

<p style="text-align: center;">NOTIFICATION & PUBLICATON INSTRUCTIONS ZONING BOARD PUBLIC HEARING</p>

A. NOTIFICATION

All owners of property within 200' must be notified by certified mail or personal delivery of the public hearing. A certified list of property owners will be provided for a fee of \$10.00. The certified mailing or personal delivery must be accomplished **at least ten (10) days prior to the public hearing date** to meet the legal requirements.

Obtain a receipt for personal delivery; make sure they date the receipt when they sign it.

Maintain the certified mail receipts. Proof of the completion of this step (Post Office receipts or signatures) must be delivered to this office the Friday before the hearing.

B. PUBLICATION

Publish a legal notice in the Official Newspaper, The Burlington County Times, announcing the public hearing. It must appear in the newspaper **at least ten (10) days prior to the public hearing date** to meet the legal requirements.

The Burlington County Times
One Oxford Valley
2300 East Lincoln Highway, Suite 500D
Langhorne, PA 19047
215-949-4112

Please send all legal notices to: legals@thebct.com

Proof of publication (supplied by the Burlington County Times) must be delivered to this office the Friday before the hearing.

C. AFFIDAVIT OF SERVICE

Submit completed Affidavit of Service form with proof(s) of notification and publication.

D. SAMPLE NOTICE

A **sample** notice is as follows. You must create your own original.

NOTICE OF PUBLIC HEARING
MOORESTOWN TOWNSHIP ZONING BOARD

PLEASE TAKE NOTICE that in accordance with the requirements of the Moorestown Township Ordinances and New Jersey Municipal Land Use Law N.J.S.A. 40:55D-12, you are hereby notified that the undersigned _____, has applied to the Moorestown Township Zoning Board for _____ at the property located at _____, Block _____ Lot _____ on the tax maps of the Township of Moorestown.

PLEASE TAKE FURTHER NOTICE that the Applicant is requesting the following variances:_____.

The Applicant is also requesting any other variances, waivers, additional exceptions, sign variances, design waivers, de minimis exceptions, modifications of conditions of prior approvals, continuation of any preexisting non-conforming conditions, other approvals reflected on the plans (as same may be further amended or revised from time to time without further notice) as may be determined to be necessary during the review and processing of the Application by the Board and its professional staff, and permits requested or required by the Zoning Board at the public hearing.

PLEASE TAKE FURTHER NOTICE that a public hearing on the Application has been scheduled to be heard before the Zoning Board on _____ at 7:00 p.m. in Council Chambers in Town Hall, 111 West Second Street, Moorestown, NJ 08057

The meeting will also be broadcast via live stream on the Township's website. Please note that the livestream is not interactive and you will not be able to participate in the meeting in this format. The live stream may be accessed by going to www.moorestown.nj.us and clicking on "Live Meetings" in the upper right hand corner of the homepage. Scroll down to the 'Current & Upcoming Events' section. Once there, click on the "Township Zoning Board Meeting" link of the meeting you wish to watch.

Copies of all Applications, plans and supporting documents are on file and will be available for public inspection at least (10) days prior to the public hearing on the Township of Moorestown's website at <https://www.moorestown.nj.us/129/Agendas-Minutes>. (Click 'Zoning Board Meeting' on which Application is to be heard.) Any member of the public who wishes to inspect the Applications, plans and supporting documents, but does not have access, or cannot access, the Township of Moorestown's website may contact the Board Secretary, Peter Clifford to make an appointment to review the Application at the Department of Community Development, Township of Moorestown, 111 West Second Street, Moorestown, NJ between the hours of 8:30 a.m. to 4:30 p.m., Monday through Friday.

Any questions regarding the Application or the public hearing on the Application, including, without limitation, questions pertaining to participation in the public hearing, need for special accommodations, or registering objections ahead of the public hearing, may contact the Board Secretary, Peter Clifford by phone at (856) 914-3023 or by email to pclifford@moorestown.nj.us

AFFIDAVIT OF SERVICE

STATE OF NEW JERSEY :

:SS

COUNTY OF BURLINGTON:

I, _____, of full age, being duly sworn according to law, depose and say, that I reside at _____ in the Township of _____ County of _____, and State of New Jersey and that I did on _____, 20____, at least ten (10) days prior to hearing date, give written notice of the hearing of this application to all property owners within 200 feet of the property, which is located at _____, Moorestown New Jersey, and/or those public agencies required by Law, affected by docket number _____.

Said notice was given either by hand delivery, or by certified mail to the property owner. Copies of the registered receipts and/or original signatures with dates are attached hereto.

Respectfully,

(Signature)

Sworn and subscribed to before me on this _____ day of _____, 20____

A Notary Public of New Jersey