

**INSTRUCTIONS FOR APPEAL AND APPLICATION FOR VARIANCE
TO THE MANASQUAN PLANNING BOARD**

The Manasquan Planning Board meets on the first Tuesday of each month at 7:00PM at the Borough Hall, 201 East Main Street, Manasquan, New Jersey to consider applications for relief from the provisions of the Zoning Ordinance of the Borough of Manasquan.

The following steps must be taken in preparation for appearance before the Board:

1. The applicant must submit his formal written application to the Board on the forms provided by the Board. The forms may be obtained from the Secretary of the Board after a letter of denial is secured from the Zoning Officer. All questions must be answered. Do not leave any blanks.

2. Upon receipt of the appeal or application and the required fee, the Secretary To the Planning Board will notify the applicant as to the day fixed for the hearing. The application will not be placed on the agenda until the application fee is paid and the application is filed and the Board Engineer deems the file complete.

3. Returning Fees for Withdrawing Application: A minimum of 10% of the application fee will be withheld on all applications that are withdrawn prior to thirty (30) days before the scheduled meeting. Withdrawal within the thirty (30)days prior to the scheduled meeting could result in additional charges, at the discretion of the Board.

4. Request from the Tax Office, Borough of Manasquan, and the location of all premises within 200 feet and obtain a certified list of all owners of said

