

HARRISON TOWNSHIP PLANNING BOARD  
MINOR SITE PLAN REVIEW  
APPLICATION PROCEDURE

**FAILURE TO COMPLETE ANY NECESSARY FORM WILL RESULT IN THE HEARING BEING POSTPONED.**

**HOW TO FILE YOUR APPLICATION:**

The applicant must file with the Secretary of the Joint Land Use Board of the Township of Harrison the following submission materials:

1. Ten (10) copies of completed application form, signed and notarized by the applicant and all titled property owners.
2. Seven (7) Full - Seven (7) 11x17 copies of the proposed site plan
3. Four (4) copies of any protective covenants or deed restrictions applying or to be applied to the subject site.
4. Required fees:                   \$550.00 Application Fee. (separate check)  
  \$1,200.00 Escrow Fee. (separate check)
5. One (1) copy of the completed Escrow Agreement form.
6. Evidence that all municipal real estate taxes, charges and liens or assessments for local improvements for the property have been paid and are not delinquent.
7. Ten (10) copies of a list of all variances or waivers requested, citing the applicable ordinance section for each item on the list. If Bulk Variances are requested as part of the application, the bulk variance application form must be completed and the additional fees paid.
8. Certification of corporation or partnership interest pursuant to N.J.S.A. 40:55D-42, if applicable.
9. W-9 Taxpayer Identification form.
10. You must file your application yourself with any outside agencies that may be required, including Gloucester County Planning Department.

**NOTICE OF HEARING FORM: (Do not give notice until you receive a letter from the Joint Land Use Board Secretary with the date of your scheduled hearing.)**

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. The date of the hearing your application will be heard.
- B. After "Applicant" enter the name of the individual or entity filing the application.

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.

After "Nature of Application" enter a statement indicating the nature of the application including particulars regarding any variances applied for.

**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 delivery 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 the address as shown on the tax assessment list.

The delivery or mailing of the notice may be done by the applicant or anyone over 18 years of age.

### III. 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 publication date.

REMEMBER, that failure to publish the notice of hearing, or a late publication, will prevent a hearing on your application on the desired date.

#### **PROOFS OF NOTICE:**

The following must be submitted to the Planning Board Secretary prior to your hearing:

1. Two (2) copies of the AFFIDAVIT OF PROOF OF SERVICE form signed and notarized with attached receipt stubs for certified mail, postmarked by the Post Office, and any "green cards" which have been returned to you.
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 **South Jersey Times** exhibiting the published NOTICE OF HEARING form or by securing an Affidavit of Publication from the **South Jersey Times**.

**MINOR SITE PLAN REVIEW – COMPLETED APPLICATION**

- \_\_\_\_\_ APPLICATION (10 Copies)
- \_\_\_\_\_ PROPOSED SITE PLAN (7 Copies + pdf plan emailed to Secretary)
- \_\_\_\_\_ APPLICATION FEE (Payable to Harrison Twp.) (**\$550.00**)
- \_\_\_\_\_ ESCROW DEPOSIT (Payable to Harrison Twp.) (**\$1,200.00**)
- \_\_\_\_\_ PROOF OF TAXES PAID
- \_\_\_\_\_ 200 FOOT PROPERTY OWNERS LIST
- \_\_\_\_\_ AFFIDAVIT OF PROOF OF SERVICE  
(With Receipts for Certified Mail)
- \_\_\_\_\_ NOTICE OF HEARING TO PROPERTY OWNERS
- \_\_\_\_\_ PROOF OF PUBLICATION
- \_\_\_\_\_ ESCROW AGREEMENT FORM
- \_\_\_\_\_ CERTIFICATION OF OWNERSHIP OF APPLICANT
- \_\_\_\_\_ TAX ID NUMBER

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

NAME OF PROJECT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

BLOCK & LOT: \_\_\_\_\_

TYPE OF REVIEW: \_\_\_\_\_

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:

- New             Resubmission             Concept
- Minor Subdivision             Major Subdivision
- Minor Site Plan             Major Site Plan
- Site Plan Waiver
- Preliminary     Amended Preliminary     Final
- Residential     Commercial             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:

Fax Number:

**NAME AND ADDRESS OF OWNER:**

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Telephone Number:

Fax Number:

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

CERTIFICATE OF OWNERSHIP OF APPLICANT  
AS REQUIRED BY NEW JERSEY LAW  
(P.L. 1977, CHAPTER 336)

To be submitted to the Harrison Township Joint Land Use Board  
With All Applications

**Disclosure statement:** Pursuant to N.J.S. 40:55D-48.1, the names and addresses of all persons owning 10% of the stock in a corporate applicant or 10% interest in any partnership applicant must be disclosed. In accordance with N.J.S. 40:55D-48.2 that disclosure requirement applies to any corporation or partnership which owns more than 10% interest in the applicant followed up the chain of ownership until the names and addresses of the non-corporate stockholders and partners exceeding the 10% ownership criterion have been disclosed.

NAME OF DEVELOPMENT: \_\_\_\_\_

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

ADDRESS: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ NUMBER OF UNITS: \_\_\_\_\_

LOCATION: \_\_\_\_\_

TYPE OF REVIEW: \_\_\_\_\_

Listed below are names and addresses of all owners of 10% or more of the stock/interest in the undersigned Applicant Corporation and/or partnership:

NAME

ADDRESS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

\_\_\_\_\_  
Signature of Officer/Partner                      Date

\_\_\_\_\_  
Name of Applicant Corporation/Partnership

# 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.

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

Social security number								
OR								
Employer identification number								

## Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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 no longer 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
- 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 ▶

### 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:

- Certify the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify you are not subject to backup withholding, or
- 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:**

- You do not furnish your TIN to the requester, or
- You do not certify your TIN when required (see the Part II instructions on page 2 for details), or
- The IRS tells the requester that you furnished an incorrect TIN, or
- 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> The minor <sup>2</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The grantor-trustee <sup>1</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The actual owner <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The 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>1</sup>
8. Corporate	The corporation The organization
9. Association, club, religious, charitable, educational, or other tax-exempt organization	The corporation The organization
10. Partnership	The partnership The broker or nominee
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.



# SAMPLE NOTICE OF HEARING

## TOWNSHIP OF HARRISON

### NOTICE OF HEARING

TAKE NOTICE, that a public hearing will be held before the Planning Board of the Township of Harrison at the Municipal Building, 114 Bridgeton Pike, Mullica Hill, New Jersey on Thursday, \_\_\_\_\_, 20\_\_ at 7:30 p.m. on the following application:

APPLICANT:

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

PROPERTY AFFECTED:

ADDRESS \_\_\_\_\_

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

NATURE OF APPLICATION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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 5:00 p.m.

AFFIDAVIT OF SERVICE

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

STATE OF NEW JERSEY

COUNTY OF \_\_\_\_\_ )

ss.

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 as shown on the most recent tax list of the 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 addressed of all owners of property and when they were served, personally or by mail.

Sworn to and Subscribed  
Before me this    day  
Of            20   .

\_\_\_\_\_

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



Township of Harrison  
200' Adjacent Property Owner List



## 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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HARRISON TOWNSHIP -  
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

HARRISON TOWNSHIP -  
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

HARRISON TOWNSHIP -  
 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
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

HARRISON TOWNSHIP -  
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
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

HARRISON TOWNSHIP -  
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
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

HARRISON TOWNSHIP -  
 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.