

APPLICANT MUST

SPEAK TO THE COURT

City Of Linden Planning Board

REPORTER REGARDING THE

Instructions For Service of Notice
BOARD!!

TRANSCRIPT SUPPLIED TO THE

IT IS IMPORTANT THAT APPLICANT FOLLOW THESE INSTRUCTIONS CAREFULLY TO INSURE PROPER NOTIFICATION OF ALL NECESSARY PARTIES. FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN POSTPONEMENT OF THE HEARING ON YOUR APPLICATION.

- A. Applicant must obtain the “Affidavit of Proof of Service” form from the Secretary to the Planning Board . The office is located in City Hall, 301 N . Wood Avenue, Linden, NJ.
- B. The “Affidavit of Proof of Service” should be taken to the Tax Assessor’s office at the above address. The Tax Assessor will provide the applicant upon payment of \$10.00 or \$0.25 per name, whichever is greater, a list of property owners and their addresses within a 200 feet of the subject property and all others required to serve.
- C. After receiving the Tax Assessor’s list, the applicant shall serve one copy of the notice upon each listed owner by hand delivery (leaving a copy at the usual place of abode), or by certified mail, return receipt requested. Notice must be given to all parties at least 10 days prior to the date set for the hearing. After notice is sent to the above persons, an affidavit of proof of service must be complete and filed indicating the date and method of service A list of persons serviced ***must be brought to the Planning Board before the scheduled meeting date, to be checked by the secretary.***
- D. Notice must be served upon the following:
1. All owners of real property located within 200 feet in all directions of the property which is the subject of the hearing.
 2. Adjoining municipal boundary is within 200 feet of the property.
 3. County of Union if subject property is adjacent to an existing or proposed county road or is within 200 feet of any county land.
 4. The New Jersey Commissioner of Transportation if the property is adjacent to a state highway.
 5. Upon the Division of State and Regional Planning of the Department of

Community
more than 500 dwelling

Affairs if the subject property exceeds 150 acres or involves
units.

Call 908-474-8453 if there are any questions.

PREPARATION OF LISTS OF PROPERTY OWNERS WITHIN 200 FEET

PURSUANT TO SECTION 40:55d-12c OF THE MUNICIPAL LAND USE LAW, CHAPTER 291, LAWS OF N.J., THE ADMINISTRATIVE OFFICER OF A MUNICIPALITY, SHALL UPON REQUEST AND WITHIN 7 DAYS, MAKE AND CERTIFY A LIST FROM CURRENT TAX DUPLICATES OF NAMES AND ADDRESSES OF OWNERS TO WHOM THE APPLICANT IS REQUIRED TO GIVE NOTICE.

DUE TO THE FACT THAT NOTICE MUST BE GIVEN AT LEAST 10 DAYS PRIOR TO THE DATE OF THE HEARING AND THE FACT THAT THE TAX ASSESSOR'S OFFICE IS ENTITLED SEVEN (7) DAYS FROM THE DATE OF REQUEST TO PREPARE SAID LIST, IT IS THEREFORE IMPERATIVE THAT REQUESTS FOR PROPERTY OWNER LIST BE MADE AT THE TIME OF APPLICATION SUBMISSION, TO AVOID DELAYS PRIOR TO THE PUBLIC HEARING

A W-9 TAX FORM MUST BE INCLUDED WITH THE ESCROW CHECK!

IT IS THE APPLICANTS RESPONSIBILITY TO SUBMITTED SITE AND SUBDIVISION PLANS TO THE UNION COUNTY PLANNING DIVISION.

APPLICANT MUST SPEAK TO THE COURT REPORTER REGARDING THE TRANSCRIPT SUPPLIED TO THE BOARD!

ALL PLANS MUST BE IN BY 12:00 pm 21 DAYS BEFORE THE MEETING. IF NOT, THE APPLICANT WILL MAKE THE NEXT AVAILABLE MEETING DATE.

NOTICE

The Committee on the unauthorized practice of law appointed by the Supreme Court of New Jersey has ruled that a corporation owner or applicant may not be represented by architects, engineers or its representative officials before the Planning Board because that would constitute the unauthorized practice of law.

This does not prevent an individual owner-applicant from presenting his case before the Planning Board without an attorney.

As a result of this ruling the Planning Board may not act on any applications presented to it at a public meeting unless the corporation applicant is represented by an attorney admitted to the Bar of the State of New Jersey.

Please arrange to be represented at all meetings of the Planning Board by attorney so as to avoid the unnecessary delay and tabling of your matter.

City of Linden Planning Board - Linden, New Jersey

AFFIDAVIT OF PROOF OF SERVICE

In the matter of the Application of
Application No. _____
STATE OF NEW JERSEY)
COUNTY OF UNION) SS:

I _____ being duly sworn according to law, upon my oath,
deposes and says:

1. I am the (applicant), (owner), {strike out inapplicable word}

2. At the date hereinafter stated, I served notice in the form set forth below upon
property _____ owners, whose property is within 200 feet of the property to be affected
in this matter, or _____ other persons by statute requiring notice in the following manner.

A. Personally, by handing such a true copy of said property owners, or

B. By leaving a true copy of the notice at the usual place of abode of such property
owners, or

C. By mailing certified mail, such a true copy to the last known address
of the _____ property owners as shown by the most recent tax list
of said city.

3. The property owners I served and how I served them are as follows:

Block#	Lot#	Name	Address	Method and Date of Service
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(attach rider if space is insufficient)

4. The form of notice used is as follows:

Affidavit of Service

FORM OF NOTICE

Re: Application # _____

Please take notice that the undersigned has appealed to the Planning Board of the City of Linden for a variance from the provisions of Section _____ of the Zoning Ordinance so as to permit

on premises located on _____ known as Block _____ Lot _____ on the Tax Map, which is within 200 feet of property owned by you. This appeal is now on the secretary's calendar, and a public hearing has been ordered for _____ evening at 7:00 p.m., prevailing time, in City Hall, 301 N. Wood Avenue, Linden, NJ. At which time you may appear either in person or by agent, or attorney and present any objection which you may have to granting this appeal. This notice is served upon you by order of the Planning Board.

Respectfully

Dated: _____

5. All of the above statements are true and complete.

Applicant

Sworn to and Subscribed
Before Me This _____ Day

A Notary Public of Attorney at Law of the State of New Jersey