

ORDINANCE NO. O-11-_____

**AN ORDINANCE OF THE TOWNSHIP OF HARRISON, COUNTY OF GLOUCESTER,
STATE OF NEW JERSEY AMENDING CHAPTER 34 OF THE CODE OF THE TOWNSHIP OF
HARRISON ENTITLED "LAND USE PROCEDURES"**

WHEREAS, the Mayor and Committee of the Township of Harrison have determined that Chapter 34 entitled "Land Use Procedures" should be amended to eliminate the Zoning Board of Adjustment described in Article II (§34-12 through §34-23) and to combine all functions of the Zoning Board of Adjustment with the Planning Board pursuant to N.J.S.A. 40:55D-25(c); and

WHEREAS, upon the establishment of the combined Municipal Planning Board, and upon appointment of the membership as more particularly defined below, an organizational meeting shall be held by the newly appointed members.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Committee of the Township of Harrison, in the County of Gloucester and State of New Jersey, and it is hereby enacted and ordained by the authority of same as follows:

Section 1.

Article I. entitled "Planning Board" shall to read as follows:

Article I. Combined Planning Board

§ 34-1. Establishment; membership; alternate members.

A. Establishment. There is hereby established pursuant to c. 291, P.L. 1975, in the Township of Harrison, in the County of Gloucester a combined Municipal Planning Board of nine (9) members consisting of the following four classes:

(1) Class I: the Mayor or the Mayor's designee in the absence of the Mayor.

[Amended 7-18-1995 by Ord. No. 19-1995]

(2) Class II: one of the officials of the municipality other than a member of the governing body to be appointed by the Mayor, ~~provided that if there is an Environmental Commission, the member of the Environmental Commission who is also a member of the Planning Board as required by N.J.S.A. 40:56A-1 shall be deemed to be the Class II Planning Board member if there is both a member of the Zoning Board of Adjustment and a member of the Board of Education among the Class IV members.~~

(3) Class III: a member of the governing body to be appointed by it.

(4) Class IV: Six (6) other citizens of the municipality to be appointed by the Mayor. The members of Class IV shall hold no other municipal office, position or employment, ~~except that one member may be a member of the Zoning Board of Adjustment and one may be a member of the Board of Education, one member may be a member of the Environmental Commission, and one member may be a member of the Historic Preservation Commission.~~ A member of the Environmental Commission who is also a member of the Planning Board as required by N.J.S.A. 40:56A-1 shall be a Class IV Planning Board member, unless there be among the Class IV members of the Planning Board both a member of the Zoning Board of Adjustment Historic Preservation Commission and a member of the Board of Education, in which case the member of the Environmental Commission shall be deemed to be the Class II member of the Planning Board.

B. Alternate members.

[Added 2-1-1988 by Ord. No. 1-1988]

(1) ~~Two~~ Up to four (4) alternate members shall be appointed to the Planning Board by the ~~appointing authority~~ Mayor for Class IV members, and said members shall meet the qualifications of Class IV members as provided in this chapter. Alternate members shall be designated at the time of appointment by the Mayor as "Alternate No. 1", ~~and "Alternate No. 2", "Alternate No. 3" and "Alternate No. 4".~~ The terms of the alternate members shall be for two years and their expiration dates shall be staggered such that two (2) alternate members can be appointed each year ~~except that the terms of the alternate members shall be such that the term of not more than one alternate member shall expire in any one year; provided, however, that in no instance shall the terms of the alternate members first appointed exceed two years.~~ A vacancy occurring otherwise than by expiration of the term shall be filled by the appointing authority for the unexpired term only.

(2) No alternate member shall be permitted to act on any matter in which he has either directly or indirectly any personal or financial interest. An alternate member may, after public hearing if he requests one, be removed by the governing body for cause.

(3) Alternate members may participate in discussions of the proceedings, but may not vote except in the absence or disqualification of a regular member of any class. A vote shall not be delayed in order that a regular member may vote instead of an alternate member. In the event that a choice must be made as to which alternate member is to vote, Alternate Number 1 shall vote.

§ 34-2. Terms.

A. The term of the member composing Class I shall correspond with his official tenure. The term of the member composing Class II shall be for one year or terminate at the completion of their respective terms of office whichever occurs first, except for a Class II member who is also a member of the Environmental Commission. The term of a Class II or a Class IV member who is also a member of the Environmental Commission shall be for three years or terminate at the completion of his term of office as a member of the Environmental Commission, whichever comes first.

B. The term of a Class IV member who is also a member of ~~the Board of Adjustment or the Board of Education~~ shall terminate whenever he is no longer a member of the Board of Education ~~such other body~~ or at the completion of his Class IV term, whichever occurs first.

C. The terms of all Class IV members first appointed pursuant to this chapter shall be so determined that to the greatest practicable extent the expiration of such term shall be evenly distributed over the first four years after their appointment as determined by resolution of the governing body; provided, however, that no term of any member shall exceed four years and further provided that nothing herein shall effect the term of any present member of the Planning Board, all of whom shall continue in office until the completion of the term for which they were appointed. Thereafter all Class IV members shall be appointed for terms of four years except as otherwise herein provided. All terms shall run from January 1 of the year in which the appointment was made.

§ 34-3. Vacancies.

If a vacancy of any class shall occur otherwise than by expiration of term, it shall be filled by appointment as above provided for the unexpired term.

§ 34-4. Organization of Board.

The Planning Board shall elect a Chairman and Vice Chairman from the members of Class IV and select a Secretary who may be either a member of the Planning Board or a municipal employee designated by it.

§ 34-5. Planning Board Attorney.

There is hereby created the office of Planning Board Attorney. The Planning Board may annually appoint, fix the compensation of or agree upon the rate of compensation of the Planning Board Attorney who shall be an attorney other than the municipal attorney.

§ 34-6. Experts and staff.

The Planning Board may also employ or contract for the services of experts and other staff and services as it may deem necessary. The Board shall not however exceed, exclusive of gifts or grants, the amount appropriated by the governing body for its use.

§ 34-7. Powers and duties.

The Board shall adopt such rules and regulations as may be necessary to carry into effect the provisions and purposes of this chapter. In the issuance of subpoenas, administration of oaths, and taking of testimony, the provisions of the County and Municipal Investigations Law of 1953 (N.J.S.A. 2A:67A-1 et seq.) shall apply. It shall also have the following powers and duties:

- A. To make and adopt and from time to time amend a Master Plan for the physical development of the municipality including any areas outside its boundaries, which in the Board's judgment bear essential relation to the planning of the municipality, in accordance with the provisions of N.J.S.A. 40:55D-28.
- B. To administer the provisions of Chapter 192, Subdivision of Land, and Chapters 174 and 176 regarding site plan review, of the municipality in accordance with the provisions of said ordinances and the Municipal Land Use Law, c. 291, P.L. 1975, N.J.S.A. 40:55D-1 et seq.
- C. To approve conditional use applications in accordance with the provisions of Chapter 225, Zoning, pursuant to N.J.S.A. 40:55D-67.
- D. To participate in the preparation and review of programs or plans required by state or federal law or regulations.
- E. To assemble data on a continuing basis as part of a continuous planning process.
- F. To annually prepare a program of municipal capital improvement projects projected over a term of six years, and amendments thereto, and recommend same to the governing body, if requested by the governing body.
- G. To consider and make report to the governing body within 35 days after referral as to any proposed development regulation submitted to it pursuant to the provisions of N.J.S.A. 40:55D-26(a), and also pass upon other matters specifically referred to the Planning Board by the governing body, pursuant to the provisions of N.J.S.A. 40:55D-26(b).
- H. When reviewing applications for approval of subdivision plats, site plans or conditional uses, to grant ~~to the same extent and subject to the same restrictions as the Zoning Board of Adjustment:~~
 - (1) Variances pursuant to Subsection 57c of c. 291, P.L. 1975, from lot area, lot dimensional setback, and yard requirements, provided that such relief from lot area requirements shall not be granted for more than one lot.
 - (2) Direction pursuant to Section 25 of said Act for issuance of permit for building or structure in the bed of a mapped street or public drainageway, flood control basin, or public area reserved pursuant to Section 23 of said Act.
 - (3) Direction pursuant to Section 27 of said Act for issuance of a permit for a building or structure not related to a street. Whenever relief is requested pursuant to this subsection, notice of a hearing on the application for development shall include reference to the request for a variance or direction for issuance of a permit as the case may be.

I. To perform such other advisory duties as are assigned to it by ordinance or resolution of the governing body for the aid and assistance of the governing body or other agencies or officers.

J. The Planning Board shall have all powers set forth in N.J.S.A. 40:55D-69 et seq, granted to a Zoning Board of Adjustment, and the following:

(1) To hear and decide appeals where it is alleged by the appellant that there is an error in any order, requirement, decision or refusal made by an administrative official or agency based on or made in the enforcement of a zoning ordinance. The Board may reverse or affirm, wholly or partly, or may modify the order, requirement, decision or determination appealed from and make such other requirement, decision or determination as ought to be made and, to that end, have all the powers of the administrative officer from whom the appeal was taken.

(a) Each appeal shall be taken within 20 days, as prescribed by the Municipal Land Use Law, by filing a notice of appeal, application and checklist, as described below, with the officer from whom the appeal was taken and the Secretary of the Board. Said notice of appeal shall specify the grounds for said appeal. The officer from whom the appeal is taken shall forthwith transmit to the Board all the papers constituting the record upon which the action appealed from was taken.

(b) The procedure for the filing of an application and/or appeal shall be as follows:

[1] The application provided by the Secretary of the Board, and notice of appeal, if applicable, shall be completed and returned to the Secretary of the Board, together with the items required by the checklist [which is contained in Subsection b(4)]. The Completeness Committee, appointed by the Chairman of the Board, which shall consist of no more than three Board members, and the Board Secretary, shall determine, and so advise the applicant, within 45 days of receipt of the filed application, whether it is complete. Any item not provided and required by the application and/or checklist shall result in the application being deemed incomplete. Further, if an item is not provided and a waiver there from is requested, which is not granted by the Completeness Committee, the application shall also be deemed incomplete.

[2] The Completeness Committee shall advise if the application is complete and a date which the application will be heard.

[3] The applicant shall be responsible to notice the public in accordance with the Municipal Land Use Law (N.J.S.A. 40:55D-11 and 12) of the hearing date and relief requested.

[4] The checklist for a use variance application is set forth hereafter:

[a] Plans signed and sealed by the appropriate professional at a scale of one inch to 50 feet or better, clearly showing the following information:

i. Existing conditions plan showing the existing conditions of the property.

ii. Proposed conditions plan showing the proposed improvements to the property. The proposed conditions plan must include:

[a] Required bulk and area regulations and the ability to meet;

[b] North arrow and scale;

[c] Proposed buildings or additions;

[d] Proposed parking;

[e] Proposed access to parking and building;

[f] Approximate dimensions of lot and existing and proposed buildings;

[g] Approximate setbacks of existing and proposed structures and parking areas from property lines;

[h] Names of owners of adjacent lots;

[i] Approximate distance from your property line to existing buildings on adjacent lots;

[j] Uses on lots adjacent to property;

[k] Location of public and private roads adjoining the property;

[l] Location of existing or proposed easements;

[m] Location of wooded areas and trees greater than six inches in diameter;

[n] Location of any wetlands or other natural features;

iii. Floor plan of the existing building and structures and any proposed buildings and structures showing dimensions of rooms, total square footages and proposed use of the rooms.

(c) An appeal stays all proceedings in furtherance of the action in respect of which the decision appealed from was made, unless the officer from whom the appeal is taken certifies to the Board after the notice of appeal shall have been filed with him that by reason of facts stated in the certificate a stay would, in his opinion, cause imminent peril to life or property. In such cases, proceedings shall not be stayed otherwise than by a restraining order which may be granted by the Board or by the Superior Court of New Jersey on application or notice to the officer from whom the appeal is taken and on due cause shown.

(d) For appeals of determinations of administrative officers pursuant to Subsection a of § 57 of P.L. 1975, c. 291 (N.J.S.A. 40:55D-70), and for requests for interpretation pursuant to Subsection b of § 57 of P.L. 1975, c. 291 (N.J.S.A. 40:55D-70), the applicant shall give public notice pursuant to the Municipal Land Use Law, c. 291, P.L. 1975, N.J.S.A. 40:55D-1 et seq. and § 34-17 of the Harrison Township Ordinances.

(2) To hear and decide requests for interpretation of the zoning map or ordinance or for decisions on other special questions upon which the Board is authorized to pass in accordance with N.J.S.A. 40:55D-1, et seq.

(3) Whereby reason of exceptional narrowness, shallowness or shape of a specific piece of property or by reason of exceptional topographic conditions or by reason of other extraordinary and exceptional situation or condition of such piece of property, the strict application of any regulations in the zoning ordinance would result in peculiar and exceptional practical difficulties to, or exceptional and undo hardship upon, the developer of such property, grant upon an application or an appeal relating to such property, a variance from such strict application of such regulation so as to relieve such difficulties or hardship; provided, however, that no variance shall be granted under this subsection to allow a structure or use in a district restricted against such structure or use.

(4) To grant a variance to allow a structure or use in a district restricted against such structure or use in particular cases and for special reasons, but only by the affirmative vote of at least two-thirds (2/3) of the fully authorized membership of the Board. No variance or other relief may be granted under the provisions of this section unless such variance or other relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan and zoning ordinance. The Class I and Class II Members of the Planning Board shall not participate in or vote upon any application for a use variance brought under this paragraph pursuant to N.J.S.A. 40:55D-70(d).

(5) To direct the issuance of a permit pursuant to N.J.S.A. 40:55D-34 for a building or structure in the bed of a mapped street or public drainage way or flood control basin or public area reserved on the official map but only by the affirmative vote of a majority of the full authorized membership of the Board.

(6) The Planning Board shall adopt such rules and regulations as may be necessary to carry into effect the provisions of the purposes of this Chapter.

(7) No variance or other relief may be granted under the provisions of this section, including a variance or other relief involving an inherently beneficial use, without showing that such variance or other relief can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the zone plan. Any application under any subsection of this section may be referred to any appropriate person or agency for its report, provided that such reference shall not extend the period of time within which the Planning Board shall act.

K. To direct issuance of a permit for a building or structure on a not abutting street as required by N.J.S.A 40:55D-35 where the enforcement of this requirement would entail practical difficulty or unnecessary hardship or where the circumstances do not require the building or structure to be related to a street pursuant to N.J.S.A. 40:55D-36.

§ 34-8. Time limits.

A. Minor subdivisions. Minor subdivision approvals shall be granted or denied within 45 days of the date of submission of a complete application to the Planning Board or within such further time as may be consented to by the applicant. Approval of a minor subdivision shall expire 190 days from the date of Planning Board approval unless within such period a plat in conformity with such approval and the provisions of the "Map Filing Law," or a deed clearly describing the approved minor subdivisions, is filed by the developer with the county recording officer, the Municipal Engineer, and the Municipal Tax Assessor. Any such plat or deed must be signed by the Chairman and Secretary of the Planning Board before it will be accepted for filing by the county recording officer.

B. Preliminary approval major subdivisions. Upon submission of a complete application for a subdivision of 10 or fewer lots, the Planning Board shall grant or deny preliminary approval within 45 days of the date of such submission or within such further time as may be consented to by the developer. Upon submission of a complete application for a subdivision of more than 10 lots, the Planning Board shall grant or deny preliminary approval within 95 days of the date of such submission or within such further time as may be consented to by the developer. Otherwise, the Planning Board shall be deemed to have granted preliminary approval for the subdivision.

C. Ancillary powers. Whenever the Planning Board is called upon to exercise its ancillary powers before the granting of a variance as set forth in Article I § 34-7G of this chapter, the Planning Board shall grant or deny approval of the application within 95 days after submission by the developer of a complete application or within such further time as may be consented to by the applicant. Failure of the Planning Board to act within the period prescribed shall constitute approval of the application and a certificate of the administrative officer as to the failure of the Planning Board to act shall be issued on request of the applicant.

D. Final approval.

(1) Applications for final subdivision approval shall be granted or denied within 45 days of submission of a complete application or within such further time as may be consented to by the applicant.

(2) Final approval of a major subdivision shall expire 95 days from the date of signing of the plat unless within such period the plat shall have been duly filed by the developer with the county recording officer. The Planning Board may, for good cause shown, extend the period for recording for an additional period not to exceed 190 days from the date of signing of the plat.

E. The Planning Board shall render its decision not later than 120 days after the date an appeal is taken from the decision of an administrative officer, or the submission of a complete application for development to the Board pursuant to the provisions of N.J.S.A. 40:55D-72b. Failure of the Board to render a decision within such one-hundred-twenty-day period or within such further time as may be consented to by the applicant shall constitute a decision favorable to the applicant.

§ 34-9. Filing of applications.

[Amended 2-22-2011 by Ord. No. 09-2011]

Applications for development within the jurisdiction of the Planning Board pursuant to the provisions of c. 291, P.L. 1975 shall be filed with the Secretary of the Planning Board. The applicant shall include the required submission materials as set forth on the Land Development Checklist adopted by the Township and as required by Chapters 192, 174 and/or 176, as may be applicable, and the required submission materials as required by any other section of the ordinances, if such applications are provided for or required by ordinance of this municipality. At the time of filing the application the applicant shall also file all plot plans, maps, or other papers required by virtue of any provision of this chapter or any rule of the Planning Board. The applicant shall obtain all necessary forms from the Secretary of the Planning Board. The Secretary of the Board shall inform the applicant of the steps to be taken to initiate applications and of the regular meeting dates of the Board. The application shall be reviewed for completeness pursuant to law and the applicant will be notified of the date and time for its appearance before the Board.

§ 34-10. Advisory Committee.

The Mayor may appoint one or more persons as a Citizens Advisory Committee to assist or collaborate with the Planning Board in its duties, but such person or persons shall have no power to vote or take other action required of the Board. Such person or persons shall serve at the pleasure of the Mayor.

§ 34-11. Environmental Commission.

Whenever the Environmental Commission has prepared and submitted to the Planning Board an index of the natural resources of the municipality, the Planning Board shall make available to the Environmental Commission an informational copy of every application for development to the Planning Board. Failure of the Planning Board to make such informational copy available to the Environmental Commission shall not invalidate any hearing or proceeding.

Section 2.

Article II. entitled "Zoning Board of Adjustment" (§34-12 through §34-23) shall be deleted in its entirety.

Section 3.

Article III. entitled "Provisions Applicable to Both Planning Board and Zoning Board of Adjustment" shall be amended to read as follows:

Article III. Article II. Provisions Applicable to the Combined Both Planning Board and Zoning Board of Adjustment

§ 34-2412. Conflicts of interest.

No member of the Combined Planning Board or ~~Zoning Board of Adjustment~~ shall act on any matter in which he has either directly or indirectly any personal or financial interest. Whenever any such member shall disqualify himself from acting on a particular matter, he shall not continue to sit with the Board on the hearing of such matter nor participate in further discussion or decision relating thereto.

§ 34-2513. Meetings.

A. Meetings of ~~both the Combined Planning Board and Zoning Board of Adjustment~~ shall be scheduled no less often than once a month and any meeting so scheduled shall be held as scheduled unless canceled for lack of applications for development to process.

B. Special meetings may be provided for at the call of the Chairman or on the request of any two Board members, which shall be held on notice to its members and the public in accordance with all applicable legal requirements.

C. No action shall be taken at any meeting without a quorum being present.

D. All actions shall be taken by majority vote of a quorum except as otherwise required by any provision of c. 291, P.L. 1975 *Editor's Note: See N.J.S.A. 10:4-6 et seq.* or the "Sunshine Law."

E. All regular meetings and all special meetings shall be open to the public. Notice of all such meetings shall be given in accordance with the requirements of the Open Public Meeting Law, Chapter 231, P.L. 1975.

§ 34-2614. Minutes.

Minutes of every regular or special meeting shall be kept and shall include the names of the persons appearing and addressing the Board and of the persons appearing by attorney, the action taken by the Board, the findings, if any, made by it and reasons therefor. The minutes shall thereafter be made available for public inspection during normal business hours at the office of the Clerk of Harrison Township. Any interested party shall have the right to compel production of the minutes for use as evidence in any legal proceeding concerning the subject matter of such minutes. Such interested party may be charged a fee for reproduction of the minutes for his use as provided for in the rules of the Board.

§ 34-2715. Fees.

Fees for applications or for the rendering of any service by the Planning Board or Zoning Board of Adjustment or any member of their administrative staffs which is not otherwise provided by ordinance may be provided for and adopted as part of the rules of the Board, and copies of said rules or of the separate fee schedule shall be available to the public.

§ 34-2816. Hearings.

A. Rules. The Planning Board and Zoning Board of Adjustment shall make rules governing the conduct of hearings before such bodies which rules shall not be inconsistent with the provisions of N.J.S.A. 40:55D-1 et seq or of this chapter.

B. Oaths. The officer presiding at the hearing or such person as he may designate shall have power to administer oaths and issue subpoenas to compel the attendance of witnesses and the production of relevant evidence, including witnesses and documents presented by the parties, and the provisions of the County and Municipal Investigations Law, c. 38, P.L. 1953 (N.J.S.A. 2A:67A-1 et seq.) shall apply.

C. Testimony. The testimony of all witnesses relating to an application for development shall be taken under oath or affirmation by the presiding officer, and the right of cross examination shall be permitted to all interested parties through their attorneys, if represented, or directly, if not represented, subject to the discretion of the presiding officer and to reasonable limitations as to time and number of witnesses.

D. Evidence. Technical rules of evidence shall not be applicable to the hearing, but the Board may exclude irrelevant, immaterial, or unduly repetitious evidence.

E. Records. Each Board shall provide for the verbatim recording of the proceedings by either stenographer, mechanical, or electronic means. The Board shall furnish a transcript or duplicate recording in lieu thereof on request to any interested party at his expense.

§ 34-2917. Notice requirements for hearing.

[Amended 7-2-2007 by Ord. No. 31-2007]

Whenever a hearing is required on 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 shall give notice thereof as follows:

A. Public notice shall be given by publication in the official newspaper of the municipality at least 10 days prior to the date of the hearing.

B. Notice shall be given to the owners of all real property as shown on the current tax duplicate or duplicates located within 200 feet in all directions of the property which is the subject of such hearing and whether located within or without the municipality in which applicant's land is located. A current tax duplicate shall be defined as a certified list of property owners provided by the Tax Assessor of the Township within 60 days of the date the notice is sent. Such notice shall be given by serving a copy thereof on the owner as shown on the said current tax duplicate or his agent in charge of the property, or by mailing a copy thereof by certified mail to the property owner at his address as shown on the said current tax duplicate. A return receipt is not required. Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, a vice president, secretary, or other person authorized by appointment or by law to accept service on behalf of the corporation.

C. Notice of all hearings on applications for development involving property located within 200 feet of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality, which notice shall be in addition to the notice required to be given pursuant to Subsection B above of this section to the owners of lands in such adjoining municipality which are located within 200 feet of the subject premises.

D. Notice shall be given by personal service or certified mail to the County Planning Board of a hearing on an application for development of property adjacent to an existing county road or proposed road shown on the Official County Map or on the County Master Plan, adjoining other county land or situate within 200 feet of a municipal boundary.

E. Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state highway.

F. Notice shall be given by personal service or certified mail to the Director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property which exceeds 150 acres or 500 dwelling units. Such notice shall include a copy of any maps or documents required to be on file with the Municipal Clerk pursuant to Section 6b of c. 291, P.L. 1975.

G. All notices hereinabove specified in this section shall be given at least 10 days prior to the date fixed for hearing and the applicant shall file an affidavit of proof of service with the Board holding the hearing on the application for development.

H. Any notice made by certified mail as hereinabove required shall be deemed to complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14.

I. Form of notice. All notices required to be given pursuant to the terms of this chapter shall state the date, time, and place of the hearing, the nature of the matters to be considered, and identification of the property proposed for development by street address, if any, or by reference to lot and block numbers as shown on the current tax duplicate in the Municipal Tax Assessor's office and the location and times at which any maps and documents for which approval is sought are available as required by law.

§ 34-3018. List of property owners furnished.

Pursuant to the provisions of N.J.S.A. 40:55D-12c, the Administrative Officer of the municipality shall, within seven days after receipt of a request therefor and upon receipt of payment of a fee of \$10, make and certify a list from the current tax duplicate of names and addresses of owners to whom the applicant is required to give notice pursuant to Article III, § 34-2917B of this chapter.

§ 34-3119. Decisions.

A. Each decision on any application for development shall be set forth in writing as a resolution of the Board which shall include findings of fact and legal conclusions based thereon.

B. A copy of the decision shall be mailed by the Board within 10 days of the date of decision to the applicant, or if represented, then to his attorney, without separate charge. A copy of the decision shall also be mailed to all persons who have requested it and who have paid the fee prescribed by the Board for such service. A copy of the decision shall also be filed in the office of the Municipal Clerk, who shall make a copy of such filed decision available to any interested party upon payment of a fee calculated in the same manner as those established for copies of other public documents in the municipality.

§ 34-3220. Publication of decision.

A brief notice of every final decision shall be published in the official newspaper of the municipality. Such publication shall be arranged by the Secretary of the Planning Board ~~or Zoning Board of Adjustment~~, as the case may be, without separate charge to the applicant. Said notice shall be sent to the official newspaper for publication within 10 days of the date of any such decision.

§ 34-3321. Payment of taxes.

Pursuant to the provisions of N.J.S.A. 40:55D-39 and N.J.S.A. 40:55D-65, every application for development submitted to the Planning Board ~~or to the Zoning Board of Adjustment~~ shall be accompanied by proof that no taxes or assessments for local improvements are due or delinquent on the property which is the subject of such application; or, if it is shown that taxes or assessments are delinquent on said property, any approvals or other relief granted by ~~either~~ the Board shall be conditioned upon either the prompt payment of such taxes or assessments, or the making of adequate provision for the payment thereof in such manner that the municipality will be adequately protected.

Section 4.

Article IV. entitled "Appeals" shall be amended to read as follows:

Article IV III. Appeals

§ 34-3422. (Reserved)

§ 34-3523. Appeals from ~~Zoning Board of Adjustment~~ Planning Board to governing body.

A. An appeal from any decision of the ~~Zoning Board of Adjustment~~ Planning Board granting a use variance pursuant to the provisions of N.J.S.A. 40:55D-17d may be taken to the governing body, provided that such appeal shall be made within 10 days of the date of publication of such final decision of the ~~Zoning Board of Adjustment~~ Planning Board.

~~§ 34-36. Appeals from Zoning Board of Adjustment and Planning Board to governing body.~~

B. An appeal from any final decision of the Planning Board ~~Zoning Board~~ other than an appeal of the type described in ~~§ 34-36 subsection A.~~ § 34-35 subsection A. hereof, ~~and an appeal from any final decision of the Planning Board~~ may be taken to the governing body, provided that such appeal shall be taken in accordance with N.J.S.A. 40:55D-17.

Section 5.

Article V. entitled "Miscellaneous Provisions" shall be amended to read as follows:

Article IV. Miscellaneous Provisions

§ 34-~~37~~24. Definitions of terms.

Whenever a term is used in this chapter or in Chapter 225, Zoning, as amended and readopted, or in Chapter 192, Subdivision of Land, as amended and readopted, which is defined in the Municipal Land Use Law, c. 291, P.L. 1975, such term is intended to have the meaning set forth in the definition of such term found in said statute, unless a contrary intention is clearly expressed from the context of said ordinances.

§ 34-~~38~~25. Repealer.

All provisions of Chapter 225, Zoning, as amended and readopted, and all provisions of Chapter 192, Subdivision of Land, as amended and readopted, and all provisions of any other ordinances of the Township of Harrison, in the County of Gloucester, which are inconsistent with the provisions of this chapter shall be and are hereby, to the extent of such inconsistency, repealed.

§ 34-~~39~~26. Subdivision regulations readopted and continued.

Pursuant to the provisions of the Municipal Land Use Law, c. 291, P.L. 1975, the substantive provisions of the existing Chapter 192, Subdivision of Land, as amended and readopted and the development regulations set forth therein are hereby readopted and shall continue in full force and effect and shall be read in para materia with this chapter.

§ 34-~~40~~27. Zoning regulations readopted as interim ordinance.

The substantive provisions of the existing Chapter 225, Zoning, as amended and readopted, and the development regulations set forth therein are hereby readopted as an interim Zoning Ordinance for period of one year from the effective date hereof, pursuant the provisions of the Municipal Land Use Law, c. 291, P.L. 1975, Sections 77b.

§ 34-~~41~~28. Pending applications.

All applications for development filed prior to the effective date of this chapter may be continued, but any appeals arising out of decisions made on any such application shall be governed by the provisions of Article ~~IV~~ III of this chapter.

§ 34-~~42~~29. Title.

This chapter shall be known and may be cited as the "Land Use Procedures Ordinance of the Township of Harrison."

§ 34-~~43~~30. Copy to be filed with County Planning Board.

Immediately upon adoption of this chapter, the Municipal Clerk shall file a copy of this chapter with the County Planning Board as required by law. The Clerk shall also file with said County Planning Board copies of all other ordinances of the municipality relating to land use, such as the Subdivision, Zoning and Site Plan Review Ordinances.

§ 34-~~44~~31. 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.

§ 34-4532. Developer contributions for off-tract improvements.

[Added 4-7-2008 by Ord. No. 14-2008]

A. Purpose. As a condition of subdivision or site plan approval, and in accordance with N.J.S.A. 40:55D-42, the Planning Board ~~or Zoning Board~~ of Harrison Township shall require a developer/applicant to pay its pro rata share of the cost of providing reasonable and necessary improvements to the Township's water, streets and intersections, including signalization, drainage, and sewer facilities, including land and easements, that are located off-tract of the proposed subdivision or development, but which are necessitated or required as a direct result of the impact that the subdivision or development will have upon the Township. All such off-tract water, streets and intersections, including signalization, drainage and sewer improvements shall be in conformance with the applicable elements of the Township's Master Plan. Such improvements are those that are clearly, directly and/or substantially related to the subdivision or development under review, as further determined based on the provisions, calculations and methodologies being further set forth herein. In addition, and separate and apart from the provisions of N.J.S.A. 40:55D-42, a developer shall be required to pay its fair share for off-tract open space and/or recreational land and improvements, in concert with or as set forth in the applicable elements of the Township's Master Plan, where either none of the same or only a portion of the same are provided for on-tract, as required by ordinance, or

when the developer, with Planning or Zoning Board approval, opts to pay a contribution fee in lieu of all or a portion of such on-tract requirements.

B. Cost allocation.

(1) Full allocation. In cases where off-tract improvements are necessitated by the proposed development, and where neither the Township nor any other governmental entity has either planned, programmed, or accepted responsibility for any portion of the cost of the improvements, the developer/applicant shall be responsible, at the developer/applicant's sole expense, and as a condition of approval, to provide for and install such improvements, after review and approval by the Board's Engineer of all such plans related to the improvements. The improvements shall be installed prior to the issuance of the first building permit.

(2) Proportionate allocation. Where it is determined that properties outside the development will also be benefited by the off-tract improvements, or where either the Township or other governmental agency or entity has planned or programmed, or accepted responsibility for any portion of the cost of the improvement, the criteria set forth herein shall be utilized in calculating and determining the proportionate share of the cost of such improvements to the developer/applicant. A proportionate allocation shall not be made, however, and a developer/applicant shall be responsible for assuming all costs, for improvements, where there is a need to upgrade an existing facility or improvement due to its insufficient capacity or other inadequacies to service the needs of the developer/applicant's proposed development, but the existing facility or improvement is adequate to service the needs of the present users. Where a developer is required to "front-end" an off-tract improvement (such as the extension of a sewer line to the proposed development), and future developers benefit from the same, then the original developer who made the improvement shall be entitled to a pro rata reimbursement from any subsequent developers who have directly benefited from the improvement, if said subsequent benefit accrues within 10 years from the date of the original improvement. In any such event, the following procedure shall take place:

(a) The original developer shall certify the actual costs of the off-tract improvements, based on construction invoices, which shall then be verified by the Township Engineer.

(b) The Township Engineer shall then calculate the subsequent developer's pro rata contribution, by dividing the use of the improvement by the subsequent developer by the use of the improvement made by all developments benefiting from the improvement, based on road capacity, daily sewage flow, daily water flow, etc.

(c) The Township shall then condition the issuance of the first building permit in the subsequent developer's development, upon payment in full of the pro rata reimbursement to the original developer. Said reimbursement shall be payable to the Township directly, who shall then reimburse the original developer, subject to payment of any liens, offsets or other funds due to the Township by the original developer.

(3) Alternate methods. Nothing herein shall be construed as to prevent the Planning or Zoning Board of Harrison Township and the developer/applicant from agreeing to use an alternate method to allocate costs, or to use an alternate method to make payments for pro rata reimbursements, than that which is set forth herein, given the unique and distinguishable characteristics of each application for development, as long as such alternate method is based on fair and reasonable standards, and the reason for adopting such alternate method is clearly set forth and agreed to by both the Planning or Zoning Board and the developer/applicant.

C. Off-tract water improvements.

(1) Water supply. The developer/applicant's share of water distribution, supply, treatment, and storage facilities, including the installation, relocation or replacement of water, mains, hydrants, valves, and appurtenances associated therewith, shall be computed as follows:

(a) The capacity and design of the water supply system shall be based on standards computed by the developer's engineer and approved by the Township's Engineer.

(b) The Township Engineer shall provide the developer/applicant with the existing and reasonably anticipated peak hour flows as well as capacity limits for the affected water system in terms of average demand, peak demand and fire demand.

(c) If the required system does not exist, or the existing system does not have adequate capacity to accommodate the developer/applicant's flow given existing and reasonably anticipated peak hour and fire flows, the pro rata share shall be computed to the larger of:

[1] The partial cost of a shared improvement where none now exists:

Total cost of improvement		Capacity of improvement (gallons per day – “GPD”)
Developer/applicant’s cost	=	Development-generated design flow to be accommodated by the improvement (“GPD”)

[2] The total cost of an improvement designed to accommodate only the development flow, if such an alternative is technically feasible; or

[3] The full cost to upgrade an existing facility or improvement where said facility or improvement has either insufficient capacity or is otherwise inadequate to service the needs of the developer/applicant, but is adequate to service the needs of the present users.

D. Off-tract roadway improvements.

(1) Roadways. The developer/applicant's proportionate share of street and intersection improvements, alignments, channelization, barriers, new or improved traffic signalization, signs, curbs, sidewalks, trees, utility improvements uncovered elsewhere, the construction or reconstruction of new or existing streets and intersections, and other associated street or traffic improvements, shall be as follows:

(a) Traffic study. A traffic impact study ("study") shall be provided by the developer/applicant. The study shall address the various traffic-generating characteristics of uses in the proposed development and the interface of traffic from uses associated from the proposed development and existing uses in the area, to assure that there will not be a degradation in the level of service in the area, and that there will not be any traffic hazards created in the area by traffic generated as a direct result of the development. In addition, the study shall incorporate the recommendations, and propose a plan to achieve the goals specifically set forth in the traffic and circulation element of the Master Plan adopted by the Township of Harrison on February 1, 2007, pursuant to N.J.S.A. 40:55D-89.

(b) Level of service. The developer/applicant must demonstrate that the existing public traffic arteries have adequate capacities to accommodate the traffic to be generated by the proposed project at an acceptable level of service of "C" or better, and that safe, convenient and adequate circulation and parking is provided for on site of the proposed development.

(c) Traffic volumes. The developer/applicant must provide as a part of its submitted study, existing twenty-four-hour traffic counts for a minimum of three different days, excluding Sundays and holidays, summarized by hour and by direction, and peak hours trips by movement on all critical off-tract arterial roadways and intersections affected by the proposed development. Traffic volumes utilized in the study shall be taken within 12 months preceding the date that the application is filed with the Township's Planning or Zoning Board, and be taken between the period of September 1 through June 15, excluding those days wherein inclement weather would make such counts not typical. If there is a seasonal peak, the study shall take the same into account and make appropriate comments.

(d) Future background traffic volume. Future traffic volumes shall be calculated by multiplying the peak hour traffic volumes utilizing the current New Jersey Department of Transportation ("NJDOT") growth factors. These factored traffic volumes will be surcharged with traffic volumes expected to be generated by impending development in the area, based on development projects presently approved by, or pending before, the Township's Planning or Zoning Board, and known projects presently approved by or pending before the Planning or Zoning Boards of immediately adjacent municipalities which will clearly have an impact on local traffic.

(e) Traffic generation. Traffic expected to be generated by the proposed development shall be calculated by utilizing the latest copy of the Institute of Transportation Engineers ("ITE") text: Trip Generation. The values developed by using the trip generation method shall be verified by typical

counts when requested by the Township to verify results. If the Township requires trip generation data because the trip generation methodology is not accurate due to local conditions or an inadequate database in the "Trip Generation" text, the traffic data counts required to verify trip generation data shall be in the ITE format. Traffic generation shall include the amount of traffic to be generated for the projected twenty-four-hour period and during the peak hour trip generation by the proposed project.

(f) Future build traffic volumes. Future background traffic volumes shall be surcharged by adding the traffic volumes that are to be generated by the proposed development to future background traffic volumes.

(g) Traffic analysis.

[1] Capacity analysis. Roadways and intersections shall be analyzed using a capacity analysis. The capacity analysis will utilize the latest approved highway capacity programs. Traffic shall be analyzed for the existing traffic conditions, future traffic conditions, and future build traffic conditions. Traffic analysis shall optimize traffic signals so that the existing traffic conditions show traffic conditions as they exist and with the optimization of traffic signal timing. The future background traffic conditions shall require the optimization of the traffic on the roadways. Future traffic shall be added and the traffic signal timings shall be optimized for a final product.

[2] Accident analysis. Accident data of critical intersections and roadways shall be analyzed.

[3] Speed and delay analysis. Speed and delay analysis of critical roadways shall be provided.

[4] Gap analysis. Gap studies of critical intersections shall be provided.

(h) Safety analysis. Analysis shall be made of all entrances and exits to determine if left-turn lanes are warranted in accordance with Highway Research Record 211. In addition, deceleration and acceleration lanes shall be analyzed to determine if they are needed.

(2) Off-tract contributions.

(a) The developer/applicant's traffic consultant shall provide a trip distribution that will distribute traffic to the surrounding roadway system. All intersections that have over 25 p.m. peak hour trips shall be tabulated and listed with the amount of traffic from the proposed development and the total build traffic at that location. The developer/applicant's engineer shall show the percent of the p.m. traffic that the applicant's traffic will be of the future build traffic at each intersection by approach. If improvements are required on one approach of an intersection only, as a result of a significant impact from the development, defined as an approach where the majority of traffic on the approach (further defined as over 50% of the total traffic build) caused the need for the proposed improvement on that approach to maintain an adequate level of service, the developer/applicant's pro rata share of the intersection improvements shall be calculated as set forth below:

(b) If the required improvements to accommodate the proposed development do not exist, or the existing system does not have adequate capacity to accommodate the anticipated volumes as set forth in the study, the pro rata share shall be the larger of:

[1] The partial cost of a shared improvement where none exists:

Total cost of improvement		Capacity of improvement (peak hour volume)
Developer/applicant's cost	=	Development traffic to be accommodated by the enlargement or improvement (peak hour volume)

or:

[2] The total cost of an improvement designed to accommodate only the development traffic volume if such an alternative is technically possible; or

[3] The full cost to upgrade an existing facility or improvement where said facility or improvement has either insufficient capacity or is otherwise inadequate to service the needs of the developer/applicant, but is adequate to service the needs of present users.

E. Off-tract drainage improvements. The applicant's proportionate share of stormwater and drainage improvements including the installation, relocation and replacement of storm drains, bridges, culverts, catch basins, manholes, rip-rap, detention or retention basins, improved drainage ditches and appurtenances thereto, and relocation or replacement of other storm drainage facilities or appurtenances associated therewith, shall be determined as follows:

(1) The capacity and the design of the drainage to accommodate stormwater runoff shall be based on standards set forth in the Township's Land Subdivision or Zoning Ordinance, *Editor's Note: See Ch. 192, Subdivision of Land, and Ch. 225, Zoning.* computed by the developer/applicant's engineer and approved by the Township Planning or Zoning Board's Engineer and/or the Township's Engineer.

(2) The capacity of the enlarged, extended or improved system required for the subdivision and areas outside of the developer/applicant's tributary to the drainage system shall be determined by the developer/applicant's engineer, subject to the approval of the Board's and/or Township's Engineer. The plans for the improved system may be prepared by the developer/applicant's engineer or the Board's or Township's Engineer, at the developer/applicant's expense, and the estimated cost of the enlarged system shall be calculated by the Board's and/or Township's Engineer.

(3) If the required improvements do not exist, or if the existing system does not have adequate capacity to accommodate reasonably anticipated volumes, the pro rata share shall be the larger of:

(a) The partial cost of the shared improvement where none now exists:

Total cost of improvement		Capacity of improvement (cfs—peak 25-year storm)
Developer/applicant's cost	=	Development-generated peak runoff to be accommodated by the enlargement or improvement (cfs—peak 25-year storm)

or:

(b) The total cost of an improvement designed to accommodate only the development flow, if such an alternative is technically possible; or

(c) The full cost to upgrade an existing facility or improvement where said facility or improvement has either insufficient capacity or is otherwise inadequate to service the needs of the developer/applicant, but is adequate to service the needs of the present users.

F. Off-tract sewer improvements.

(1) The capacity and design of sanitary sewer systems shall be based on "Rules and Regulations for the Preparation and Submission for Sewerage Systems," New Jersey Department of Environmental Protection, as well as any and all other design and specifications standards as may be set forth by the Township of Harrison and/or its professionals responsible for approval and oversight of such systems.

(2) The developer/applicant shall be responsible for the entire cost of any off-tract improvements for sanitary sewer systems, including distributions facilities, the installation, relocation or replacement of collector, trunk and interceptor sewers, and the installation, relocation or replacement of other appurtenances associated therewith, that are necessary as a direct result of the proposed

development. This shall apply both to the need for any new systems, facilities, appurtenances, etc., as well as the cost to upgrade an existing facility or improvement where said facility or improvement has either insufficient capacity or is otherwise inadequate to service the ends of the developer/applicant's proposed development, but is adequate to service the needs of the present users.

(3) In the event that a new system and/or facilities or appurtenances associated therewith is/are necessary where none now exists, but said new system, and/or facilities or appurtenances associated therewith will be shared with other users who do not now benefit from the same, the developer/applicant's partial cost of said shared improvement shall be as follows:

Total cost of improvement		Capacity of improvement (gallons per day – “GPD”)
Developer/applicant's cost	=	Development-generated design flow to be accommodated by the improvement (“GPD”)

G. Off-tract recreational improvements.

(1) In determining the need for recreational facilities to achieve a quality of life that is essential to the health, safety and general welfare of its citizens, the Township of Harrison herein has previously adopted community-wide standards for parks, open space and recreational facilities. The cost of off-tract recreational fees in lieu of either providing no, or only partial, on-site recreational facilities, land and amenities, including the Township's operational and maintenance capabilities regarding the recreational sites and facilities, shall be calculated based on the standards and methodology set forth in § 192-31 entitled "Recreation and open space."

(2) If, at the Township's request or approval, a developer/applicant is to partially fulfill the recreation requirements set forth above, the cost of the provided land and/or improvements will be calculated and subtracted from the estimated total contribution. The remaining sum will be the required recreation fee.

H. Costs included. The cost of all off-tract acquisition of lands and/or improvements as contained in this chapter shall be construed to encompass all costs including, but not limited to, planning, feasibility studies, surveys, property and easement acquisition, design, equipment/facilities, and construction. Such costs shall also include all legal, accounting, surveying, engineering, and other professional costs directly associated with the improvement(s) contemplated. Such costs may still further include the cost of eminent domain proceedings, reasonable contingencies, and costs of financing during construction. All such costs shall be calculated and set forth, as a condition of approval, when preliminary major subdivision or site plan approval is granted.

I. Funding of improvements. Where the proposed off-tract improvement(s) are to be undertaken at a future date, the monies required for the improvement shall be paid prior to the signing of the final plans or plat by the Board Chair, Board Secretary and Township Clerk, except in the case of fees paid for off-tract open space and/or recreational land and improvements, in which case said fees shall be paid on a per-unit basis at such time as each certificate of occupancy ("C.O.") is issued within the affected development. Said funds shall be deposited in an interest-bearing account to the credit of the Township in a separate account, until such time as the improvement(s) is/are constructed. If off-tract improvements for water, roadway, signalization, drainage, or sewer improvements, or recreational improvements or the purchase of land for open space or recreational needs, are not begun within 10 years from the date of the final certificate of occupancy being issued to the developer/applicant, (or 15 years in the case of open space or recreational improvements/land acquisition), then and in any such event all monies and interest shall be returned to the developer/applicant. Where developer contributions are made for open space acquisition or the purchase of recreational land and/or improvements, such funds shall be placed in a dedicated account for such purposes, and can be used for no other purposes.

Section 6.

Severability.

Should any section, clause, sentence, phrase or provision of this Ordinance be declared unconstitutional or invalid by a Court of competent jurisdiction, such decision shall not affect the remaining portions of this Ordinance.

Section 7.

Repealer.

All prior Ordinances or parts of Ordinances inconsistent with this Ordinance be and the same are hereby repealed to the extent of such inconsistencies.

Section 8.

In all other respects, Chapter 34 entitled "Land Use Procedures" shall remain in full force and effect.

Section 9.

When effective.

This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

TOWNSHIP OF HARRISON

**BY: _____
LOUIS F. MANZO, MAYOR**

ATTEST:

DIANE L. MALLOY, Municipal Clerk

NOTICE

The Ordinance published herein was introduced and passed upon first reading at a meeting of the Mayor and Committee of the Township of Harrison, in the County of Gloucester and State of New Jersey, held on November 21, 2011. It will be further considered for final passage, after public hearing hereon, at a meeting of said Mayor and Committee to be held in the Township's Municipal Building, 114 Bridgeton Pike, Mullica Hill, New Jersey 08062, in the Township, on December 5, 2011, at 7:30 P.M. During the week prior and up to and including the date of such meeting, copies of said Ordinance will be made available at the Clerk's office at the Municipal Building, 114 Bridgeton Pike, in the Township, to the members of the general public who shall request the same.

DIANE L. MALLOY
Municipal Clerk