

**FAILURE TO COMPLETE ANY NECESSARY FORM, OR TO  
SUBMIT ANY REQUESTED INFORMATION, WILL RESULT IN  
THE APPLICATION BEING DEEMED INCOMPLETE.**

**HOW TO FILE YOUR BULK VARIANCE APPLICATION**

No later than 30 days prior to an anticipated hearing date, the Applicant must file with the Secretary of the Joint Land Use Board of the Township of Harrison, the following:

**30 DAYS BEFORE THE DESIRED HEARING DATE:**

1. Complete application as per the Bulk Variance Check List and as required by the Township Ordinances.

**TEN DAYS PRIOR TO THE MEETING DATE:**

1. Two (2) copies of the **AFFIDAVIT OF PROOF OF SERVICE** form signed and notarized with **attached postmarked receipt stubs for certified mail**. Make sure you use a current 200' Property Owners List\* certified within 60 days of the date of notice.
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 **SOUTH JERSEY 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.

\*A fee of \$10.00 shall be charged for the preparation of the two hundred (200) foot property list of current home owners, from the Assessor's Office (names and addresses) of the Township of Harrison and required by the Applicant in writing.

**NOTICE OF APPEAL**

The form entitled "NOTICE OF APPEAL" must be completed in detail by the Applicant, signed by all property owners and notarized.

- A. Type or print the required information.
- B. Section 2 – Give plot, lot and block number and street address on location line.
- C. Section 3 – If this is an appeal from an action of the Building Inspector or other municipal agent or agency, complete in detail.
- D. Section 4 – Cite sections and provisions of Zoning Ordinance from which relief is sought.

- E. Section 5 – Explain reasons and grounds for which action should be granted, be specific.

## **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. After “Applicant” enter the name of the individual or entity filing the application.
- B. After “Property Affected” enter the street address, if any, and the lot and block number from the tax map, of the property which is subject to the application.
- C. After “Nature of Application” enter a statement indicating the exact type of relief sought. 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 deliver 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 or her address as shown on the tax assessment list. **An Affidavit of Service with attached white certified receipts (postmarked by**

**the U.S. Post Office) must be provided to the Board Secretary ten (10) days prior to the meeting date.**

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 is to be made on the GLOUCESTER COUNTY PLANNING BOARD, Administration Building, Delsea Drive, Clayton, New Jersey 08312.

If your property is adjacent to a state highway, service must be made on the NEW JERSEY COMMISSIONER OF TRANSPORTATION, 1035 Parkway Avenue, Trenton, New Jersey 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 PLANNING, DEPARTMENT OF COMMUNITY AFFAIRS, 329 West State Street, P.O. Box 276B, Trenton, New Jersey 08625.

IV. PUBLICATION

A completed "NOTICE OF HEARING" form must be published by the Applicant, at his expense, in the SOUTH JERSEY 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 SOUTH JERSEY TIMES usually requires that the Notice must be delivered to them two (2) days or more before the desired date.

V. PLOT PLAN OR SKETCH OF PROPERTY

Ten (10) copies of the Proposed Conditions Plan and Floor Plan, signed and sealed by the appropriate professional, must be submitted with the NOTICE OF APPEAL.

VI. HEARING

All hearings are open to the public. You should be prepared to present relevant testimony, under oath, and relevant documentary evidence. You have the responsibility of showing that your application deserves to be approved.

If you fail to appear, the Board may dismiss your case and written notice will be sent to you of the dismissal.

Any interested party may cross-examine you or your witnesses and present testimony and evidence objecting to your appeal.

The Board may take up to 120 days, from the date of filing a complete application to make a decision.

A “bulk” variance requires a majority vote of the Board members present. A “use” variance requires five (5) affirmative votes, even where all seven (7) members of the Board are not present.

Upon memorialization of the resolution of decision by the Joint Land Use Board, it will publish a “NOTICE OF DECISION” in the SOUTH JERSEY TIMES and will furnish a copy of the decision to you or your attorney, if represented.

## VII. EXPIRATION OF VARIANCE

Any variance of the terms of the Zoning Ordinance granted by the Joint Land Use Board permitting the erection or alternation of any structure or structures, or permitting a specified use of any premises shall expire by limitation unless such construction or alteration shall have been actually commenced on each and every structure permitted by said variance, or unless such permitted use has actually been commenced, within one (1) year or if extended by the Board, 18 months from the date of publication of the notice of the judgment or determination of the Board; except, however, that the running of the period of limitation herein provided shall be tolled from the date of filing an appeal from the decision of the Joint Land Use Board to the governing body, or to a court of competent jurisdiction, until the termination in any manner of such appeal or proceeding.

**TOWNSHIP OF HARRISON  
NOTICE OF APPEAL  
(BULK VARIANCE)**

Date: \_\_\_\_\_

Appeal is hereby made by the undersigned for a special exception or variance from the terms of the Zoning Ordinance of the Township of Harrison.

Appellant: \_\_\_\_\_  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Phone No.) \_\_\_\_\_ (E-Mail Address)

Owner: \_\_\_\_\_  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Phone No.) \_\_\_\_\_ (E-Mail Address)

Attorney: \_\_\_\_\_  
\_\_\_\_\_  
(Address)  
\_\_\_\_\_  
(Phone No.) \_\_\_\_\_ (E-Mail Address)

Interest of appellant if not owner (agent, lessee, etc.):  
\_\_\_\_\_

1. Application relates to: (check applicable item or items)
- Lot Area \_\_\_\_\_ Setbacks \_\_\_\_\_ Existing Building \_\_\_\_\_
- Proposed Building \_\_\_\_\_ Other \_\_\_\_\_

2. Brief description of real estate affected:
- Location (Street address, Block and Lot Number): \_\_\_\_\_  
\_\_\_\_\_
- Lot Size: \_\_\_\_\_
- Present Use: \_\_\_\_\_



**LAND DEVELOPMENT FEE SCHEDULE  
HARRISON TOWNSHIP JOINT LAND USE BOARD**

Please refer to the Harrison Township Codified Ordinances §110-1 for the complete description of fees.

APPLICATION FEES	
Use Variance	\$350.00
Bulk Variance	\$250.00
Any other application pursuant to N.J.S.A. 40:55D-70	\$350.00
Sign Variance, independent of any other application	\$350.00
Conditional Use	\$450.00
Minor Subdivision	\$250.00
Preliminary Major Residential Subdivision	\$2,000.00 plus \$85.00 per residential unit for first 10 units and \$55.00 per unit after the first 10
Final Major Residential Subdivision	\$750.00 plus \$125.00 per unit
Preliminary Commercial or Industrial Major Subdivision	\$2,000.00 plus \$125.00 per acre
Final Commercial or Industrial Major Subdivision	\$2,000.00 plus \$125.00 per acre
Preliminary Major Site Plan	\$1,500.00
Final Major Site Plan	\$1,500.00
Minor Site Plan	\$550.00
Concept Plan *	\$550.00
Reinstatement of Lapsed Approval	\$400.00
Waiver of Site Plan	\$300.00
Administrative Design Change Request	\$150.00
ESCROW FEES	
Use Variance application	\$2,200.00
Any other application pursuant to N.J.S.A. 40:55D-70	\$1,500.00
Bulk Variance in conjunction with a site plan or subdivision application	\$1,200.00
Conditional Use	\$1,500.00
Minor Subdivision	\$1,500.00
Preliminary Major and again at Final Major Subdivision	\$500.00 per lot for the first 10 lots plus \$300.00 per lot for each additional lot after the first 10
Preliminary Major and again at Final Major Site Plan	\$1,500.00 per the 1 <sup>st</sup> acre or part thereof plus \$400.00 for each additional acre or part thereof
Minor Site Plan	\$1,200.00
Concept Plan *	\$2,500.00
Reinstatement of Lapsed Approval	\$500.00
Waiver of Site Plan	\$1,200.00
Administrative Design Change Request	\$800.00

**Note:**

**Multiple Development Approval Requests:** Where an application for development includes several approval requests, the sum of the individual required fees shall be paid.

\* **Note: §110-1.1 F.** – The amount of any fees for the concept review shall be a credit towards fees for review of the application for development.



### 200 FOOT ADJACENT PROPERTY OWNER LIST

Attached is the list of property owners within 200 feet of Block \_\_\_\_\_ Lot \_\_\_\_\_ that was requested by:

Name: \_\_\_\_\_  
Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Fee: (\$10.00 per block) \_\_\_\_\_ Paid: check# \_\_\_\_\_ cash \_\_\_\_\_

Please include the following Utility Companies on the list:

**Atlantic City Electric**  
**Mike Powers**  
**5100 Harding Highway**  
**Mays Landing, NJ 08330**

**Engineering Manager**  
**South Jersey Gas Co.**  
**1 South Jersey Plaza**  
**Hammonton, NJ 08037**

**New Jersey American Water Company Inc.**  
**1 Water Street**  
**Camden, NJ 08102**

**Construction Department**  
**Comcast Cable Co.**  
**901 West Leeds Avenue**  
**Absecon, NJ 08201**

**Verizon**  
**PO Box 16801**  
**Newark, NJ 08043**

If the above property listed also fronts on any State or County Highway, you must also notify the authorities below:

**NJ State Department of Transportation**  
**Planning Division**  
**P.O. Box 600**  
**Trenton, NJ 08625-0600**

**Gloucester County Dept. of Public Works**  
**Planning Division**  
**1200 N Delsea Drive**  
**Clayton, NJ 08312**

If the above property is within 200 feet of another municipality, you must also notify the Township Clerk of that municipality and request a 200' list of properties from that municipality.

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## ESCROW AGREEMENT

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**BETWEEN:** Developer/Applicant and Owner of Land

**AND:** The Joint Land Use Board of the Township of Harrison on behalf of the Township of Harrison

This is an agreement establishing the responsibility for the payment of escrow obligations to the Township of Harrison.

**NAME AND ADDRESS OF DEVELOPER/APPLICANT:**

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Telephone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

**NAME AND ADDRESS OF OWNER:**

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Telephone Number: \_\_\_\_\_ e-mail: \_\_\_\_\_

Block \_\_\_\_\_, Lot \_\_\_\_\_

1. Whenever a review fee shall be required the developer or applicant, together with the Joint Land Use Board, shall execute an agreement, in writing, with copies for each party providing the following as to escrow agreements:
  - (a) The agreement shall be signed by the developer and the Board at the time of the application.
  - (b) The subject matter of the application shall be specifically identified by lot and block designation as found on the Tax Map of Harrison Township.
  - (c) The full name of the applicant with applicant's address, telephone number and fax number shall be included.
  - (d) The purpose for the escrow shall be defined in accordance with the application.
  - (e) The agreement shall provide the developer's responsibility to maintain an adequate reserve of funds for the payment in accordance with the provisions of this subsection.

(f) In the event the escrow shall be deficient at any time the Board shall declare the application incomplete.

(g) Any excess funds remaining in the escrow fund after 45 days after final approval shall be returned to the applicant.

(h) If an applicant, or any person who has greater than a 10 percent interest in any legal entity which is an applicant, shall at any time have a deficient escrow account on any parcel within Harrison Township, such escrow account shall be brought current prior to the Joint Land Use Board considering any new application for development of any parcel or parcels within Harrison Township involving the person with the deficient escrow.

(i) In addition to the other remedies provided to the Board set forth herein, the applicant shall indemnify and reimburse Harrison Township for the attorney's fees and costs relating to the collection of all delinquent or deficient escrow balances. All escrow balances shall be considered deficient if they are not paid in full within twenty (20) days of notification from the Secretary of the Board.

2. If at any time the escrow fund is found to be insufficient to cover all reasonable fees for the required professional services, the applicant shall be notified, in writing, with an accounting of the fees, and the applicant shall within 20 days increase the fund as shall be determined by the reviewing Board. In the event the applicant shall fail to deposit the required fees, the reviewing Board shall be entitled to declare the application incomplete. Any excess funds in the escrow fund remaining 45 days after final action has been taken by the reviewing Board shall be returned to the applicant.

Sworn and subscribed to before  
me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

**HARRISON TOWNSHIP JOINT LAND USE BOARD**

\_\_\_\_\_  
Donna Schwager, Secretary

Sworn and subscribed to before  
me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

**OWNER**

\_\_\_\_\_  
Owner

Sworn and subscribed to before  
me this \_\_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_

**DEVELOPER/APPLICANT**

\_\_\_\_\_  
Developer/Applicant

AFFIDAVIT OF SERVICE

APPEAL NO.: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

STATE OF NEW JERSEY :

:SS

COUNTY OF \_\_\_\_\_ :

I, \_\_\_\_\_ being  
duly sworn according to law, depose and say:

1. At least ten (10) days prior to the hearing, in conjunction with the above captioned matter, I served a copy of the "Notice of Hearing" on all owners of property situate within or without this municipality or municipalities whose property or properties, as shown on said lists are located within 200 feet of the property to be affected by said application. Said Notice was given by sending registered or certified mail to the last known address of the property owner or owners, as shown by the most recent tax list of the municipality or by handing copy thereof to the said property owner, and no one else.

2. Indicated below or attached are the names and addresses of all owners or property and when they were served, personally or by mail.

\_\_\_\_\_  
(Signature of person making service)

Sworn to and Subscribed before  
me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20

\_\_\_\_\_

**SAMPLE NOTICE OF HEARING**

**TOWNSHIP OF HARRISON**

**NOTICE OF HEARING**

TAKE NOTICE, that a public hearing will be held before the Joint Land Use Board of the Township of Harrison at the Municipal Building, 114 Bridgeton Pike, Mullica Hill, New Jersey on Thursday, \_\_\_\_\_, 20\_\_ at 7:00 p.m. on the following application:

APPLICANT: \_\_\_\_\_  
\_\_\_\_\_

PROPERTY AFFECTED: ADDRESS \_\_\_\_\_  
BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

NATURE OF APPLICATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

and any and all variances and waivers as may be required by the Board.

A copy of the application and any relevant plans and supporting data is currently on file at the Municipal Building located at 114 Bridgeton Pike, Mullica Hill, New Jersey 08062, and may be inspected during regular municipal business hours, Monday through Friday, 8:00 a.m. to 4:00 p.m.