

**HARRISON TOWNSHIP PLANNING BOARD  
PRELIMINARY AND FINAL MAJOR SITE PLAN  
APPLICATION PACKET**

1. Your application packet for a preliminary and major site plan consists of the following:
  - Harrison Township Land Development Application
  - Gloucester County Site Plan Application and Submission Requirements
  - Fee Schedule
  - Escrow Responsibility Form
  - Taxpayer Identification Number
  - Affidavit of Ownership
  - Land Development Review Checklist
  - Environmental Impact Report Worksheet
  
2. All applications to the Harrison Township Joint Land Use Board (“board”) are governed by the Harrison Township Land Development ordinance (“ordinance”), New Jersey’s Municipal Land Use Law (N.J.S.A. 4-:55D-1, *et seq.*), the procedural rules specified herein, and all other applicable federal, state and local laws and regulations including, but not limited to those of the Harrison Township Sewerage Authority, Fire Departments, South Jersey Water Company, the Gloucester County Planning Board, the New Jersey Department of Environmental Protection (including wetlands and CAFRA regulations), and the New Jersey Department of Transportation. All applicants will be presumed to have knowledge of all regulations, laws and rules, and are therefore encouraged to consult with an attorney or otherwise become familiar with them. **The Board’s attorney represents the Board only, and cannot give legal advice to applicants.** Applicants may purchase a copy of the Ordinance Zoning Book from the Township Clerk.
  
3. All applications must be made using the forms supplied by the Joint Land Use Office. These forms include information checklists, which are required by the Ordinance. All information specified in the checklists applicable to each application must be provided (unless the subject of a waiver or variance request) in order for the application to be considered complete. The completed checklist worksheet must be part of your submission and each waiver or variance requested must be clearly stated, with a written reason to justify the waiver or variance. **“N/A” or “not applicable” are not appropriate responses for the checklist worksheet.**
  
4. The completed original and 12 copies of the application form and (8) full size (6) 11x17 sets of plans must be filed with Planning Office, together with the other documentation as indicated on the submission requirement form.
  
5. Within 45 days after the date an application is filed with the Joint Land Use Board, the Board will, at one of its regularly scheduled meetings, review the application with the Joint Land Use Board Engineer and Board Solicitor to determine whether the application is complete. The Board may grant or deny submission waivers upon completeness review. **No application will be determined to be complete unless and until all application and escrow fees have been paid in full. The Board will not consider or grant any request for waiver of application/escrow fees.**
  
6. If the Board determines an application to be complete, the Board will give the applicant written notice of completeness within the aforesaid 45-day period. Upon receipt of the completeness notice, the applicant should confer with the Joint Land Use Board Secretary (“Secretary”) to schedule the application for hearing at a regular Board meeting. If there is no response from an applicant within a reasonable time after completeness notification, and it appears to the Board that the application will not be heard at a regular or special meeting in sufficient time for the Board to take action as required by New Jersey law, the application will be denied. After completeness has been certified, the Board may

require such additional information from the applicant as it believes may be necessary to make an informed decision.

7. **Incomplete applications will not be scheduled for a hearing.** If the Board determines an application to be incomplete, the Board will give the applicant written notice of incompleteness within the aforesaid 45 day period, informing the applicant of the information and materials, which must be submitted to complete the application. The applicant may thereafter supplement the application to satisfy the deficiencies. The Board will conduct a subsequent completeness review within 45 days after any such supplemental submission.

8. If the application is an “application for development” pursuant to N.J.S.A. 40:55D-1 et seq., or pursuant to the determination of the municipal agency in question, the applicant must give notice which satisfies all the requirements of §34-29 et seq. and the rules and regulations of the Board. Seven (7) days prior to the hearing date, the applicant must file an original and two copies of the Affidavit of Proof of Service required in §34-29 et seq. affixed to a copy of the notice, the 200 foot property address list procured pursuant to §34-40 (see #9 below) and all certified mail receipts, as well as an original and two copies of the Affidavit of Publication from the South Jersey Times. **The notice must clearly specify all approval(s) being sought as part of the application, including any and all variances and conditional uses. Applicants must comply strictly with all notice requirements specified in this paragraph because, in the absence of such notice, New Jersey law provides that the Joint Land Use Board has no jurisdiction over, and therefore, cannot take action upon, applications for which such notice is required. Improperly noticed applications will not be heard. Notice must not be given until the Planning Board Secretary has confirmed the application hearing date.**

9. **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 you by the Township and certified by the Tax Assessor may be no older than 60 days from the date of the public hearing. Should the list be older than 60 days, a new list must be obtained as part of the application process.**

10. All corporate applicants must be represented throughout the application process by a New Jersey licensed attorney. Other applicants may proceed without legal counsel provided that in all such instances the applicant appears personally to testify at the application hearing(s). Although the applicant may present professionals such as surveyors, architects, engineers and realtors as witnesses to testify during the application hearing(s) (provided that their names, addresses, and areas of expertise are included in the list provided), such professional cannot legally “represent” the applicant.

11. The Board may, in its sole discretion, schedule, reschedule, postpone, adjourn or continue any application hearing as permitted by law. **The Board will not hear the application(s) of any applicant who has failed to replenish application escrows, or to pay any other amounts owed to the Township. The Board reserves the right to dismiss the application(s) without prejudice of any applicant who has failed to replenish application escrows, or to pay any other amounts owed to the Township.**

12. 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.

13. 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.

14. At the conclusion of the hearing, notice of the action by the Joint Land Use Board will be published in the official newspaper of the Township.

PLATE \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
LOCATION OF PROPERTY \_\_\_\_\_

**HARRISON TOWNSHIP, GLOUCESTER COUNTY, NJ  
LAND DEVELOPMENT APPLICATION**

**Please complete all sections of the application form and submit all items required by the Land Development Checklist for your application. If you are requesting a waiver for any item, you must submit written documentation in support of your waiver request. Any application that does not have all items submitted, or a waiver requested, will be deemed incomplete. N/A or Not Applicable is not an appropriate response.**

**Check all applicable boxes:**

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> New               | <input type="checkbox"/> Resubmission        | <input type="checkbox"/> Concept    |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Major Subdivision   |                                     |
| <input type="checkbox"/> Minor Site Plan   | <input type="checkbox"/> Major Site Plan     |                                     |
| <input type="checkbox"/> Site Plan Waiver  |  |                                     |
| <input type="checkbox"/> Preliminary       | <input type="checkbox"/> Amended Preliminary | <input type="checkbox"/> Final      |
| <input type="checkbox"/> Residential       | <input type="checkbox"/> Commercial          | <input type="checkbox"/> Industrial |

Other (please describe) \_\_\_\_\_

Zone Designation \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Applicant is a:  Corporation  Partnership  Individual

\* See Disclosure Statement included in the application packet.

Owner's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

All titled owners of the property must sign the application evidencing their consent to the application. Please attach a separate sheet for signatures, if necessary, and provide a copy of the current deed of ownership.

Attorney's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

PLATE \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
LOCATION OF PROPERTY \_\_\_\_\_

**HARRISON TOWNSHIP, GLOUCESTER COUNTY, NJ  
LAND DEVELOPMENT APPLICATION**

Engineer's Name \_\_\_\_\_  
Address \_\_\_\_\_

Phone Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

For Site Plans:

Commercial       Industrial       Other

Land to be developed \_\_\_\_\_ acres

Building size \_\_\_\_\_ # parking spaces \_\_\_\_\_

Proposed use \_\_\_\_\_

For Residential:

Area of entire tract \_\_\_\_\_ acres

Portion to be subdivided \_\_\_\_\_

# of lots created \_\_\_\_\_ # of units planned \_\_\_\_\_

Proposed use \_\_\_\_\_

Does the application require any variances? \_\_\_\_\_

Does the application require any conditional uses? \_\_\_\_\_

Please attach a separate sheet with a complete description of the variances requested and the reasons for relief. Please attach a statement as to the ways in which your project satisfies the requirements of the conditional uses. Your statements should cite the applicable Ordinance(s). Include the appropriate fees in your application and escrow fees.

Does the site front on a county road? \_\_\_\_\_ Route # \_\_\_\_\_

Does the site front on a state road? \_\_\_\_\_ Route # \_\_\_\_\_

Is the Site within 200 feet of another municipality? \_\_\_\_\_ Name \_\_\_\_\_

List all outside agencies to which application has been made regarding the proposed development: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby consent to the filing of this application and consent to allowing Township representatives to perform on site visits. (Both signatures are required.)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

\_\_\_\_\_  
Notary Public

**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.

## 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

# Request for Taxpayer Identification Number and Certification

Give form to the  
requester. Do not  
send to the IRS.

Print or type  
See Specific instructions on page 2.

Name	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶ .....	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code	
List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). **However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2.** For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 2.

Social security number								
or								
Employer identification number								

**Note:** If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)

Sign Here	Signature of U.S. person ▶	Date ▶
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### Purpose of Form

A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**Use Form W-9 only if you are a U.S. person** (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

**If you are a foreign person, use the appropriate Form W-8.** See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

**Note:** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 30% of such payments after December 31, 2001 (29% after December 31, 2003). This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will **not** be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester, or
2. You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
3. The IRS tells the requester that you furnished an incorrect TIN, or
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions on page 2 and the separate **Instructions for the Requester of Form W-9.**

### Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

**Name.** If you are an individual, you must generally enter the name shown on your social security card. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first and then circle the name of the person or entity whose number you enter in Part I of the form.

**Sole proprietor.** Enter your **individual** name as shown on your social security card on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name" line.

**Limited liability company (LLC).** If you are a single-member LLC (including a foreign LLC with a domestic owner) that is disregarded as an entity separate from its owner under Treasury regulations section 301.7701-3, enter the owner's name on the "Name" line. Enter the LLC's name on the "Business name" line.

**Other entities.** Enter your business name as shown on required Federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name" line.

**Exempt from backup withholding.** If you are exempt, enter your name as described above, then check the "Exempt from backup withholding" box in the line following the business name, sign and date the form.

Individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends. For more information on exempt payees, see the Instructions for the Requester of Form W-9.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**Note:** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

### Part I—Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box.

If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see **How to get a TIN** below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are an LLC that is disregarded as an entity separate from its owner (see **Limited liability company (LLC)** above), and are owned by an individual, enter your SSN (or "pre-LLC" EIN, if desired). If the owner of a disregarded LLC is a corporation, partnership, etc., enter the owner's EIN.

**Note:** See the chart on this page for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office. Get Form W-7,

Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can get Forms W-7 and SS-4 from the IRS by calling 1-800-TAX-FORM (1-800-829-3676) or from the IRS Web Site at [www.irs.gov](http://www.irs.gov).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Writing "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

### Part II—Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 3, and 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). Exempt recipients, see **Exempt from backup withholding** above.

**Signature requirements.** Complete the certification as indicated in 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA or Archer MSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to give your correct TIN to persons who must file information returns with the IRS to report interest, dividends, and certain other income paid to you, mortgage interest you paid, the acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA or Archer MSA. The IRS uses the numbers for identification purposes and to help verify the accuracy of your tax return. The IRS may also provide this information to the Department of Justice for civil and criminal litigation, and to cities, states, and the District of Columbia to carry out their tax laws.

You must provide your TIN whether or not you are required to file a tax return. Payers must generally withhold 30% of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to a payer. Certain penalties may also apply.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>3</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>3</sup>
5. Sole proprietorship	The owner <sup>3</sup>
For this type of account:	Give name and EIN of:
6. Sole proprietorship	The owner <sup>3</sup>
7. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
8. Corporate	The corporation
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
10. Partnership	The partnership
11. A broker or registered nominee	The broker or nominee
12. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name, but you may also enter your business or "DBA" name. You may use either your SSN or EIN (if you have one).

<sup>4</sup> List first and circle the name of the legal trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.





HARRISON TOWNSHIP  
ENVIRONMENTAL IMPACT REPORT

The purpose of this worksheet is to assist the Harrison Township Joint Land Use Board and Environmental Commission in determining the environmental impact of a proposed project. The Board and Commission will review the information as part of the preliminary/final EIR requirements. If the information supplied is insufficient or a high potential for an adverse environmental impact exists, then additional details on specific environmental parameters may be requested.

Please answer all questions and, where more space is needed, attach additional pages.

1. **NAME OF APPLICANT:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_
2. **NAME OF PROPERTY OWNER:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_
3. **BLOCK AND LOT NUMBER:** \_\_\_\_\_
4. **ATTORNEY:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_
5. **ENGINEER:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_
6. **ENVIRONMENTAL CONSULTANT:** \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Telephone No.: \_\_\_\_\_
7. **NAME OF DEVELOPMENT:** \_\_\_\_\_
8. **TYPE OF DEVELOPMENT:** \_\_\_\_\_
9. **APPLICATION NUMBER:** \_\_\_\_\_  
(This will be assigned by the Secretary after you submit your application.)
10. **APPLICATION STATUS:** ( ) Preliminary ( ) Final
11. **LOCATION OF PROPOSED PROJECT:** \_\_\_\_\_  
\_\_\_\_\_
12. **AREA OF PROJECT:** \_\_\_\_\_ acres;

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13. **GENERAL PLAN AND DESCRIPTION OF PROPERTY AND PROPOSED USE OF SITE:**

Describe the project, specifying what is to be done during construction and operation.

Preliminary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Final: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

14. **GENERALLY DESCRIBE THE PRESENT USE OF THE SITE:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

15. **ENVIRONMENTAL ASSESSMENTS**

15 a. Findings:

- (1) It is in the best interest of the township and its residents to require that preliminary assessments be submitted with those applications for development designated in Subsection B below.
- (2) Such preliminary assessments should provide a history of the site, the prior uses of the land, past and current owners and the potential pollution-related effects of such uses on the property.

15 b. Assessment required.

As part of and as a condition for approval for each application for preliminary major subdivision and preliminary major site plan approval, the developer shall submit a preliminary assessment.

15 c. Contents of assessment.

The preliminary assessment shall conform to the New Jersey Department of Environmental Protection and Energy's Technical Requirements for Site Remediation (N.J.A.C. 7:26E) and with industry standards for Phase I Environmental Site Assessments (ASTM Designation: E1527-93) and ASTM Standards for Transaction Screening (ASTM Designation: E1528-93). The

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preliminary assessment should be performed by qualified firms or individuals, and a preliminary assessment report must be submitted to the township at the time that applications for development are submitted. The applicant shall submit 4 copies to the review board. The minimum required scope of work for the preliminary assessment will include:

- (1) Records review.
- (2) Site reconnaissance.
- (3) Interviews.
- (4) Preparation of report.

15 d. Review of regulatory agency file data, environmental reports, aerial photographs and property ownership records:

File data and existing reports should be reviewed to determine if any existing documents show that the site was used for waste disposal or burial and to determine if the site has previously been identified as a suspected source or receptor of contamination. The minimum documents that should be reviewed for this requirement include, but are not limited to:

- (1) Environmental Protection Agency (EPA) and State of New Jersey databases. The EPA and state database should be reviewed to determine if National Priority Lists (Superfund NPL) or state superfund sites or other alleged contamination sites are located within the minimum search distance as specified within the ASTM standards.
- (2) Historical aerial photographs. If available, aerial photographs from the 1940's to current periods should be reviewed and submitted with the report. The photographs will be inspected for signs of landfills, excavations, vegetation stress or other features indicative of contamination, both on and adjacent to the site. The preferred scale of the photographs is one inch equals two hundred feet (1"=200'), and stereoscopic pairs are recommended.
- (3) A copy of the full title report and all property owners from 1940 to the present.
- (4) Local and county files of the health, zoning, construction code, environmental, police and fire departments.

15 e. Site inspection:

The environmental consultant shall physically inspect the site. The consultant should collect information on these subjects, as appropriate, to identify past or current practices which could cause soil or groundwater contamination or which could cause contamination in any structures at the property, including but not limited to:

- (1) Past and current materials use.
- (2) Storage, handling and disposal of wastes at the subject property, as applicable.
- (3) The number and location of chemical storage containers, such as drums and storage tanks, and the materials stored in them.

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- (4) Transformers and capacitors at or directly adjacent to the property for signs of leaks, spills and fires.
- (5) The properties and structures around the site to document evidence of obvious and severe impacts from the adjacent properties on the subject property. Examine exterior of adjacent buildings and grounds of adjacent properties for evidence of staining and spills.

15 f. Interviews:

The environmental consultant shall conduct interviews with local government officials, occupants and adjoining property owners relative to obtaining information indicating recognized environmental conditions in connection with the property. The interviews shall generally confirm:

- (1) The prior uses of the property.
- (2) Conditions or events related to environmental conditions.
- (3) Questions about helpful documents.
- (4) Prior assessments.
- (5) Proceedings involving the property.

15 g. Report:

The environmental consultant should prepare a report that includes, but is not limited to:

- (1) A description of the physical site, including a description of the adjoining site history and the surrounding land use.
- (2) A United States Geological Survey (USGS) topographic map indicating the location of the site.
- (3) A site map showing slopes, ponds, streams, flood hazard areas, wetlands, water tables, and other environmentally sensitive areas.
- (4) A list of all hazardous substances or wastes that are or were at the site.
- (5) A description of past and present production processes, including water use, disposal discharge and storage practices and containers.
- (6) A list of the environmental reports, permits and background documents reviewed.
- (7) A list of interviewees and their specific comments identified by each interviewee.
- (8) A discussion of causes of environmental concern, as applicable, such as underground storage tanks, PCB's, historic pesticide use, historic landfills, asbestos and other applicable environmental hazards.
- (9) Statements regarding the presence of wells on-site, and a statement regarding the presence or past presence of septic systems or other subsurface disposal systems, results of any water or soil testing and seasonal water tables.
- (10) The results of contact with regulatory agencies concerning potential contaminated sites in the site vicinity.
- (11) Prints of all aerial photographs.
- (12) A table that indicates the dates of property ownership from 1940 to the present and the corresponding property use(s) for those years, if known.

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- (13) A description of the methods of disposal of solid waste generated at, stored at, transported to or disposed of at the subject site.
- (14) A discussion of potential contamination in the soil and groundwater of the site.
- (15) A description of past remedial operations, including results, sampling and testing data.
- (16) A description of the passive or active radon collection and removal systems planned. Note that Harrison Township is a Tier 1 Radon community and the components of an active system are to be installed at the time of construction. Activation will depend upon testing for Radon. *(Note that all new houses in Harrison are built with a passive radon system installed. The new owner can elect to have radon testing done and system activated.)*
- (17) All trees within the area of disturbance must be identified on the site map, and a list showing the number and species of such trees having a diameter as per ordinance must be provided.
- (18) A list of all federal, state and local environmental permits, past and present, for which this project has applied, or which have previously been obtained for the site, and the status of each permit.
- (19) A list of all administrative, civil and criminal enforcement actions for alleged violations of environmental laws and regulations, including their resolution.
- (20) The resume, or curriculum vitae, of the individuals who performed the preliminary assessment.

15 h. Preparer qualifications:

The individuals who conduct the preliminary assessment shall be environmental professionals, as defined within the ASTM Standard. Individual qualifications must show that the person(s) conducting the preliminary assessment are qualified to conduct environmental assessments based on education and previous project experience. The resume or curriculum vitae should indicate that the assessor has knowledge of current investigative techniques and standards.

15 i. Insurance:

The firm or individual conducting the preliminary assessment shall carry \$1,000,000 in professional liability insurance.

15 j. Preliminary assessment approval; escrow:

The developer shall provide his/her own preliminary assessment report and appropriate escrow for the township professionals for review of the preliminary assessment.

15 k. Waiver:

All requests for waiver of requirements of the preliminary assessment shall be forwarded to the township development review board having jurisdiction of the application. The request for waiver shall include justifications for relieving the standards.

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15 l. Environmental Commission:

The secretary of the township development review board having jurisdiction of the application shall forward an informational copy of each preliminary assessment to the Harrison Township Environmental Commission.

15 m. Further requirements:

Upon review of the preliminary assessment by the development review board engineer and upon the recommendation of such engineer, the development review board may require such other studies, tests or environmental treatments and remedies as may be determined reasonable and necessary for the environmental safety and security of the site, including, but not limited to a site investigation in accordance with N.J.A.C. 7:26E, Cleanups or other remedies.

**16. ASSESSMENT OF ENVIRONMENTAL IMPACT OF PROJECT**

16 a. An assessment supported by environmental data of the environmental impact of the project upon the factors described above, shall be submitted and shall include an evaluation of water use, liquid and solid waste disposal and the effects of liquid and solid waste on the quality and quantity of surface and groundwater. All potential impacts are to be defined to include but not be limited to:

- (1) Impact on geological and soil stability.
- (2) Impact on soil erodibility.
- (3) Impact on groundwater, the aquifer and the aquifer recharge area.
- (4) Impact on streams and lakes within or adjacent to the site whether man-made or natural, and other environmentally sensitive areas.
- (4) Impact on vegetation and wildlife on-site.
- (5) Impact on historic or archaeological features on-site as listed on the Federal or State registry.
- (6) Displacement of families and individuals.

16 b. Any data submitted by the applicant with the application or to other agencies, including but not limited to the DEP, the Gloucester County Board of Health, and the Gloucester County Soil Conservation Service, having jurisdiction over one (1) or more of the environmental elements specified in this section shall be accepted by the Board as fulfilling the data requirements of this Article, to the extent applicable.

**17. MITIGATION MEASURES**

17 a. Describe methods that will be used during and after construction to avoid or minimize adverse environmental impacts associated with the project. Include the following factors in your evaluation:

- (1) Unusual environmental impacts and damages to natural resources both on the project tract and in the area affected.
- (2) A description of steps to be taken to minimize such impacts during construction and operation, with particular emphasis upon air or water pollution. Appropriate maps, schedules and other explanatory data as may

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be needed to clarify the actions to be taken shall accompany the description of steps to be taken.

- (3) Increase in noise.
- (4) Damage to plant, tree and wildlife systems.
- (5) Displacement of people and businesses.
- (6) Displacement of existing farms.
- (7) Increase in sedimentation and siltation.

17 b. Alternatives: The applicant may be required to provide a statement of alternatives to the proposed project, consistent with the zoning on the site, which might void some or all of the unusual environmental effects of the proposed project. The statement shall include the reasons for the acceptability or nonacceptability of each alternative.

**18. ADVERSE IMPACTS WHICH CANNOT BE AVOIDED**

List all adverse environmental impacts that will be caused by the proposed development, including the construction phase and post-development. Short-term impacts should be distinguished from long-term impacts. Reversible impacts should be distinguished from irreversible impacts. Any impacts on critical areas which include, but are not limited to, the woodlands, streams, floodways, wetlands, steep slopes, areas of high water table, prime aquifer recharge areas and mature stands of native vegetation, should specify the type of critical area involved, the extent of the area to be affected and the extent of similar areas to the site which will not be affected.

**19. INDEMNIFICATION:**

The applicant hereby indemnifies the Township of Harrison, the Joint Land Use Board of the Township, the Township professionals, their agents, servants and workmen, from any and all liability, claim, loss, expense, lien, demand, and/or cause of action of any kind which arises from a claim for personal injury, property damage, or property value diminution as a result of the testing, assessment and/or activities associated with the completion of this preliminary assessment and its findings. This indemnity shall include but not be limited to fines, penalties, attorney's fees, costs of litigation, disbursements and any other costs incurred by the Township of Harrison, the Joint Land Use Board and its agents.

**20. AFFIDAVIT TO BE TAKEN BY THE APPLICANT AND THE PRINCIPAL OF THE COMPANY WHO PERFORMS THE ENVIRONMENTAL ASSESSMENT FOR THE APPLICANT.**

I aver that I have personally examined the information submitted in support of this application, including but not limited to all reports, documents, test results and information. Further, I have made a full inquiry of those individuals immediately responsible for the testing and gathering of information. I aver that the information contained herein is true, accurate and complete. I acknowledge that if any information contained herein or any of the statements I have made are

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willfully false, I am subject to punishment. I acknowledge that there are significant civil penalties for submitting false inaccurate or incomplete information and that I am committing a crime of the fourth degree if I willfully make a false statement. I am also aware that if I knowingly direct, permit or authorize the violation of any statute, I shall be personally liable for civil or criminal penalties.

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

\_\_\_\_\_  
Signature of Affiant

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LAND DEVELOPMENT REVIEW CHECKLIST - 2010

Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
1	Land Development Review Application	YES	YES	YES	YES	YES	YES	YES
2	Affidavit of Ownership of the applicant	YES	YES	YES	YES (if changed from preliminary)	YES	YES	YES (if changed from preliminary)
3	Variance Application or Waiver Request with statement in support of each waiver and summary of waivers and variances on coversheet of plans		YES	YES		YES	YES	
4	List of Applications made, or to be made, to other Review Agencies Necessary for Approval, if Applicable		YES	YES	YES	YES	YES	YES
5	Application Fee	YES	YES	YES	YES	YES	YES	YES
6	Escrow Fee for Engineering, Planning, & Legal;	YES	YES	YES	YES	YES	YES	YES
7	Escrow Responsibility Form, Signed and Notarized; Tax ID Number	YES	YES	YES		YES	YES	
8	Proof of Current Tax Payment	YES	YES	YES	YES	YES	YES	YES
9	Name, Address & Notarized Signatures of All Titled Owners & Applicants on the Township Application Form	YES	YES	YES	YES	YES	YES	YES
10	Name, Signature, License no., Seal, & Address of Engineer, Architect, Planner, Landscape Architect or Land Surveyor	YES	YES	YES	YES	YES	YES	YES
11	Title Block Denoting Type of Application, Tax Map Sheet, County, Municipality, Block & Lot, & Street Address	YES	YES	YES	YES	YES	YES	YES
12	Location of Site on Official Tax Map at a scale of 1" = 1,000'	YES	YES	YES	YES	YES	YES	YES
13	Site Location Indicated on Official Zoning Map including Zone designations for all abutting parcels at a scale of 1" = 1,000'	YES	YES	YES	YES	YES	YES	YES
14	Schedule of Required Zoning Regulations, & Project's Conformance	YES	YES	YES	YES	YES	YES	YES
15	Signature Block for Board Chair, Secretary, Board Engineer, Township Engineer and Municipal Clerk				YES			
16	Signature Block for Board Chair, Secretary, Board Engineer and Municipal Clerk		YES			YES		YES

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LAND DEVELOPMENT REVIEW CHECKLIST - 2010

Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
17	Certified, Sealed Existing Conditions Survey with date of Field Survey (date of field survey must be less than one year from application date)		YES	YES	YES	YES	YES	YES
18	Certification Blocks per the Map Filing Law				YES			
19	North Arrow Oriented between the Top and Right Side of the Sheet, Scale & Graphic Scale, Reference Meridian	YES	YES	YES	YES	YES	YES	YES
20	Subdivision Plat on One (1) of Four (4) Standard Sheet Sizes at a Scale no less than 1" = 100'		YES	YES	YES			
21	Monumentation per the Map Filing Law		YES		YES			
22	Plan Delineation with Metes & Bounds Description Showing Dimensions, Bearings, Curve Data, Length of Tangents, Radii, Arcs, for Rights-of-Way, Sight Triangles, Basin Lots, Easements, Restrictions,		YES		YES	YES		YES
23	Metes and Bounds Descriptions showing wetlands and wetland buffers		YES		YES	YES		YES
24	Development Suitability Map and Proposed Development Name			YES			YES	
25	Site Plan at a Scale no less than 1" = 50'	YES				YES	YES	YES
26	Acreage of Tract to Nearest Tenth Acre	YES	YES	YES	YES	YES	YES	YES
27	Dates of Original Drawings and all Revisions	YES	YES	YES	YES	YES	YES	YES
28	Size & Location of Existing or Proposed Structures & their Dimensioned Setbacks, Location of Structures within 200' of the property lines, and Building Setback Lines	YES (GENERAL)		YES	YES	YES	YES	YES
29	Size & Location of Existing or Proposed Structures & their Dimensioned Setbacks, Location of Structures within 50' of the property lines, and Building Setback Lines		YES					
30	All Proposed Lot Lines, Number of Lots & Area of Lots in Square Feet & Lot Coverage in Square Feet	YES	YES	YES	YES	YES	YES	YES
31	Plan Delineation of any Existing or Proposed Deed Restriction, Protective Covenant, Recorded Easements, Proscriptive Easements, and Rights-of-Way		YES	YES	YES	YES	YES	YES

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Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
32	Copy of the Text of any Existing Deed Restriction, Protective Covenant, Recorded Easements, Private Access or Use Agreements, and Rights-of-Way		YES	YES		YES	YES	
33	Plan Delineation of any Proposed Development Phasing or a note on the Plan indicating "No Phasing Proposed"			YES	YES		YES	YES
34	Location & Dimensions of any Existing or Proposed Streets within 200' of the property lines	YES		YES	YES	YES	YES	YES
35	Location & Dimensions of any Existing or Proposed Streets within 50' of the property lines		YES					
36	Property Owners & Lot Lines within 200' in Correct Location to Subject Parcel shown on the Plans		YES	YES		YES	YES	
37	The Location & Extent of Water Courses or Bodies, Freshwater or Riparian Wetlands, Floodplains, or other Environmentally Sensitive Areas	YES	YES	YES	YES		YES	YES
38	Boundary, Limits, Predominant Genera, & Extent of Wooded Areas, the Specific Location of Trees in Construction Area of a size per ordinance shown on the plans			YES		YES	YES	
39	Location, Extent & Type of Soil Permeability, Seasonal High Water Table, & Limitations for Construction of Septic Systems if project proposes septic systems		YES	YES		YES	YES	
40	Soil Borings to Determine Soil Characteristics & Ground Water Levels			YES		YES	YES	
41	Grading Plan with Existing & Proposed 1 Foot Contour Intervals Based on U.S.G.S. Datum, Extending 200' Beyond Property Boundary, at a scale of no less than 1"=50'			YES	YES		YES	YES
42	Spot Evaluations at all Property Corners & Structures, Existing & Proposed First Floor Elevations (if buildings are to be demolished, then first floor not required)			YES	YES	YES	YES	YES

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Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
43	Existing & Proposed Drainage System, Including any Larger Parcel of which the Site is a Part, Depicted on Drainage Divide Map			YES	YES		YES	YES
44	Drainage Calculations Conforming to NJDEP Standards for Post-Construction Runoff			YES	YES	YES	YES	YES
45	Existing & Proposed Utilities, Including Sanitary Sewer, Storm Water Management, Water, Electricity, Cable Television, Gas & Telephone, with Profiles, Details, & Connections			YES	YES	YES	YES	YES
46	Soil Erosion & Sediment Control Plan Conforming to SCD Criteria			YES	YES	YES	YES	YES
47	Road Construction Details, Including Cross-Sections, Profiles, Curbing, Sidewalks, Paving, whether on Site or Off			YES	YES		YES	YES
48	Circulation Plan for Vehicles, Pedestrians, & Bicyclists Including Access, Parking, Loading, & Relation to Surrounding Development	YES		YES	YES		YES	YES
49	Parking Plan Indicating Spaces, Size & Type, Aisle Width, Curb Cuts, Drives, & Driveways, with Dimensions	YES		YES	YES	YES	YES	YES
50	Fire Protection Information, Including Hydrants, Fire Zones, Dry Fire Lines if applicable, & Special Traffic Constraints			YES	YES		YES	YES
51	Traffic Control Signs, & Directional Signs			YES	YES	YES	YES	YES
52	Site Identification Signs				YES	YES		YES
53	Tax Assessor Assigned Block & Lot Numbers & Street Addresses per ordinance		YES		YES	YES		YES
54	Solid Waste Management Plan, Including Provisions for Recycling, Schedule of trash pick-up, per ord.			YES		YES	YES	
55	Lighting Plan with Location & Type of Exterior fixtures, Wattage, Isolux Footcandle Lines at Grade, Anchoring Method, & Details			YES	YES	YES	YES	YES
56	Landscape Plan with Existing & Proposed Location & Type of Plant Material Graphically Shown at 10 Years Growth, Including Grassed Areas & Mulch Bed Lines			YES	YES	YES	YES	YES

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Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
57	Plant Schedule with Plant Key, Quantity, Size, Common & Botanical Name, Spacing, Root Ball Specifications, Planting Notes and Details Conforming to American Nursery and Landscape Assoc.			YES	YES	YES	YES	YES
58	Sight Triangle Easements		YES	YES	YES	YES	YES	YES
59	Preliminary Architectural Elevations Including Perspectives & Floor Plans, Type of Building Proposed, Including conformance to Community Architectural Design Ordinance					YES	YES	YES
60	Fiscal Impact Population Projection for School Age Children, Costs of Providing Local Government Services & Revenues to be Generated from Development to be provided in hard copy and electronic PDF file			YES			YES	
61	Environmental Impact Worksheet to be provided in hard copy and electronic PDF file			YES			YES	
62	Traffic Impact Report Including Traffic Generation & Assignment, Analysis of Impact & Mitigation Measures to be provided in hard copy and electronic PDF file			YES			YES	
63	Certification by Township Sewer Engineer that Adequate Sewerage Capacity is Available for Project		YES	YES		YES	YES	
64	Storm Water Outfall and three property corners shown in NJ State Plane Coordinates			YES	YES		YES	YES
65	Net Soil Fill Quantity shown on Plans (Import or Export)			YES	YES	YES	YES	YES
66	Deeds to convey ROW's, site triangles, basin lot, open space lot, easements, restrictions, wetlands, wetland buffers and legal descriptions defined in metes and bounds				YES	YES		YES
67	Approval of Municipal Agencies including, but not limited to: Fire Commissioners; Sewer Authority; Historic Preservation Commission if the site is in the Historic District; as applicable		YES		YES	YES		YES

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 LAND DEVELOPMENT REVIEW CHECKLIST - 2010

Item #	Submission Requirement	Sketch - Concept Plan	Minor Subdivision	Preliminary Major Subdivision	Final Major Subdivision	Minor Site Plan	Preliminary Major Site Plan	Final Major Site Plan
68	Approval from County Tax Assessor and County 9-1-1 Coordinator for Street Names and 9-1-1 Addresses		YES		YES			YES
69	Cover Sheet, Existing Conditions Plan, Proposed Conditions Plan, Architectural Elevations if applicable - 4 hard copies plus PDF files provided on disc			YES	YES	YES	YES	YES

**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. The Joint Land Use Board schedules 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.

**RULES AND REGULATIONS**  
**OF THE HARRISON TOWNSHIP JOINT LAND USE BOARD**

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.