to maintain proper records and order in the proceedings before it and prevent the information which supports an application from becoming stale. Should there be any escrowed funds which have not been expended at the time of the dismissal, they will be refunded to the Applicant who signed the escrow agreement. Once an application is dismissed without prejudice a new application and new fees and escrows must be filed when or if the Applicant elects to proceed with the development project.