



**TOWNSHIP OF HARDING
PROCEDURES FOR ELECTRONIC SUBMISSION OF
APPLICATIONS FOR PLANNING BOARD AND
BOARD OF ADJUSTMENT**

21 Blue Mill Road, P.O. Box 666
New Vernon, New Jersey 07976
(973) 267-8000 Ext. 1951

The following guidelines are being provided as an interim means to assist you in meeting the requirements for electronic and paper submissions of a complete application for consideration by the Planning Board or Board of Adjustment during the current State of Emergency due to the Coronavirus pandemic and until the Township Municipal Building reopens to the public and resumes regular business operations. Specifically, these circumstances necessitate the use of electronic filing and remote meeting procedures at this time.

The applicable procedural steps are as follows:

- [1] Print the Land Development Application Packet and/or Variance Application-Complete Packet and application checklist(s) from the Township's website (www.hardingnj.org).
- [2] Fill out the printed application(s).
- [3] Compile the documents required by the checklist and check each item as it is prepared for submission.
- [4] Calculate the appropriate application and escrows fees using the fee schedule provided on the Township's website. If you need assistance in calculating the appropriate fee(s) and/or escrow amount(s), please contact the Planning Board and Board of Adjustment Secretary by email at: ltaglairino@hardingnj.org
- [5] Prepare a filing letter listing all documents and checks.
- [6] **1 copy only** of the filing letter and of each document with original signatures, along with two (2) separate checks payable to the Township of Harding, one (1) for application fee(s) and one (1) for escrow fees, must be submitted to the Boards Secretary via U.S. regular mail or delivered/placed in the drop-off box located by the entrance to the Municipal Building.
- [7] Prepare an electronic copy of the Land Development Application packet and/or Variance Application - Complete Packet, required checklists, plat maps, site plans and drawings and all reports, which should then be submitted to the Boards Secretary via email scan addressed to: ltaglairino@hardingnj.org and one electronic copy on a CD or in PDF form of plat maps, site plans and drawings along with the paper copy submission referenced above in paragraph 6. This procedure is necessary in order to facilitate initial application review and comment and so the required public hearing can be conducted remotely using video technology.
- [8] Application processing and the statutory time for completeness review will not begin prior to receipt of all application and escrow fees, which will be confirmed by email.
- [9] If a waiver is requested for any item on the checklist, it must be noted in the "waivers requested" section. The Applicant should fill out the waiver request form included in the

Land Development Application packet when requesting any waivers. Each item must be listed by checklist number and a specific reason for the request must be provided.

- [10] A waiver request may be considered at the next scheduled public meeting date. The exact manner and process has yet to be determined given the current situation and is subject to future anticipated guidance by the Commissioner for New Jersey Department of Community Affairs.
- [11] The initial application submission shall be distributed by email to the Board's professionals for review and comment, as appropriate. Comments will be provided by email to the Applicant, who may submit revised plans and other responses by email addressed to: taglairino@hardingnj.org
- [12] Every electronic submission must be accompanied by a cover letter listing all attached documents and any revisions, where applicable, and the Board Secretary will send the Applicant an email confirming receipt of all documents
- [16] Once deemed complete, you will be notified of the date that your application is scheduled to be heard by the reviewing Board. Based on the checklist requirements, the Applicant will then be advised to submit the required number of plan sets and any other documents to the Boards Secretary for distribution to Board members via U.S. regular mail or delivered/placed in the drop-off box located by the entrance to the Municipal Building.
- [17] When a hearing date has been set, the Applicant is responsible for providing public notice of the application. Notice must be published in the official newspapers of the municipality at least 10 days prior to the date of the hearing. Notice must also be given, within 10 days, to all owners of real property within 200 feet of the property which is the subject of the hearing. Proof of notice must then be provided to the Board Secretary prior to the day of the hearing. Addresses and other notification requirement may be obtained from the Board Secretary.
- [18] The notice must include information as to any remote meeting procedures so the members of the public have the opportunity to observe and participate remotely. This information shall be provided by the Boards Secretary.
- [18] Once a decision has been rendered by the Board, the Applicant must publish notice of the decision, within 10 days, in the official newspapers of the municipality.

THE GENERAL PROCEDURAL INFORMATION AND EXAMPLES CITED HEREIN ARE PROVIDED AS A GENERAL GUIDE BY THE TOWNSHIP OF HARDING. THEY DO NOT REPLACE EXISTING LAW OR TOWNSHIP ORDINANCES. ALL RULES AND REGULATIONS ARE FOUND IN THE TOWNSHIP ORDINANCES AND MUNICIPAL LAND USE LAW (MLUL), N.J.S.A. 40:55D-1 ET SEQ. IT IS RECOMMENDED THAT EACH APPLICANT CONSULT A PRIVATE ATTORNEY FOR LEGAL ADVICE PERTAINING TO REQUIREMENTS FOR EACH SPECIFIC

**APPLICATION AND/OR CHANGES TO THE MLUL OR DIRECTIVES PROVIDED
BY THE STATE OF NEW JERSEY.**