

## **ZONING BOARD OF ADJUSTMENT - TOWNSHIP OF WOODBRIDGE - INSTRUCTION SHEET**

Attached you will find the following forms:

(1) **PUBLIC NOTICE**

This newspaper advertisement must be published in the Home News Tribune one time **at least ten (10) days** prior to your public hearing. Mail or deliver to the newspaper as soon as possible to be sure your ad is published in time. They will give you instructions for publication. When you see your ad in the legal advertisement section of the newspaper, cut out the ad and save the whole page, with the date thereon.

(2) **NOTICE OF HEARING ON APPEAL OR APPLICATION**

This is the notice which must be given to all property owners indicated on the list you obtained from the Administrative Officer. After completing and signing the form, have as many copies made as you need and save one (1) copy as a sample notice to return to the Board Secretary prior to your public hearing.

Fill in the property owner's name and property location at the top of each form. You may either mail this notice to them by **certified mail** or hand-deliver to any member of the household **over the age of fourteen (14) years**. All notices must be mailed or delivered at least ten (10) days prior to your public hearing. If you choose to deliver your notices, **do not leave the notice in a mailbox** if no one is at home. Notices must be hand-delivered if they are not mailed. If you mail the notices certified mail, you **do not** have to get a return receipt. Proof of certified mailing is all the statute requires.

(3) **AFFIDAVIT**

After all notices have been either mailed or delivered, complete all blank spaces as follows:

- (1) Name of person who mailed or served notices
- (2) "his" or "her" depending upon sex of person who served or mailed notices
- (3) "he" or "she"
- (4) that person's home address
- (5) "he" or "she"
- (6) date notices were mailed or served
- (7) address of property that the application involves

If the Property Owners List includes the Clerk of another town, the Middlesex County Planning Board or the Department of Transportation, you would have to send them a notice by certified mail also. If they **do not** appear on your list, leave this section blank; it does not have to be filled in at all.

Sign the affidavit in the presence of a notary public and have your signature notarized.

### **RETURN THE FOLLOWING TO THE BOARD SECRETARY (Lisa Mimnaugh) NO LATER THAN THREE (3) DAYS BEFORE THE HEARING:**

- (1) Affidavit - Signed and notarized.
- (2) List of property owners prepared by the Administrative Officer.
- (3) Copy of your newspaper ad WITH THE DATE OF PUBLICATION **or** an Affidavit of Publication obtained from the newspaper.
- (4) One sample notice served to all property owners.
- (5) Dated **WHITE** postal receipts if service has been affected by certified mail.

### **PLEASE NOTE!!!!**

***AD MUST BE PUBLISHED AND ALL NOTICES SERVED NO LATER THAN:  
TEN (10) DAYS PRIOR TO THE BOARD HEARING DATE.***