

Borough of Hopatcong

Municipal Building
111 River Styx Road
Hopatcong, NJ 07843
Phone: 973-770-1200, Fax 973-770-0301

INSTRUCTIONS FOR REQUESTING A HEARING FOR AN EXTENSION OF APPROVAL:

1. Provide the Secretary with 16 copies of a letter to the Land Use Boardt requesting an Extension Hearing and state the reason why an extension is necessary. Attach a copy of the Resolution to each letter.
2. The application fee to go before the Board for an Extension Hearing is \$25.00. This can be paid by check or cash.
3. Escrow fee will be required in the amount of \$400.00 for the professionals made out to the Borough of Hopatcong. (Attorney, Engineer, or Planner Fees)
4. You need to obtain a new 200 foot list from the Tax Assessor (cost \$10.00). Fill out the form to request the list in the Zoning/Construction Office.

All fees must be paid before a hearing date is given.

Your Extension Hearing has been scheduled for the Land Use Board Meeting at 7:30 p.m. in the Hopatcong Municipal Building on Tuesday, _____

In order to be included in the Agenda the following paperwork must be submitted to the Secretary 10 days before the meeting.

1. A notice of this hearing must be advertised in the legal notice section of the New Jersey Herald at least 10 days before the hearing. The form for this is on page 2. Proof of this advertisement from the NJ Herald is required before the hearing. The phone number of the New Jersey Herald is (973) 383-1500
2. Everyone on the 200 foot list you received from the Tax Assessor must be notified by certified mail (see page 3 for form letter) of the hearing date or you can hand deliver the letter and have them sign for the letter on page 4. The proposed construction that you are applying for an extension for must be described in the letter. The white postal slips and/or proof of hand delivery must be submitted to the Zoning Board Secretary **10 days before the meeting.**
3. The affidavit of the mailing (page 5) must be notarized and submitted along with a copy of the letter:

**BOROUGH OF HOPATCONG
LAND USE BOARD**

TAKE NOTICE that on the _____ day of _____, 2012, a hearing will be held before the Borough of Hopatcong Land Use Board on the application of the undersigned for an Extension of Variance Approval to:

_____ on premises
located at:

and designated as Block _____ Lot _____ on the Borough of Hopatcong Tax Map.

Any interested party may appear at said hearing and participate therein in accordance with the rules of the Land Use Board

The application and supporting documents will be on file in the Building Department Office located at the Borough of Hopatcong Municipal Building, 111 River Styx Road, Hopatcong, NJ, ten days prior to hearing, and are available for inspection during regular office hours.

The hearing will be at 7:30 P. M. at the Hopatcong Municipal Building on the aforementioned date.

(Name of Applicant)

Publication Date
New Jersey Herald
(973) 383-1500

**NOTICE OF HEARING TO OTHER PROPERTY OWNERS
WITHIN 200 FEET
BOROUGH OF HOPATCONG, SUSSEX COUNTY, NEW JERSEY**

TO: _____
OWNER OF PREMISES: _____

PLEASE TAKE NOTICE _____, the undersigned, has filed an extension of approval for development with the Land Use Board of the Borough of Hopatcong, Sussex County, New Jersey.

The approval for the variance(s) (is) (are) from the requirements of the Zoning Ordinance as to permit:

on the premises at _____ designated as Block _____, Lot _____ on the Borough Tax Map, and this notice is sent to you as an owner of property in the immediate vicinity. A public hearing has been set down for _____ 2012, 7:30PM, in the Municipal Building, 111 River Styx Road, Hopatcong, Sussex County, New Jersey. When the case is called, you may appear and present evidence or testimony in support or opposition to the granting of the relief sought in the petition.

The Petition and supporting documents are on file in the office of the Building Inspector and are available for inspection.

Respectfully,

(Applicant)

**LAND USE BOARD
BOROUGH OF HOPATCONG**

NOTICE: Please list the names and addresses of the owners served personally. Please be sure to have the owner of the Block and Lot involved sign the form below. PLEASE TYPE OR PRINT CLEARLY THE NAMES AND ADDRESSES. This form is to be returned to the Board Secretary.

<u>NAME AND ADDRESS</u>	<u>SIGNATURE</u>	<u>DATE</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

AFFIDAVIT OF SERVICE

State of New Jersey

County of _____

_____ of full age, being duly sworn according to the law, on his oath deposes and says that he resides at:

_____ in the municipality of _____, County of _____, and State of _____

and that he did on _____, at least ten (10) days prior to the hearing date, give personal notice to all property owners within 200 feet of the property affected.

Said notice was given either by handing a copy to the property owner, or by sending said notice by certified mail. Copies of the registered receipts are attached hereto. Notice was also served on the Clerk of the Borough of Hopatcong as required by Statute. A copy of said notice is attached hereto.

Notice was also published in the official newspaper of the municipality as required by law.

Signature of Owner or Agent

Sworn and subscribed to

Before me this _____

Day of _____, _____

Notary Public of New Jersey