

**RULES AND REGULATIONS**  
**OF THE HARRISON TOWNSHIP ZONING BOARD**

1. The Zoning Board will not begin any new business after 10:00 p.m. Any public hearings still in progress at 10:00 p.m. will be terminated at 10:30 p.m. and the hearing shall carry to the next available meeting date where there is space on the agenda.

2. In submitting an application for a variance or development which requires public notice pursuant to the Municipal Land Use law, the list of property owners which is provided to you 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. You must submit proof that you have properly noticed those persons and entities entitled to notice under the law, to the Secretary of the Zoning Board at least 7 days before the date of your public hearing. You must submit the original certified mail receipts (white slips) properly postmarked by the Post Office, the original affidavit of publication, your affidavit of service, the notice of hearing, and the current list of property owners within 200'. You must also submit those original certified mail return receipt cards (green cards) received by you 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.

5. The Zoning Board schedules one public comment time 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 5 minutes during these general public comment sessions in order to give as many members of the public as are present time to speak.

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 Zoning 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 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.

7. The Zoning 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 Zoning Board secretary may accept these items and place them in the Township file on the application, the Zoning Board is not permitted to review these items as part of the fact finding process nor may it base its decision on these items.