

# *Borough of Woodstown*

## **PUBLIC HEARING INSTRUCTIONS**

The attached package of forms is provided for use in setting up a public hearing before the Woodstown Planning Board. This information is to be used only after you have been instructed by the Board Secretary as to the completeness of the application being considered and having been notified as to the date and time for the hearing.

### **FORMS PROVIDED**

1. Property List Request Form
2. Notice of Publication
3. Notice to Property Owners
4. Affidavit of Service

- ♦ **PROPERTY LIST REQUEST FORM** - The applicant must contact the Tax Assessor and request a list of landowners surrounding the property which is the subject of the application. The Property List Request Form is to be completed and submitted to Greg Busa, Tax Assessor with a fee of \$10.00. Mr. Busa is available at the Borough Hall on Friday 8:00 AM-12:00 PM. The form and payment may also be mailed to Mr. Busa at Woodstown Borough Hall, PO Box 286, Woodstown, N.J. 08098. Checks are to be made payable to Woodstown Borough.

**NOTE: The list provided from the Assessor is valid for only a period of six months. If an application is not submitted within the six months, an updated list will be required.**

- ♦ **NOTICE OF PUBLICATION** - This form is to be completed and forwarded to South Jersey Times for publication. Please be aware that South Jersey Times has specific deadlines for receipt of legal notices. Please check with them on their schedule.

**NOTE: NOTICE OF HEARING MUST BE PUBLISHED AT LEAST TEN DAYS PRIOR TO THE HEARING DATE IN ORDER FOR THE APPLICATION TO BE HEARD.**

- ♦ **NOTICE TO PROPERTY OWNERS** - This form is to be completed and mailed to each landowner listed on the form provided by the Assessor. Mailing should be certified with return receipt. All proof of mailing receipts, with postmark and returned green cards, are to be submitted as part of the application.

**NOTICES MUST BE POSTMARKED AT LEAST TEN DAYS PRIOR TO THE HEARING DATE.**

**WOODSTOWN BOROUGH PLANNING BOARD  
PUBLIC NOTICE**

TO WHOM IT MAY CONCERN:

Property  
Owner \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

TAKE NOTICE :

Notice is hereby given that \_\_\_\_\_,  
residing at \_\_\_\_\_,

Has filed an application with the Woodstown Planning Board seeking permission to:

\_\_\_\_\_  
\_\_\_\_\_

The property which is the subject of said application is identified as Block \_\_\_\_\_, Lot \_\_\_\_\_ and is located on \_\_\_\_\_ St. in the Borough of Woodstown.

This notice is sent to you as an owner of property within 200 feet of the subject property. A public hearing has been scheduled on \_\_\_\_\_ at 7:00 PM in the Woodstown Borough Hall, 25 West Ave., Woodstown, New Jersey, 08098 to consider this matter. You may be present either in person, or by attorney, and present any comments you may have to the granting of the appeal.

The application and accompanying forms and documents are on file at the office of the Planning Board Secretary and are available by appointment for inspection prior to the hearing. The Board Secretary may be contacted at 856-769-2200.

This notice is sent to you by the applicant, by order of the Planning Board of Woodstown Borough.

\_\_\_\_\_  
Applicant

**WOODSTOWN BOROUGH PLANNING BOARD  
NOTICE OF PUBLIC HEARING**

TAKE NOTICE: On \_\_\_\_\_, at 7:00 PM, a hearing is scheduled before the Woodstown Borough Planning Board located at 25 West Ave., Woodstown, New Jersey, 08098 to consider an application submitted by \_\_\_\_\_ requesting permission to \_\_\_\_\_

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The property which is the subject of said application is identified as Block \_\_\_\_\_, Lot \_\_\_\_\_ and is located on \_\_\_\_\_ in the Borough of Woodstown.

All information relating to the application is on file in the office of the Planning Board Secretary and is available for inspection during normal business hours.

Any member of the public may appear either in person or by attorney and be heard concerning this application.

\_\_\_\_\_  
Applicant

## **INSTRUCTIONS FOR COMPLETING AFFIDAVIT OF SERVICE**

**This form is to be completed stating the date that notices were mailed to landowners and the day a notice was published in South Jersey Times**

**The form must be notarized**

**Please attach the following information to this affidavit:**

- Copy of notice that was sent to landowners**
- Original List of Property Owners certified by the Tax Assessor**
- White receipts from certified mailings.**
- Green cards from mailing.**
- Original proof of publication provided by South Jersey Times**

**The above information must be provided to the Board Secretary at least three days prior to the hearing date.**

**Please note: all information must be original receipts. If you prefer to retain forms for your records, please make copies**

**If the notification is not completed accurately, at least ten days prior to the hearing, the Board does not have jurisdiction to hear the application and the matter will be postponed until the next meeting and re-notification will be required.**

**For any questions concerning the Public Notice package, please feel free to contact the Board Secretary at 856-769-2200 ext 31.**

**Woodstown Borough Planning Board**

**WOODSTOWN BOROUGH PLANNING BOARD  
AFFIDAVIT OF SERVICE**

State of New Jersey    )  
                                          )ss  
County of Salem        )

I, \_\_\_\_\_, of full age, and being duly sworn according to law, on his oath deposes and says that he resides at \_\_\_\_\_, and that I did on \_\_\_\_\_ 20\_\_\_\_, at least ten (10) days prior to a scheduled hearing date, give personal notice to all property owners within 200 feet of the property affected by his application to the Woodstown Planning Board regarding property located at \_\_\_\_\_ and identified as Block \_\_\_\_\_, Lot \_\_\_\_\_ on the Woodstown Borough Tax Map.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon (Check if applicable)

- Salem County Planning Board
- New Jersey Department of Transportation
- Clerk of Pilesgrove Township
- Any utilities listed on Assessor's List

A copy of said notices is attached hereto.

Notice was also published in The South Jersey Times which is the official newspaper of Woodstown Borough as required by law.

Attached to this affidavit is a list of owners of properties within 200 feet of the affected property who were served, showing the lot and block numbers of each property as same appears on the municipal tax map, and also a copy of the certified list of such owners prepared by the Tax Assessor of Woodstown Borough.

Also attached is a copy of the proof of publication of notice in the official newspaper of Woodstown Borough.

\_\_\_\_\_  
Applicant

Sworn to and subscribed before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary

**WOODSTOWN BOROUGH PLANNING BOARD  
PROPERTY LIST REQUEST**

Contact    Greg Busa– 856-769-2200 ext. 25    Friday 8:00-12:00

**\$10.00**

**Date:** \_\_\_\_\_

I am requesting a List of Property Owners within 200 feet of the following property:

**BLOCK** \_\_\_\_\_

**LOT** \_\_\_\_\_

PROPERTY LOCATION

OWNER'S NAME \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

DATE OF PLANNING BOARD HEARING \_\_\_\_\_