

# **PUBLIC LEGAL NOTICE PROCEDURES**

*Please note: all of the below procedures must be followed exactly otherwise your application may be delayed to a later hearing date and you will have to re-notice.*

**YOU MUST WAIT UNTIL YOU ARE ASSIGNED A HEARING DATE BEFORE NOTICING**

1. **You must send a certified mail letter** to everyone within 200 ft. including all the Utility Companies (taken from the list of property owners obtained from the Tax Assessor's Office-see application to obtain the list included in this packet).
  - A copy of the notice letter should be included in each envelope, addressed to each person or company on the list.
  - Please ensure that each "certified mail receipt" has the corresponding address written on it and each receipt is postmarked. It is also advised that you peel & stick the matching certified mail identifier (20 digit number) to the tax assessor's list next to the name/address whom it was sent to.
  - Letters must be postmarked by the post office a minimum of 10 days prior to the hearing date (not including the hearing date).** **Double & triple check** that you have addressed and included everyone correctly
  
2. **You must publish the notice of hearing in one of the official newspapers below.** The publication date must be a **minimum of 10 days prior to the hearing date** (please note submission dates for publication could be 4-6 days lead time)  
**Ex: if your hearing date is on Jan 10, then postmark date and date of publication must be on or before Dec. 31 (10 days prior not including the date of hearing).**
  - Prior to sending your notice to the Newspaper, please call/email to make payment arrangements for the publication.
    1. **The Beacon**  
**Attn: Legal Department** 732-922-6000 Ext. 3662    **Email: [ALEGALS@gannettnj.com](mailto:ALEGALS@gannettnj.com)**  
When emailing please include your name, address, phone number; Indicate you would like them to publish your notice in THE BEACON once and forward an affidavit of publication to you. Make sure the publish date will be 10 days prior to the hearing date as explained above.  
**----- OR -----**
    2. **The Asbury Park Press**  
**Attn: Legal Department** 1-888-516-9220    **Email: [applegals@gannett.com](mailto:applegals@gannett.com)**  
When emailing please include your name, address, and phone number. Indicate you would like them to publish your notice in the ASBURY PARK PRESS once and forward an affidavit of publication to you. Make sure the publish date will be 10 days prior to the hearing date as explained above.
  
3. **You will need to return the following to the Board Secretary before the hearing date:**
  - a. The certified mailing receipts stamped by the post office (only the small green & white "Certified Mail Receipts" with postmark dates, not the green signed forms returned to you); Put each receipt in order of the 200' list, a copy of the letter sent to neighbors, along with the 200' list from the tax assessor.
  - b. The affidavit of publication and copy of the ad which the newspaper will send to you once your notice is published.
  - c. Signed and notarized Affidavit of Service (included in application packet) along with all of the above.