

## INSTRUCTIONS FOR NOTICE

**Notice of Public Hearing must be completed at least ten (10) days prior to scheduled hearing date. All forms can be found at [www.blairstowntownship.org](http://www.blairstowntownship.org) on the Land Use Board choice under Boards and Committees.**

**ALL EXHIBITS SHOULD BE ATTACHED TO THE AFFIDAVIT OF SERVICE FORM WHICH MUST BE NOTARIZED.**

1. Prepare the Notice of Hearing utilizing the form on the website, addressing the form to all those listed on the 200' List. A copy of these Notices should be labeled **Exhibit A**.
2. Obtain a Request for 200' List from the website and submit to Tax Assessor with \$10 check made payable to Township of Blairstown. A copy of this listing should be labeled **Exhibit B**.
3. Hand deliver (must be signed/dated with receipt) or mail by certified mail to each addressee. Originals of the hand delivered notices and the green certified receipts should be labeled **Exhibit C**.
4. The Notice of Hearing must be printed one time ten (10) days prior to the scheduled hearing date in the legal column of either:

The New Jersey Herald  
2 Spring Street  
Newton, NJ 07860  
Attn: Legal Notice Department  
973-383-1500  
Email: [legals@njherald.com](mailto:legals@njherald.com)

The Star Ledger  
1 Star Ledger Plaza  
Newark, NJ 07101  
Attn: Legal Notice Department  
888-782-7533  
[legalads@starledger.com](mailto:legalads@starledger.com)

The Express Times  
Attn: Legal Ads  
18 Centre Square  
Easton, PA 18042  
732-902-4318  
Email: [etlegalads@support.njadvance-media.com](mailto:etlegalads@support.njadvance-media.com)

Applicant must ask for Proof of Publication which will be sent along with Applicant's invoice. Proof of publication should be labeled **Exhibit D** and must be provided to Land Use Board Secretary prior to scheduled hearing date.

**AFFIDAVIT OF SERVICE**

State of New Jersey:

County of \_\_\_\_\_

I, \_\_\_\_\_ of full age, being duly sworn according to law, on my oath, depose and declare that I reside at \_\_\_\_\_ in the Township of Blirstown, County of Warren, and State of New Jersey and that I did on \_\_\_\_\_, at least ten (10) days prior to hearing date, give personal notice to all property owners within 200 feet of the property located at \_\_\_\_\_.

Said notice was given by handing a copy to the property owner (signed/dated acknowledging receipt) or sending said notice by certified mail. Copies of the registered receipts are attached hereto.

Notices were also served upon (check if applicable):

- ( ) 1. The Clerk of the Township of Blirstown
- ( ) 2. County Planning Board
- ( ) 3. The Department of Transportation
- ( ) 4. The Clerk of Adjoining Municipalities
- ( ) 5. Utilities as listed

A copy of said notices are attached hereto and marked as "Exhibit A".

Attached to this affidavit and marked "Exhibit B" is a list of owners of property within 200 feet of the affected property who were served. This list shows the block and lot numbers of each property as same appear on the municipal tax map and are certified by the person responsible in the municipality for preparing this list.

Also attached to this affidavit and marked Exhibit C are originals of the hand delivered notices and the green certified receipts for mailed notices.

Notice was also published in the official newspaper of the municipality as required by law. Proof of publication of notice in the official newspaper of the municipality is also attached and marked "Exhibit D".

\_\_\_\_\_  
Signature of Applicant

Sworn and subscribed to before me  
This \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_.

**NOTICE OF HEARING  
LAND USE BOARD  
TOWNSHIP OF BLAIRSTOWN**

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

**Application No.**\_\_\_\_\_

**To:** \_\_\_\_\_

PLEASE TAKE NOTICE that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at the Township of Blairstown Municipal Building, 106 Route 94, Blairstown, NJ, the Land Use Board will hold a Hearing on the application of the undersigned. At such time and place, all interested parties will be given an opportunity to be heard. The meeting will begin at 7:30 p.m.

The premises in question is located at Block \_\_\_\_\_, Lot \_\_\_\_\_ and more commonly known as (address)\_\_\_\_\_.

The applicant is seeking permission to: \_\_\_\_\_

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

A copy of the application and documents relating thereto are on file at the Municipal Building between the hours of 8:00 a.m. and 4:00 p.m. from Monday through Friday.

\_\_\_\_\_  
Applicant's Signature

**REQUEST FOR CERTIFIED LIST OF OWNERS  
WITHIN 200 FEET OF SUBJECT PROPERTY**

To: Tax Assessor  
Date \_\_\_\_\_  
Blairstown Township  
106 Route 94  
Blairstown, NJ 07825

I hereby request a certified list of property owners within two hundred feet (200') of:

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Enclosed please find fee of \$10.00 payable to **Blairstown Township**, as required for said certified list.

I will pick up

Please mail to address below

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone (Home): \_\_\_\_\_ (Cell): \_\_\_\_\_

**THE COMPLETED CERTIFIED LIST WILL BE FORWARDED TO THE ABOVE NAMED APPLICANT (AS REQUESTED) WITHIN THE STATUTORY DEADLINE OF SEVEN (7) WORKING DAYS FROM DATE REQUEST IS RECEIVED IN THE ASSESSOR'S OFFICE.**