

TOWNSHIP OF MANALAPAN

Department of Planning & Zoning

120 Route 522 & Taylors Mills Road, Manalapan, NJ 07726
Fax (732) 446-0134

Administrative Officer
NANCY DEFALCO
732-446-8322



Zoning Board Clerks
JANICE MOENCH
732-446-8350
jmoench@mynj.org

PLANNING BOARD/ZONING BOARD OF ADJUSTMENT PUBLIC NOTICING AND PUBLIC HEARING PROCEDURE

1. **Public Noticing:**

A. Complete the Public Hearing Notice form.

- In the "SECTION NO." portion of the form, write or type in the Zoning Officer's handwritten comments from your application noted on page 2 in "Variation of Section No."

- In the "REASON" section, write or type in the proposed work and cite the Zoning Officer's handwritten denial that is stated in "Denial of Zoning Certification" on the variance application form. Make copies of the form, leaving the addresses section blank.

******Please be sure to include the bold language underscored at the bottom of this section******

B. Write in each of the property owners noted on your certified list, including county agencies.

C. Notices must be postmarked a minimum of **11 days** prior to the Public Hearing Date.

2. **Advertise Notice in the Newspaper:**

A. Notice must be published in the Asbury Park Press a minimum of **11 days** prior to the Public Hearing date. The same form that was used for your certified mailings may be used for the ad.

B. Contact the Asbury Park Press by one of the following methods:

- i. Email: applegals@gannett.com
- ii. Fax: (888) 516-9440
- iii. Legal Advertising: (888) 516-9220;

Prior to the Public Hearing:

The following items must be submitted to the Zoning office a minimum of five days prior to the Public Hearing date:

- a. Original certified receipts from the Post Office;
- b. A copy of the Notice that was mailed out to the certified list of property owners;
- c. Original Affidavit of Publication from the Asbury Park Press; and
- d. A notarized Affidavit of Service form (attached). The form will be signed and notarized after Notices are mailed out from the Post Office.

Public Hearing:

Attend the Public Hearing on the date provided to you by the Zoning Board of Adjustment at 7:30 virtually at HD OfficeSuite.

Typically, a verbal vote is taken by the Board. A Resolution of the Board's decision will be memorialized and signed no later than 45 days after your Hearing Date. You will be sent an original, signed Resolution. Applicant must advertise the Resolution of approval in the Asbury Park Press.

**Planning Board/Zoning Board of Adjustment
Manalapan Township, Monmouth County, New Jersey**



PUBLIC HEARING NOTICE

TO: _____

(Name & Address)

PLEASE TAKE NOTICE THAT _____
(Name of Applicant)

has applied to the ZONING BOARD OF THE TOWNSHIP OF MANALAPAN for a variance from the Manalapan Township Land Use Ordinance:

SECTION NO. _____

REASON (include proposed work and cite Zoning Officer's denial) _____

I, the applicant reserve the right to request approval for any and all other variances or design waivers deemed necessary by the Board or its professionals before or during the public hearing.

on premises located on _____
(Address of Construction)

known as **BLOCK** _____ **LOT** _____ on the Tax Map of Manalapan Township.

A public hearing is scheduled before the Manalapan Township Zoning Board of Adjustment on Thursday _____, 2020 which meeting is scheduled to begin at **7:30 p.m.**

The application and all plans, reports, writings and other documents in support thereof are on file with the Manalapan Township Zoning Board Office located at Manalapan Township Municipal Building, Planning and Zoning Department, 120 Route 522 (Lower Level), Manalapan, New Jersey 07726. The application, plans, reports and supplemental documents are also available online for public inspection and review by accessing the Manalapan Township website at: www.mtnj.org. Click on the Government tab and scroll down to Agendas. Click Zoning Board Agenda Date then click at the top of the page to view the documents.

Due to the Covid-19 closures, this meeting will take place virtually. Any interested persons may participate (with or without counsel) and ask questions and/or testify at said hearing by signing into and joining the meeting via the HD OfficeSuite link below.

THIS NOTICE IS BEING PUBLISHED BY ORDER OF THE MANALAPAN TOWNSHIP ZONING BOARD.

DATE: _____

(name and address of applicant)

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AFFIDAVIT OF SERVICE

In the matter of

(Name of Applicant) _____

STATE OF NEW JERSEY) :

ss;

COUNTY OF MONMOUTH) :

(Name of Applicant) _____,

being of full age, being duly sworn according to law, deposes and says:

That he/she reside(s) at _____

In the municipality of _____,

County of _____ and State of _____.

That he/she is (are) the applicant(s) in a proceeding before the Planning Board or Zoning Board of Adjustment of the Township of Manalapan.

That on _____, 2020, he/she gave written notice of the hearing of this application to each and all of the persons upon whom service must be had in the required form and according to the attached list and in the manner indicated thereon.

SIGNATURE

Sworn to and subscribed before

me this _____ day of

_____, 2020

NOTARY