

## **PUBLIC NOTICE REQUIREMENTS**

1. Notice of Hearing: Notice of hearings must state the date, time and place of the scheduled hearing, the nature of the matters to be considered and an identification of the property proposed for development by street address and by reference to lot and block numbers as shown on the current tax map. The notice must also state the location and times in which the application and plans and other documents may be reviewed.
2. Service of Notice: Notice of the hearing must be given at least 10 days prior to the hearing by certified mail or by personal service. The certified mail notice is considered effective when mailed. The notice must be served on all property owners within 200 feet in all directions of the property which is the subject of the application. In addition, notice must be served on the clerk of an adjoining municipality if it is located within 200 feet of the subject property; to the Atlantic County Planning Advisory Board if the subject property is adjacent to an existing or proposed county road, adjoins county land or situate within 200 feet of a municipal boundary; to the New Jersey Commission of Transportation if the subject property is adjacent to a state highway; to any public utility, local utility or cable television company which has registered with Port Republic; and to the State Planning Commission if the application involves more than 150 acres.
3. Publication of Notice: The notice must also be published in the Press of Atlantic City at least 10 days prior to the hearing date. Proof of the publication must be provided prior to the hearing. Prior to the hearing, the applicant must submit the actual notice which appeared in the newspaper.
4. Affidavit of Proof of Service: Prior to the hearing, the applicant must submit an affidavit of proof of service. If service was made by certified mail then the receipts stamped by the post office with the date of mailing must be submitted and all available return receipt cards. If service of notice was made by personal service rather than certified mail, then a copy of the notice signed and dated by the recipient as proof of service must be submitted. The affidavit must also include a copy of the notice sent and a copy of the owners list.
5. Property Owners List: the official list for notifying the property owners with 200 feet is obtained from the Port Republic Tax Assessor and can be obtained directly from the Assessor. There is a charge of \$10.00 for the list. If public notice has not been given and appropriate documentation provided to the Board, the hearing may not proceed as scheduled.