

**Request by Applicant
For
CERTIFIED LISTING OF PROPERTY OWNERS**

_____ DELAWARE TOWNSHIP BOARD OF ADJUSTMENT

_____ DELAWARE TOWNSHIP PLANNING BOARD

I, the undersigned, hereby request a certified listing of property owners within two hundred feet (200') of subject property, known as Block _____, Lot _____, in order to apply to the indicated Delaware Township Board, as noted above.

I understand that it is the responsibility of the applicant to give proper notification to the property owners on this requested list no less than ten days prior to the scheduled Board meeting. Further, that proof of this notice shall be presented to the Board prior to the date the application is to be heard.

It is further understood that the applicant shall be entitled to rely on the information in this listing, and failure to give notice to any owner not on this list shall not invalidate any hearing or proceeding.

Fee for this certification is \$10.00, payable to Delaware Township.

Signed: _____

Printed name: _____

Address: _____

Phone number: _____

.....
For office use only:

Date received _____

Date listing completed _____

\$10.00 fee received by:

List completed by:

Michele Trivigno _____

K. Klink _____

Directions: Notice to Property Owners
Legal Advertising Notice
Affidavit of Service of Notice (also under separate title)
Providing the Board with satisfactory proofs

Legal Advertising Notice must be printed in the *Hunterdon County Democrat*, at least ten (10) days prior to the hearing date. Said deadlines are listed for both the Board of Adjustment and the Planning Board as part of each Board's schedule. Please check with the *Democrat* for deadline dates, as the dates can change for certain holidays. The usual deadline for the *Democrat* is Tuesdays, at noon. You may develop your own Notice and/or you may seek legal advice. As part of your submission to the *Democrat*, request a "Proof of Publication Affidavit" **to be submitted to the Board**. Use the application requirements to guide your Notice. A sample Notice of Hearing for both Boards is attached.

Sample: At the regular meeting of the Delaware Township Board of Adjustment, to be held on Month, Day, Year, at 7:30 p.m., in Town Hall, Sergeantsville, New Jersey, the following application will be heard:

Jane Smith, Block 123, Lot 456, bulk variance requested for building addition within the A-1 zone setback area, per ordinance 230-ABC. (residential request)

Notice to Property Owners. A sample form has been provided for both Boards. You may use the form or you may develop your own form. Completing the form with the application information can be done, while leaving the name, address, and block/lot of the property owner blank; also leave the signature portion blank. Copy the number needed per the listing of Certified Property Owners, including the utility companies that are also on that list. Then complete the information for each property owner and sign each notice. A sample copy needs **to be submitted to the Board**.

Completed Notices. Notices can be served in two ways, or in a combination of those two ways. Mailing the Notice can be done by using Certified Mail – Return Receipt Requested. These notices must be mailed at least ten (10) days prior to the hearing – NOT received ten days prior to the hearing. Notices can be done by Hand Delivery, a signature must be affixed to the Affidavit of Service of Notice form, next to the property owner's printed name. The signature must include the date the property owner received the Notice. Hand Delivery must also be done at least ten (10) days prior to the hearing.

Affidavit of Service of Notice. This form is to be completed and notarized, then returned to the Board.

Prior to Board Hearing, preferably one week before the hearing date, submissions as noted:

Proof of Publication Affidavit, as provided by the Hunterdon County Democrat

Sample Notice to Property Owners

White Certified Mailing notices, with Affidavit of Service of Notice

Remember that it is the Applicant's responsibility to provide the proper submissions in order that the application may be heard. If there are any questions about Notice of Hearing, please contact the Board's Administrative Officer.

**Delaware Township Planning Board -
Notice of Hearing to Property Owners**

To: Name _____
Address _____
Owner of Block _____, Lot _____

NOTICE IS HEREBY GIVEN THAT THE UNDERSIGNED HAS MADE AN APPLICATION TO THE DELAWARE TOWNSHIP PLANNING BOARD FOR:

- _____ Minor Subdivision – with variance(s): check here and add number _____
Accompanied by appropriate site plan, per Ordinance
- _____ Major Subdivision – Preliminary
Accompanied by appropriate site plan, per Ordinance
- _____ Major Subdivision – Final
- _____ Conditional Use, per the Conditional Use Ordinance section
Accompanied by appropriate site plan, per Ordinance
- _____ Other applications consideration requiring a site plan
Accompanied by appropriate site plan, per Ordinance
- _____ Variance(s), as related to application listed above

SO AS TO PERMIT
(describe relief sought, or attach a copy of the newspaper notice, or reference the ordinance)

UPON LANDS KNOWN as Block _____, Lot _____, located on

(physical location of property)

**CONTRARY TO / PURSUANT TO Article _____, Section _____ of the
Delaware Township Land Use Ordinance**

A PUBLIC HEARING will be held at the Delaware Township Municipal Building at 570 Rosemont Ringoes Road, Sergeantsville, New Jersey; at which time any interested person may appear in person, by agent, or by attorney to be heard regarding this application.

Hearing Date _____ at _____ (time)

Signature of Applicant(s) _____

Printed Name(s) of applicant(s) _____

Address of same _____

Best contact information of applicant(s) _____
(phone and/or email)

THIS APPLICATION IS ON FILE at the Delaware Township Municipal Building, address above, and can be viewed there during regular office hours, www.delawaretpnj.org.

**Delaware Township Board of Adjustment -
Notice of Hearing to Property Owners**

To: Name _____
Address _____
Owner of Block _____, Lot _____

NOTICE IS HEREBY GIVEN THAT THE UNDERSIGNED HAS MADE AN APPLICATON TO THE
DELAWARE TOWNSHIP BOARD OF ADJUSTMENT FOR:

- _____ Bulk variance, with appropriate support documents
- _____ Use variance, with appropriate support documents
- _____ Interpretation of Zoning Ordinance
- _____ Appeal from determination of Township Official, with attached denial
- _____ Other , please specify: _____
- _____ Variance(s), as related to application listed above

SO AS TO PERMIT (insert a detailed description of the relief sought)

(attach paper as needed)

UPON LANDS KNOWN as Block _____, Lot _____, located on

(physical location of property)

**CONTRARY TO / PURSUANT TO Article _____, Section _____ of the
Delaware Township Land Use Ordinance**

A PUBLIC HEARING will be held at the Delaware Township Municipal Building at 570 Rosemont Ringoes Road, Sergeantsville, New Jersey; at which time any interested person may appear in person, by agent, or by attorney to be heard regarding this application.

Hearing Date _____ at _____ (time)

Signature of Applicant(s) _____

Printed Name(s) of applicant(s) _____

Address of same _____

Best contact information of applicant(s) _____
(phone and/or email)

THIS APPLICATION IS ON FILE at the Delaware Township Municipal Building, address above, and can be viewed there during regular office hours, www.delawaretwpnj.org.