

NOTICE TO APPLICANTS

REGARDING UNDERSIZED LOTS

The Estell Manor Planning/Zoning Board of Adjustment as part of its by-laws and procedures recommends the attached buy-sell form letter be followed in corresponding with abutting property owners. While you are not required to use the exact wording in the enclosed form (and the form should be modified for individual applications where appropriate), it is the policy of the Planning/Zoning Board to require the buy-sell letter to contain the substance of the attached letter which should be sent by certified mail and ordinary mail at least 20 days before the first scheduled hearing date. Failure to follow this procedure, may result in an adjournment of the case until the procedure is followed or a determination by the Zoning Board of Adjustment that you have not established the necessary hardship for the granting of variances. The purpose of this form letter is to assist applicants in giving the appropriate notice in undersize lot cases.

You must be prepared at the hearing to offer into evidence a copy of this letter with the return receipt requested together with, any response from the abutting property owners. In the event the response is oral only, then you are advised to write another letter to the abutting property owners setting forth the substance of the conversation (i.e.: such as any indication of an offer to purchase or sell) together with a statement in the letter that the abutting property owner may appear on the hearing date to give testimony. A copy of your responding letter by certified mail may be offered at the hearing. The Planning/Zoning Board will be concerned with how valid your attempts are to give adequate notice to the adjoining property owner.

**THIS LETTER IS IN ADDITION TO THE REQUIRED
STATUTORY NOTICE YOU MUST GIVE ALL PROPERTY
OWNERS WITHIN 200 FEET.**

If you have any questions concerning the procedure to be followed, consult your own attorney.

**ESTELL MANOR PLANNING/ZONING
BOARD OF ADJUSTMENT**

Dated:

APPLICANTS OFFER TO ABUTTING PROPERTY OWNERS

Mr./Mrs. _____
Lot _____ Block _____
Address: _____

Re: Application #ZB _____

Dear Mr./Mrs. _____:

I have made application to the Estell Manor Planning/Zoning Board for a variance(s) to construct a single -family residence [or other structure as applicable] on Block _____, Lot _____, which abuts your property. This letter is to inquire whether you would be interested in selling me your lot or a portion of your lot in order to make my lot conform or more nearly conform with the current Estell Manor Zoning Ordinance. In the alternative, you may have an interest in purchasing my lot at the "fair market value" which in this instance means a building lot price as if the variance had been granted.

It is my intention to demonstrate to the Estell Manor Planning/Zoning Board that a "hardship" exists as I am unable to either acquire additional land or sell my land at its fair market value.

If you have any interest in selling your lot, or a portion of your lot to me or in purchasing my lot, please indicate on the enclosed copy of the letter your position with respect to this application. The Estell Manor Planning/Zoning Board hearing on the undersigned's variance application is scheduled for _____. At which time a copy of this letter and any response from you will be offered into evidence.

Enclosed is a stamped-return addressed envelope for your convenience. You may, of course, attend the Planning/Zoning Board hearing and give testimony concerning your position.

Very truly yours,

Applicant

Applicant's Tel. No. (Home) _____
(Work) _____

CERTIFIED MAIL _____ RRR# _____
AND ORDINARY MAIL

cc: Planning/Zoning Board of Adjustment Secretary

RESPONSE OF ABUTTING PROPERTY OWNERS

RE: Applicant _____
Lot _____, Block _____
Township of _____

- 1. We have an interest in purchasing the Applicant's property (yes or no) _____
- 2. We are willing to pay \$_____
- 3. We have an interest in selling our property (yes or no) _____
- 4. We are willing to sell our property for \$_____
- 5. We have an interest in selling a portion of our property consisting of _____ square feet (yes or no) _____
- 6. We are willing to sell the property described in #5 for \$_____
- 7. We have no interest in buying the Applicant's property or selling our property or a portion of our property (yes or no) _____
- 8. We will be in attendance at the Zoning Board application to give our testimony (yes or no) _____

Signature

Signature

Dated:

Note: You may send a copy of this response directly to the zoning board secretary as follows: Estell Manor Planning/Zoning Board, P.O. Box 102, Estell Manor, New Jersey, 08319 re: application No. _____.