

Harrison Township Codified Ordinances:

§ 34-44. Administrative or nonsubstantial design changes to an approved subdivision or site plan.
[Added 12-29-2003 by Ord. No. 36-2003]

A. The Planning Board may approve minor changes to conditions attached to an approved subdivision or site plan as an administrative matter without public notice if it is determined by the Planning Board that the change requested is not a significant change to a substantial condition of the approval.

B. The Planning Board may establish an administrative review committee to determine whether the requested change is a significant change to a substantial condition of the approval and to address all applications for change determined to be of a minor or nonsignificant nature. If the administrative review committee determines that the change is not a substantial change to the prior approval granted by the municipal agency, then it shall evaluate the request and recommend a course of action to the Planning Board for its consideration. If the administrative review committee determines that the request is a substantial change to the approved development plan, then the matter cannot be decided by the subcommittee but must be referred to the Planning Board for consideration at public hearing on public notice pursuant to statute.

C. In order to request an administrative review of the requested change, an applicant shall submit eight copies of a written statement detailing the nature of the requested change along with plans or diagrams outlining the change, if appropriate, and the required application fee and review escrow. Upon receipt of a complete application package, the Planning Board secretary will set a date for consideration of the waiver request by the Planning Board.

D. All applications, fees, escrows and supporting documentation shall be submitted no less than 10 days before the meeting date for the application.

E. Upon completion of its review, the Administrative Review Committee of the Planning Board, if one is established, shall make its recommendation to the Planning Board for decision.

F. Application fee. The application fee for an administrative review of a requested change to an approved development shall be the sum of \$100 to be paid to the Township of Harrison and delivered to the Secretary of the Planning Board at the time the application is filed.

G. Review escrow. A minimum review fee or escrow in the amount of \$500 shall be paid by the applicant with the submission of its request for a change to its approval. The Township of Harrison shall hold this sum in escrow, for use in payment of all review fees which are generated as a result of the application. Any sums not utilized in the review process shall be returned to the applicant. An accounting of all sums expended will be provided to the applicant. In the event additional sums shall be required, the applicant shall be notified, in writing, by the Secretary of the Planning Board of the required additional amount, and the applicant shall promptly submit such additional amount as escrow to the Township of Harrison. In the event the applicant fails, within 20 days of receiving notice of an escrow deficiency, to submit the additional sums required, the request shall be held in abeyance until such time as the applicant shall correct the deficiency. In the event there is any deficiency at the completion of all proceedings and hearings, the applicant shall pay all costs in full before the Township of Harrison shall issue any building permit. The Secretary of the Planning Board shall advise the Construction Official of the deficiency. The Construction Official shall not issue any building permit until all such deficiencies have been paid in full.