



**BOROUGH OF FOLSOM  
PLANNING/ZONING BOARD  
1700 12<sup>TH</sup> STREET  
FOLSOM, NJ 08037  
PHONE 609-561-3507  
FAX 609-561-5821**

## NOTICE TO APPLICANTS

### REGARDING UNDERSIZED LOTS

The Borough of Folsom Planning and Zoning Board of Adjustment recommend the attached buy-sell form letters 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 Folsom Planning and Zoning Board of Adjustment to require the buy-sell letter to contain the substance of the attached letter which should be sent by certified mail and regular 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 Board that you have not established the necessary hardship for the granting of the variances. The purpose of this form is to assist the applicant 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 that the response is oral only, then you are advised to write another letter to the abutting property owner setting forth the substance of the conversation (i.e.: such as an offer to buy or sell) together with any 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 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 to the procedure to be followed, please consult your own attorney.

Folsom Planning and Zoning Board of Adjustment