

## TOWNSHIP OF HARDING

### Prior Approval Cover Sheet

A copy of a written approval from the Harding Township Engineer, Zoning Officer and Department of Health is required to be submitted with applications to the Construction Department for a Building Permit. To facilitate this part of the process, this form must be filled out **completely** and submitted as the cover sheet along with the applicable application forms, checklists, Architectural Plans, Engineering Plans and fee submittals for Township Departments issuing a prior approval. (i.e. Engineering, Health, Zoning)

Each department provides information regarding required submittals and fees depending upon the nature of the project.

**Site Information**

<b>Block:</b>		<b>Lot:</b>	
<b>Location:</b>			
<b>Owner:</b>	Name:		
	Mailing Address 1:		
	Mailing Address 2:		
	Phone:	Mobile Phone:	
	Fax:		
	Email:		

**Project Information**

<b>Briefly Describe the Project:</b>	
<b>Project Engineer:</b>	Name:
	Address 1:
	Address 2:
	Phone:
	Fax:
	Email:
<b>Project Architect:</b>	Name:
	Address 1:
	Address 2:
	Phone:
	Fax:
	Email:
<b>Project Contractor:</b>	Name:
	Address 1:
	Address 2:
	Phone:
	Fax:
	Email:

To the applicant:

The timely processing of your permit application(s) depends upon you and your professionals submitting complete applications, required fees, and plans that contain all checklist-required information. To that end, you are required to sign below and certify that the application is complete. Applications that are missing information, are not accompanied by required fees, or are submitted with plans that fail to include required information will be returned. This will seriously delay the permitting process as any subsequent resubmission of the application will be treated as a new submittal.

Applicants and their professionals should not submit revised plans until they have received comments on the initial plan submittal from the Township Engineer, the Health Department, and the Zoning Officer. Any submittal of revised plans must be accompanied by a letter describing each revision that has been made to each plan sheet. If revised plans are being submitted in response to a denial letter, the revised plans must be accompanied by a letter that individually addresses each comment from the denial letter and, if applicable, how the plans were revised to address the comment. Copies of any revised septic system or grading plans must be distributed to the Township Engineer, Health Department, and Zoning Officer. Major revisions that are not in response to comments by Harding Township officials may result in the rejection of the original application and the revision being considered a new application with attendant fees and a new review period.

In order to maintain a transparent process for all permit applications, the Township requires the email of the owner be provided on all applications. The owner must be included on all correspondences without exception. Please remember to "Reply to All" when communicating with any Township staff. Additionally, please be advised that the Harding Township Committee has appointed Committeeman Nicolas Platt to be Liaison to the Construction Department and project ombudsman. Mr. Platt will also be included on all e-mails.

#### Applicants' Certification

I have read and understand the above statement and hereby certify that the application is complete and all checklist items have been addressed. I also understand that if the application is not complete or if there are significant errors the application will be placed on hold and will not be subject to the normal review period.

<b>Applicant Name (please print):</b>	<b>Applicant Signature:</b>
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#### Agent's Certification

I have read and understand the above statement and hereby certify that the proposed work is authorized by the owner in fee and I have been authorized by the owner in fee to make this application as his agent. I further attest that the application is complete and all checklist items have been addressed. I understand that if the application is incomplete or if there are significant errors the application will be placed on hold and will not be subject to the normal review period. I further understand that the owner shall be included on all communication between Harding Township and me.

<b>Agent's Name (please print):</b>	<b>Agent's Signature:</b>
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