

TOWNSHIP OF SOUTH BRUNSWICK
PLANNING BOARD AND ZONING BOARD OF ADJUSTMENT

REQUIREMENTS FOR PUBLIC HEARING

WHEN REQUIRED – Public notice of a public hearing is required to be given for hearings on waivers, exceptions, bulk variances, use variances, appeals on the decision of an administrative officer, preliminary subdivisions, preliminary site plans, extensions of previous approvals, and conditional uses where permitted.

METHODS OF NOTICE – The applicant for any of the above noted applications is responsible for service the notice by:

- A. Publication in any of the official newspapers (The Princeton Packet, which is a weekly or the Home News Tribune or Trenton Times, which are daily newspapers); and
- B. Serving all property owners within 200 feet of the site of the application and any other persons or officials by law, by personal service or certified mail.

CONTENT OF NOTICE - A suggested format is attached. For a variance application, please insure that the notice includes the specific description of the nature of each variance being requested.

LIST OF PROPERTY OWNERS – A list of all parties who must be notified (including the property owners within 200 feet of the site and the State, County and officials of adjacent municipalities and any registered utility companies) shall be furnished by the Township’s Tax Assessor’s Office to the applicant within seven (7) days of the date of receipt of the required fee for the list.

WHEN NOTICE SERVED – Notice must be served at least ten days prior to the scheduled public hearing.

COMBINED APPLICATIONS – Where an application is made for more than one approval, such as a use variance and site plan, all requested approvals must be stated on the notice forms.

TAXES PAID – Any application for development will not be deemed complete nor will a hearing be held on any application until all property taxes, liens and local assessments have been paid.

PROPER BOARD – This application is used for both Planning Board and Zoning Board of Adjustment applications. Include only the proper board in the notice. Check with the Planning Department if you are uncertain which board will hear the application.

QUESTIONS – If you have any questions on filling out the forms or on the notice requirements, you may consult with the Planning Department at 732-329-4000, ext. 7240. It is extremely important that the notice be made out and filed properly, as the application and hearing may be delayed or voided if it is not done properly.