

BOROUGH OF MANASQUAN, NJ
NOTICE REQUIREMENTS

1. Notice is required on all development applications with the exception of minor Subdivisions (without variances) and final subdivisions.
2. The applicant must submit a written request to the Tax Assessor's Office for a Certified list of property owners located within 200-feet in all directions of the Subject property. The application for a certified list or other written letter should be submitted with the development application. Lists more than 6 months old are not valid.
3. **Contents of Notice:**
 - Date, time and place of hearing.
 - Nature of all matters to be considered at the hearing.
 - Identification of the property proposed for development by street address, Block, and Lot numbers as shown on the current tax duplicate.
 - Location and times at which maps and documents for which approval is sought are available for public inspection.
4. **At least ten (10) days before the scheduled hearing.**
 - A. Publish Notice in ONE OFFICIAL TOWNSHIP NEWSPAPER and request Affidavit of Publication. Official newspapers are:

The Coast Star Broad Street Manasquan, NJ 08736	The Asbury Park Press PO Box 1550 Neptune, NJ 07754
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 - B. Notify by personal service or certified mail, return receipt requested, the applicant must fully complete the receipt and have the Post Office date, stamp the receipt.
 1. All property owners within 200-feet.
 2. Clerk of adjoining Municipality if located within 200-feet.
 3. County Planning Board if adjacent to existing proposed County Road, adjoining other County land or situated within 200-feet of a Municipal boundary.
 4. Commissioner of Transportation if property is adjacent to a State Highway. Attention: Construction and Maintenance, 1035 Parkway Avenue, Trenton, NJ 08625.

NOTE: If personal service is performed, all property owners MUST SIGN THEIR FULL NAME AND DATE on the Certified list next to their names.

- C. Affidavit of Publication, Proof of Service Notice of Hearing, Certified Mailing receipts that have been date stamped by the Post Office and/or list of dated signatures are required to be submitted to the Planning Board Secretary at least five (5) days before the scheduled hearing.

NOTE: PROOF OF SERVICE MUST BE NOTORIZED.