



*Organized December 14, 1667*  
*"Pride in Middletown"*

**ERIN URIARTE**  
*Planning Board Secretary*  
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## SO YOU RECEIVED A ZONING DENIAL...NOW WHAT?

1. The Planning Department has also received a copy of your denial and will be reviewing to determine the required fees and documents.
2. A Fee Determination Letter will be sent via regular mail, please email the Board Secretary if you wish to receive your Fee Letter via email as well. The fees will be payable in three separate checks and will include the required application fee, escrow deposit and GIS fee.

In addition to the fees, we also require **ONE copy** of each of the following:

- **Proof that taxes are current**
- **Proof of homeownership or a signed affidavit from the owner acknowledging application to the Board**
- **Names and Addresses of each individual holding ten percent (10%) or more interest if the applicant is an LLC**

and **THREE copies** of the following:

- **Any and all proposed plans**
  - **Property Survey**
  - **Required Application Checklist (To be Provided with Fee Letter)**
  - **Written Request for any Waivers from the Checklist Items**
3. Upon receipt of the above items, I will arrange for a review by our Planning Professionals, who have 45 days to conduct their Completeness Review.
  4. Once an application is deemed "complete," we will request the additional fifteen copies noted on the checklist as well as a digital copy of all submission items. At that time, a hearing date will be given.
  5. You will be required to publish Public Notice of your hearing. The Municipal Land Use Law requires that notices be sent at least 10 days in advance of the hearing, by certified mail to all property owners within 200 feet and by publication in either the Star Ledger or The Two River Times. Sample Notices will be provided when the hearing date is given. Notices should not be sent out until the application has been deemed "complete" and a Hearing Date is given. Certified Lists of Property Owners can be obtained through the Tax Assessor's Office.

**The Planning Department recommends the applicant obtain an attorney, although it is not required for privately owned properties and that the applicant be acquainted with the Planning & Development Regulations Ordinance (Chapter 540) of the Township Ordinances.**

**Many Neighborhoods. One Middletown!**

Belford ◦ Chapel Hill ◦ Fairview ◦ Harmony ◦ Leonardo ◦ Lincroft ◦ Locust ◦ Middletown Village  
Monmouth Hills ◦ Navesink ◦ New Monmouth ◦ North Middletown ◦ Nut Swamp ◦ Oak Hill ◦ Port Monmouth ◦ River Plaza