

CITY OF LONG BRANCH

INFORMAL PLANNING BOARD MEETING REQUEST PROCEDURE

To apply to be heard at an Informal Planning Board Meeting, please follow the steps below:

- 1) Write a letter to Carl Turner, Jr., Assistant Planning Director requesting to be heard at the next available Informal Planning Board Meeting.
- 2) State the application name, address and block and lot of the property site
- 3) Include your name, address, and best telephone number to reach you
- 4) Enclose a copy of the conceptual plan or your letter of denial with the letter.

Mr. Turner will contact you when the application is scheduled.

SAMPLE LETTER:

(Applicant to provide information that is underlined)

Today's Date

Dear Mr. Turner,

I am writing to request that my application to expand my restaurant be heard at the next available Informal Planning Board Meeting. The property is Smith's Restaurant, located at 50 West End Avenue, Block 125, Lot 4. Attached is a conceptual plan and/or my denial letter for your use and information.

I appreciate your prompt response in this matter. Please contact me at the below phone number between 9 AM and 5 PM to confirm the date of the hearing.

Thank you for your assistance,

Joe Smith

Smith's Restaurant
50 West End Avenue
Long Branch, NJ 07740
732-555-1414