

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 _____ **BOARD OF THE TOWNSHIP OF MANALAPAN** for a variance
(PLANNING OR ZONING)
from the Manalapan Township Land Use Ordinance:

SECTION NO. _____

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

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.

This application is now on the Secretary's Calendar and a **Public Hearing** has been scheduled for **Thursday evening, _____ 20 _____ at 7:30 p.m.**, prevailing time, in the **Township Hall Court Room located at 120 Route 522, Manalapan, New Jersey**, at which time you may appear either in person or by agent or attorney and present any comments which you may have to the granting of this variance application.

All documents relating to this application may be inspected by the public between the hours of **9:00 a.m. and 3:00 p.m.** in the office of the Administrative Officer to the Planning Board and the Zoning Board in the Municipal Building Complex, 120 Route 522, Manalapan Township, New Jersey.

THIS NOTICE IS BEING PUBLISHED BY ORDER OF THE MANALAPAN TOWNSHIP

_____ **BOARD.**
(PLANNING OR ZONING) _____

DATE: _____
(Name & Address of Applicant)

TOWNSHIP OF MANALAPAN



Department of Planning and Zoning

120 Route 522 and Taylors Mills Road, Manalapan, New Jersey 07726

Administrative Officer

Nancy DeFalco
(732) 446-8322

Planning/Zoning Board Clerks

Lisa Nosseir (732) 446-8367
Janice Moench (732) 446-8350

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 (s)he reside(s) at _____

In the municipality of _____,

County of _____ **and State of** _____.

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

That on _____, **20**____, **(s)he 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**
_____, **20**_____

NOTARY