

### ***Instructions Regarding Public Notice***

Pursuant to the Municipal Land Use Law, N.J.S.A. 40:55D-12, and section 150-72C of the Cranbury Township Land Development Ordinance, public notice must be provided for any application involving one or more of the following: extension of site plan or subdivision approval for five or more years; modification or elimination of a significant condition or conditions in a memorializing resolution in any situation wherein the original application required public notice, and for any application for development, including variances and conditional use approvals, except the following: conforming minor site plan and minor subdivision applications; appeals from actions/inactions of the Zoning Officer; and requests for interpretation of the zoning ordinance or official map.

The notice must contain the following: the name of the applicable board (Cranbury Township Planning Board or Cranbury Township Zoning Board of Adjustment); the date, time and place of the public hearing; the street address of the property proposed for development, if the property has a street address, or the property's lot and block numbers as shown on the Cranbury Township tax maps; *a description of the nature of the matters to be considered, including the type(s) of relief being requested*; and the location and times at which the application, maps and documents for which approval is sought can be inspected by the public. It is very important that the notice describe in as much detail as possible what is being proposed, and that it identify all known variances, exceptions (sometimes called waivers), or other types of relief being sought, so that interested parties can make an informed decision as to whether to seek more information and/or attend the public hearing on the application.

**Notice must be provided at least 10 days prior to the date of the public hearing by:**

- Publication once in Cranbury Township's official newspaper (for either Cranbury Press (published weekly) or The Times of Trenton (published daily)).
- Hand-delivery or certified mail to all owners of property within 200 feet of the property that is the subject of the application, including property owners in any abutting municipality if the property in question is located within 200 feet of any of the Township's boundary lines
- Hand-delivery or certified mail to the clerk of any municipality located within 200 feet of the subject property
- Hand-delivery or certified mail to the Middlesex County Planning Board if the subject property is adjacent to an existing or proposed County road, adjoins other County land, or is situated within 200 feet of a municipal boundary
- Hand-delivery or certified mail to the NJ Commissioner of Transportation if the subject property abuts a State highway
- Hand-delivery or certified mail to the State Planning Commission if the application exceeds 150 acres or 500 dwelling units
- Hand-delivery or certified mail to any public utility, cable television company, or local utility that possesses a right-of-way or easement in the Township and has registered with the Township to receive notice.

***Failure to provide notice at least 10 days prior to the hearing and in accordance with the above requirements will deprive the Board of the ability to hear the application.*** All applicants are required to file with the Board Administrative Secretary an affidavit of service and proof of publication demonstrating that all of the notice requirements have been met.

A suggested form of notice is attached for the applicant's convenience.

**CRANBURY TOWNSHIP  
MIDDLESEX COUNTY, NEW JERSEY**

**NOTICE OF PUBLIC HEARING ON DEVELOPMENT APPLICATION**

**PLEASE TAKE NOTICE** that *[insert name of applicant]*, who is the *[owner/contract purchaser/lessee]* of property designated on the Cranbury Township tax maps as *[insert block and lot number(s)]*, located at *[give street address if there is one, otherwise describe the location]* in the *[insert applicable zoning district]*, has applied to the *[insert applicable board -- Cranbury Township Zoning Board of Adjustment or Cranbury Township Planning Board]* for the following relief *[only include those that apply]*:

- Minor site plan approval
- Minor subdivision approval
- Preliminary major site plan approval
- Final major site plan approval
- Preliminary major subdivision approval
- Final major subdivision approval
- Conditional use approval pursuant to N.J.S.A. 40:55D-67
- "C" bulk variance(s) pursuant to N.J.S.A. 40:55D-70c(1) and/or c(2)
- Use variance pursuant to N.J.S.A. 40:55D-70d(1)
- Variance to expand a nonconforming use pursuant to N.J.S.A. 40:55D-70d(2)
- Variance to deviate from a specification or standard pertaining solely to a conditional use pursuant to N.J.S.A. 40:55D-70d(3)
- Variance to exceed permitted Floor Area Ratio pursuant to N.J.S.A. 40:55D-70d(4)
- Variance to exceed permitted density pursuant to N.J.S.A. 40:55D-70d(5)
- Variance to exceed height limit for a principal structure pursuant to N.J.S.A. 40:55D-70d(6)
- Site plan or subdivision ordinance exceptions (sometimes referred to as waivers) pursuant to N.J.S.A. 40:55D-51

The applicant also seeks any such other variances, exceptions, or other relief as might be identified during the course of the public hearing.

The applicant proposes to *[describe in plain English the nature of the matter to be considered, e.g., "construct a \_\_\_' x \_\_\_' tool shed \_\_\_feet from the east side property line where \_\_\_feet is required," or, "develop the property with a gasoline station and convenience store where such use is not permitted in the zone"]*; be sure to list all of known variances and exceptions that will be needed, if any].

**The Board will hold a public hearing on this application on *[insert date of public hearing]* beginning at 7:00 pm prevailing time** in the main meeting room of the Cranbury Township Municipal Building, 23A North Main Street, Cranbury, New Jersey. At that time all interested parties shall be permitted the right of cross-examination through their attorneys, if represented, or directly, if not represented, and will have the opportunity to present evidence and give testimony under oath.

A copy of the application and all maps and documents for which approval is sought has been placed on file in the Planning and Zoning Office in the Township Municipal Building, 23A North Main Street, Cranbury, New Jersey, and is available for public inspection during regular business hours.

/s/ [Insert name of applicant; the applicant's mailing address; and the date of the notice]