



Borough of Highlands
Planning Board
42 Shore Drive
Highlands, NJ 07732
Phone (732)872-1224 Ext. 208
Fax (732)872-0670

Sample

Notice to Property Owners Within 200 Feet

Notice of Hearing Borough Of Highlands Planning Board

To: _____ Re: Case No. _____

Please take notice that the undersigned has appealed to the Planning Board of the Borough of Highlands for a variance from the provisions of Selection _____ of the Zoning Ordinance in the following particulars:

So as to Permit:

On premises located at _____, known as Block _____, Lot(s) _____ on the Tax Map, which is located within 200 feet of property owned by you. This appeal is now scheduled for a Public Hearing on Thursday, _____, at 7:30 p.m. prevailing time, in the Robert D Wilson Memorial Community Center, 22 Snug Harbor Ave, Highlands, NJ, at which time you may appear either in person or by agent or attorney and present any comments, objections or questions which you may have to the granting of this appeal.

Copies of pertinent documents are available for inspection Monday through Friday, 9:00 a.m. to 4:00 p.m., at Highlands Borough Hall, 42 Shore Drive, Highlands, NJ 07732.

This notice is served upon you by order of the Planning Board of the Borough of Highlands.

Respectfully,

signature of applicant



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Notice to be Published in Official Newspaper

Notice of Hearing Borough Of Highlands Planning Board

TAKE NOTICE that on Thursday evening at 7:30 p.m. on the _____ day of _____, a hearing will be held before the Borough of Highlands _____ in the Robert D. Wilson Memorial Community Center, 22 Snug Harbor Ave, Highlands, NJ, on the application of the undersigned that has been made to the Borough of Highlands Planning Board, at which time and place all interested persons will be given an opportunity to be heard.

The property in question is located at _____ also known as Block _____, Lot(s) _____, on the Highlands Tax Map. The property is located in the _____ zone. The applicant is seeking

_____ for the purpose of:

A copy of the application and documents are on file with the Board Secretary, and may be inspected Monday through Friday, 9:00 a.m. to 4:00 p.m. The board secreteries office is located at 42 Shore Drive, Highlands NJ 07732.

Name of applicant, and, if applicable, applicant's attorney

[This notice must be published at least 10 days prior to the hearing in the Asbury Park Press or the Two River Times.]