

BOROUGH OF FANWOOD
INSTRUCTIONS FOR PUBLIC NOTICING

According to the New Jersey Municipal Land Use Law public notice shall be given for all hearings before the Planning Board, except:

- Final approval of a site plan
- Final approval of a major subdivision
- Informal review of a development concept plan
- Appeal of an action of an Administrative Officer
- Interpretation of the Zoning Map or Ordinance or decision on a specific question

To satisfy this requirement, each applicant must:

1. **Give Public Notice of the Hearing.** Once your application is deemed complete and a hearing date assigned, you will receive publication instructions via mail along with your legal notice. This notice must be published no later than 10 days prior to the date of the hearing (not including the date of the hearing).
2. **Notify property owners within 200 feet of subject property.** To accomplish this you will complete the Request for Periphery List (Zoning Form #6 in the application packet) and submit the \$10 minimum fee. When your application is deemed complete, the Tax Collector will prepare the Periphery List and contact you within 7 days for pickup. You will be given delivery instructions, a Periphery Supplement (Zoning Form 6A) and an Affidavit of Service of Notice along with the list.
3. **Provide substantiation to the Planning Board Secretary** that the public has been notified. Return original Periphery List(s), Certified Mail receipts and signed Affidavit to the Planning Board Secretary. These documents must be received 10 days prior to the hearing date in order for the hearing to proceed.