

## **TOWNSHIP OF HARRISON JOINT LAND USE BOARD**

### **PROCEDURES FOR SIGNING OF SUBDIVISION PLATS OR SITE PLANS**

#### Contact Telephone Numbers:

Kevin Van Hise, Esq., Joint Land Use Board Solicitor – (609)436-1209  
Hugh Dougherty, Joint Land Use Board Engineer – (856)656-2866  
Robert Melvin, Joint Land Use Board Planner – (856)284-0037  
Brian Duffield, Township Solicitor – (856)478-9900  
Dennis McNulty, Township Engineer – (856)216-1890  
Donna Schwager, Joint Land Use Board Secretary – (856)312-3739  
Diane Malloy, Acting Municipal Clerk – (856)478-4111 x 116  
Mike Gonserkevis, Township Sanitary Sewer Superintendent – (856)478-4568

1. Review your resolutions of preliminary and final approval to ensure that you have complied with all of the conditions of approval, including the receipt of all outside agency approvals and permits.
2. Submit a cost estimate to the Joint Land Use Board Engineer for a bond estimate.
3. Send all documents to be reviewed by the Joint Land Use Board Solicitor to him with a letter itemizing your submissions and requesting that she begin a review of your documents. He will issue a written report to you after his review regarding any deficiencies or additional documentation that may be needed.
4. Send legal descriptions for all easements, road dedication, and property to be transferred to the Township to the Joint Land Use Board Engineer and Solicitor for review.
5. Submit the Deeds to dedicate the bed of the roadways to the Township directly to the Township Solicitor for his review and approval.
6. Submit one copy of the final plat and one copy of the final design (engineering) plan to the Joint Land Use Board Engineer, the Board Planner and the Planning Board Traffic Engineer. If your project is on the sanitary sewer system, one copy of the final design plans shall also be submitted to the Township Sewer Superintendent. The submission shall be accompanied by a point-by-point response to the most recent comments by the various professionals. The professionals will review the plat and the plan for conformance with the subdivision or site plan approvals and inform you if there are any deficiencies in your plans or if they conform.
7. Submit one paper copy of the final plat to the Township Engineer for a compliance review with the map filing law.
8. Submit one copy (in pdf format) of the final plat showing the approved street names and 9-1-1 addressing to the Joint Land Use Board Secretary by email. The Secretary will forward your email to the Gloucester County 9-1-1 coordinator who will review the street names and 9-1-1 addressing for compliance.

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9. Once you are notified that the plats are approved by the Joint Land Use Board Engineer, Planner, Traffic Engineer, Township Engineer and the County 9-1-1 coordinator, submit the correct number of plats to the Gloucester County Planning Board for their signature. The Harrison Township Planning Board will retain **2 Mylar** copies and **7 paper** copies of the plats. **The copies you require for filing and your records will be in addition to 2 Mylar and 7 paper copies which the Township will keep. Please submit a sufficient number of each to the County Planning Board in order to ensure that you will have enough copies of the signed plats.** After the Gloucester County Planning Board signs the plats, they must be delivered to the Joint Land Use Board for signature by the Board Engineer, Board Chair and Secretary.
10. Please submit six (6) copies, reduced to ledger size, of the overall site layout plan (on one sheet) to the Joint Land Use Board Secretary. This plan should include the street names and the access point(s) to the development or site plan.
11. The final plat and design plans must also be given to the Township in electronic format as CAD files and pdf files.
12. Once you receive your bond estimate, contact the Township Clerk regarding the form of bond and procedure for submitting the bonds for the Township Solicitor's review.
13. After the plats and plans have been signed by the Joint Land Use Board Engineer, Board Chair, Secretary, and the County of Gloucester (#5, 6, 7, 8, and 9 above), The Joint Land Use Board office will request signatures by Township officials.
14. The Joint Land Use Board Solicitor will inform the Secretary when all of the documents are in order and a plat signing can be scheduled.
15. The Township Clerk will inform the Secretary when the bonds have been approved by the Township Solicitor.
16. Contact the Secretary of the Joint Land Use Board for the status of your review escrow account and any replenishment that may be necessary prior to plat signing. The inspection escrow must be posted prior to plat signing and/or a pre-construction meeting with the Township Engineer. Any outstanding review escrows must be paid current before the signed plats will be released by the Township.
17. The Joint Land Use Board Secretary will arrange for the Township Engineer and Clerk's signatures on the plats.
18. The plat signing will take place in the Township Municipal Building and will be scheduled at the earliest availability of the Joint Land Use Board Chair and Joint Land Use Board Solicitor.
19. You must bring two (2) fully signed copies of all of the documents which the Joint Land Use Board Solicitor has reviewed and approved. One set of the fully signed documents will remain on file with the Township. The other set must be filed with the County Clerk and recorded on the County Land Records once the Mayor and the

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Chairperson of the Planning Board have affixed their signatures to the appropriate documents.

20. Remember the Roadway deeds must be filed before any acquisition or construction financing lien document. These may not be subordinate to any other interest. If your approval includes a developer's agreement, that too must be filed prior to the plats and any other documents.
21. After the documents have been recorded, return one full set, showing the recording stamps, to the Planning Board Secretary with a cover letter listing all of the enclosed documents. A copy of the cover letter must be sent directly to the Joint Land Use Board Solicitor.
22. The plat signing may take up to an hour since the Township will attempt to have all Municipal signatures affixed at one time. Our goal is to finalize these details and send you off with fully signed plats and everything you need to meet the conditions of the approval.
23. If your subdivision plats are being signed by phase, you must follow the above procedures as necessary for your particular circumstances. You may want to consider recording all easements, restrictions, Homeowner's Association documents and other encumbrances with the first phase to stream line the review at the time the plats for the other phases are presented for signature.
24. If you have any questions, please do not hesitate to call the Joint Land Use Board Secretary or the Joint Land Use Board Solicitor for assistance.