

Long Beach Township Land Use Board Policy

on

REQUEST FOR CONTINUANCE OF HEARING

- Should an application, having been deemed complete, be pending before the Land Use Board, whereby said applicant is compelled to request a continuance on said application and has **not** noticed the newspaper or sent out the letters to the property owners within 200 feet, applicant shall submit a letter in writing to the Board Clerk requesting a continuance at least 10 business days prior to the hearing, including:
 - Reason for continuance request,
 - Request new meeting date,
 - Agrees to waive all time limits in which the Board is required to act,
 - Agrees to obtain an updated certified list from the Tax Assessor and send notices to the property owners within 200 feet of the property and,
 - Signs Request for Continuation Form.

Request shall be administratively approved by the Clerk without the necessity of Board action and shall not appear on the meeting agenda. The matter will be listed on the agenda of the next regularly scheduled meeting.

*No fee or Board approval will be required for this request.

- Should a application, deemed complete, be pending before the Land Use Board, whereby said applicant is compelled to request a continuance on said application and has noticed the newspaper, sent out the letters to the property owners within 200 feet, and has been placed on the agenda- Said Applicant's attorney or if unrepresented, the Applicant, shall appear at the Land Use Board meeting and present a formal request for the Board's consideration including:
 - Reason for continuance request,
 - Request new meeting date,
 - Agrees to waive all time limits in which the Board is required to act,
 - Agrees to obtain an updated certified list from the Tax Assessor and send notices to the property owners within 200 feet of the property and,
 - Signs Request for Continuation Form

The Applicant shall be required to pay a Continuance Fee of \$500.00 to be paid at time of request. This fee is non-refundable and shall not be refunded or credited regardless of whether the Board approves the request for continuance or not.

Further requests for continuance shall follow the procedure outlined above including a Continuance Fee.

CONTINUANCE FEES:

SUBDIVISION APPLICATION:	\$500.00
SITE PLAN APPLICATION:	\$500.00
VARIANCE APPLICATION:	\$500.00

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