

MILLSTONE TOWNSHIP, 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 10 days prior to the scheduled hearing.
 - A. Publish Notice in **ONE** official Township Newspaper and request an Affidavit of Publication. Official papers are:

Times of Trenton	Asbury Park Press
legalads@njtimes.com	applegals@gannett.com
609-989-5659	732-643-3661
 - B. Notify by personal service or certified mail, return **receipt requested, 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 with 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
 5. Commissioner of the Department of Community Affairs if development exceed 150 acres or 500 dwellings (include a copy of maps and documents required to be on file with the secretary)

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 (from newspaper), Proof (Affidavit) of Service Notice of Hearing, copy of the Certified List from the Tax Assessor, copy of the notice provided, 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 Board Secretary at least 5 days prior to the scheduled hearing (including digital copy).

Note: Proof (Affidavit) of Service must be notarized.

Address to view plans:
470 Stage Coach Road
Millstone Township, NJ 08510

Address where hearing held:
Municipal Meeting Room, 215 Millstone Road
Millstone Township, NJ 08535