

**GUIDELINES FOR YOUR HEARING BEFORE THE HARRISON TOWNSHIP  
ZONING BOARD OF ADJUSTMENT**

**FOR THE NEW APPLICANT:**

**When you appear before the Harrison Township Zoning Board of  
Adjustment, there are procedures you should be prepared to follow:**

1. Anyone offering testimony will be duly sworn in by the Solicitor.
2. The Solicitor will certify that all documents required to be filed with the application are in order, and that all parties involved have been properly notified.
3. You will be required to present evidence why the Board should grant your application request.
4. You need to be prepared to answer questions from the members of the Board and or the Solicitor concerning specific details of your application.
5. In the event you are requesting a use variance, you should be able to explain to the Board what "special reasons" exist in order for the Board to allow a use which is not otherwise permitted in the zone. "Special reasons" is a legal term which every applicant should understand prior to appearing before the Board.
6. In the event you are requesting a bulk variance, i.e. side yard, rear yard, lot area, parking, signs, etc. you should be able to explain to the Board what hardships exist, or in the alternative, why the benefits of deviating from the ordinance requirements substantially outweigh the detriments.
7. In all cases the applicant must satisfy the Board that the granting of the variance will not be a detriment to the public good nor will it substantially impair the zone plan and ordinances of Harrison Township.
8. Make sure your application includes carefully drawn scale renderings of the proposal. If photographs are appropriate, provide them.