

**INSTRUCTIONS TO APPLICANTS BEFORE THE
BOROUGH OF SWEDESBORO PLANNING/ZONING BOARD
WHEN A PUBLIC HEARING IS REQUIRED.**

1. When the application for development which requires a public hearing and all other items have been completed and filed with the Secretary of the Planning/Zoning Board, together with the appropriate fees, escrows, and a certification from the Tax Collector that taxes have been paid, the Board shall evaluate the application for completeness and once the application is deemed complete, the applicant will be notified of the date for public hearing. At that time, the applicant shall notify the property owners and others required to receive notice, pursuant to state statute. **Do not publish or forward notices until you have been told that your application is complete and a date has been set for public hearing.**
2. The applicant shall give notice, at least ten (10) days prior to the date of the hearing scheduled by the Secretary of the Board as follows:
 - (a) Public notice shall be made by publication, in The Gloucester County Times of a legal advertisement, and proof of such publication, in the form of an affidavit to be obtained from the newspaper shall be submitted to the Board as hereinafter set forth.
 - (b) Notice shall be given to the owners of all real property as shown in the current tax duplicate or duplicates, located in the state and within two hundred feet (200) in all directions of the property which is the subject of such hearing and whether located within or without the municipality in which applicant's land is located. This requirement is deemed to have been satisfied when condominiums or horizontal property regimes are within two hundred feet (200) of applicant's property by making service in the following manner:
 - (1) If the applicant's property abuts a condominium and the owner of any unit is within two hundred feet (200) of the applicant's property and said unit has a unit above or below it, by giving notice to the condominium association.
 - (2) If the applicant's property abuts a horizontal property regime and an apartment of the co-owner is within two hundred feet (200) of the applicant's property and such apartment has an apartment above or below it, by giving notice to the horizontal property regime.
 - (3) If the applicant is the owner of a condominium unit or co-owner of an apartment, notice shall be given to all

other unit owners or apartment co-owners within two hundred feet (200) of the unit or apartment owner or co-owned by the applicant.

Names and addresses of such property owners located within the Borough may be procured by making written request to the Municipal Clerk and payment of a fee not to exceed twenty-five cents (\$.25) per name, or ten dollars (\$10.00), whichever is greater. If there are other property owners who have land within two hundred feet (200), but not within the Borough, their names and addresses must be procured from the administrative officer or the municipality within which their property is located. Such notice shall be give by:

1. Serving a copy thereof on the owner as shown on the said current tax duplicate, or his agent in charge of the property, or
2. Mailing a copy thereof by certified mail to the property owner at his address as shown on the said current tax duplicate.

Notice to a partnership owner may be made by service upon any partner. Notice to a corporate owner may be made by service upon its president, a vice-president, a secretary or other person authorized, by appointment or by law, to accept service on behalf of the corporation.

Where a condominium association, horizontal property regime, community trust or homeowner's association own grass, landscaped areas, driveways, parking lots, recreational facilities, etc., which are common elements or areas that are within two hundred feet (200) of the property which is the subject of a hearing notice, may be made in the same manner as to a corporation without further notice to unit owners, co-owners, or homeowners on account of such common elements or areas.

- (c) Notice of all hearings on applications for development involving property located within two hundred feet (200) of an adjoining municipality shall be given by personal service or certified mail to the Clerk of such municipality, which notice shall be in addition to the notice required to be given to the owners of lands in such adjoining municipality which are located within two hundred feet (200) of the subject premises.
- (d) Notice shall be given by personal service or certified mail to the County Planning Board of a hearing on an application for development of property adjacent to an existing county road or proposed road shown on the Official County Map or on the County Master Plan, adjoining other land, or situate located within two hundred feet (200) of a municipal boundary.
- (e) Notice shall be given by personal service or certified mail to the Commissioner of Transportation of a hearing on an application for development of property adjacent to a state highway.

- (f) Notice shall be given by personal service or certified mail to the Director of the Division of State and Regional Planning in the Department of Community Affairs of a hearing on an application for development of property which exceeds one hundred fifty (150) acres or five hundred (500) dwelling units. Such notice shall include a copy of any maps or documents required to be on file within the Municipal Clerk, pursuant to N.J.S.A. 40:55D-10(b).
 - (g) The applicant shall file an affidavit of proof of service with the Board, as hereinafter set forth.
 - (h) Any notice made by certified mail as hereinafter required shall be deemed complete upon mailing in accordance with the provisions of N.J.S.A. 40:55D-14. If notice has not been given as stated above, the application **CANNOT** be heard.
3. In the event that the seven (7) members of the Board qualified to vote in the case of an application for Use Variance are not present on the date of the hearing, the applicant may request an adjournment of his Variance application to the next regular meeting of the Board. It will not be necessary for the applicant to re-publish or re-notify adjacent property owners if this adjournment is announced at the meeting. In order to ensure speedy processing of the appeal or application, the applicant should be careful to comply fully and promptly with all notification requirements.

NOTICE OF HEARING TO COUNTY PLANNING BOARD

TO: GLOUCESTER COUNTY PLANNING BOARD
NORTH DELSEA DRIVE
CLAYTON, NJ 08312

PLEASE TAKE NOTICE:

That _____, the undersigned has applied to the
Planning/Zoning Board of the Borough of Swedesboro for relief from the Zoning
Ordinance to permit _____

at _____
on Lot (s) _____ and Block (s) _____, of the
Tax Maps of Swedesboro, which property fronts a County road, or adjoins County owned
property, or is within two hundred (200) feet of a municipal boundary. A hearing in this
matter will be held on _____ 20 _____ at _____ P.M. at the
Municipal Building in the Borough of Swedesboro.

BOROUGH OF SWEDESBORO, NEW JERSEY

NOTICE OF PUBLIC HEARING

TAKE NOTICE THAT A PUBLIC HEARING WILL BE HELD BEFORE THE BOROUGH OF SWEDESBORO PLANNING/ZONING BOARD AT THE BOROUGH OF SWEDESBORO MUNICIPAL BUILDING, 1500 KINGS HIGHWAY, SWEDESBORO, NEW JERSEY ON MONDAY, _____ 20____ AT ~~7:30~~ P.M. ON THE FOLLOWING APPLICATION: 7:00 PM

APPLICANT: _____

PROPERTY AFFECTED (STREET) _____

BLOCK _____ LOT _____ TAX MAP _____

NATURE OF APPLICATION: _____

10 DAYS PRIOR TO THE HEARING DATE ALL DOCUMENTS PERTAINING TO THIS APPLICATION WILL BE ON FILE AT THE ZONING OFFICE OF THE BOROUGH OF SWEDESBORO MUNICIPAL BUILDING AND MAY BE INSPECTED DURING REGULAR BUSINESS HOURS.

BY ORDER OF THE APPLICANT

NOTICE TO PROPERTY OWNERS

A public hearing on Application No. _____ will be held by the Planning/Zoning Board of the Borough of Swedesboro on _____ at __ 7:00 __ p.m. at 1500 Kings Highway, Swedesboro, N.J.

The object of the hearing will be to consider an application by the undersigned for the following reasons:

Location of property in question: _____

Nearest intersection-landmark: _____

Also known as Plate _____ Block _____ Lot _____ of the official tax map of the Borough of Swedesboro.

You are advised of this hearing because you are the owner of property within 200 feet and are required to be notified according to the law.

You are not required to appear at this hearing unless you wish to object to what the undersigned wants.

All written objections must be presented to the Planning/Zoning Board, address above, before the hearing date.

Documents related to the application may be inspected by the public between the hours of _____ a.m. to _____ p.m., Monday through Friday.

Date _____ Applicant _____

Applicant's Address: _____

AFFIDAVIT OF NOTICE

Application or Appeal No. _____

STATE OF NEW JERSEY

SS

GLOUCESTER COUNTY

_____ being duly sworn according to Law, upon his/her oath, deposes and says:

1. I am the applicant (or appellant) before the Planning/Zoning Board of the Borough of Swedesboro.
2. At least ten (10) days prior to the hearing, I gave personal notice to all owners of property situated within or without the Borough of Swedesboro as shown on the most recent tax lists of the Borough of Swedesboro whose property or properties as shown on said lists are located within 200 feet of the property to be affected by said application.
3. Said notice (a copy of which has been filed with the Board Secretary) was given either by Certified Mail to the last known address of the property owner as shown by the recent tax Lists of the Borough or by handing said notice to the property owner.
4. I have served the following property owners by Certified Mail (return receipts are Attached):

5. I have served the following property owners in person:

Sworn to and subscribed
Before me this _____
Date of _____, 20 _____.

(Notary)

(Signature of Applicant or Appellant)

PLEASE POST SIGN VISIBLE TO STREET 10 DAYS BEFORE MEETING DATE

AFFIDAVIT

APPLICATION NO. _____

STATE OF NEW JERSEY)

GLOUCESTER COUNTY)

_____ of full age being duly sworn according to

The law, upon his/her oath deposes and says:

1. I am the applicant or the authorized representative with respect to application number _____, _____ scheduled to be heard before the Planning/Zoning Board, Borough of Swedesboro on _____.

2. On the _____ day of _____, 20____ I personally posted the Zoning Notice on the subject property as required under the Rules and Regulations of the Planning/Zoning Board of the Borough of Swedesboro.

3. Said Notice was clearly visible from the street.

4. I did not remove the notice nor cause the notice to be removed.

(Signature)

Sworn to and subscribed

Before me this _____

Date of _____, 20____.

[03/14/2006]