

# *TOWNSHIP OF HILLSBOROUGH*

COUNTY OF SOMERSET  
MUNICIPAL BUILDING  
379 SOUTH BRANCH ROAD  
HILLSBOROUGH, NJ 08844

[www.hillsborough-nj.org](http://www.hillsborough-nj.org)  
(908) 369-4313

## **NOTICE TO APPLICANTS REGARDING UNDERSIZED LOTS**

The Hillsborough Township Zoning Board of Adjustment, as part of its 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 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 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 Zoning Board of Adjustment 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.

**HILLSBOROUGH TOWNSHIP ZONING BOARD OF ADJUSTMENT**

## APPLICANT'S OFFER TO ABUTTING PROPERTY OWNERS

Mr./Mrs./Ms. \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Re: Application No. \_\_\_\_\_

Dear Mr./Mrs./Ms. \_\_\_\_\_:

**I have made application to the Hillsborough Township Zoning Board of Adjustment 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 Township 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 Hillsborough Township Zoning Board of Adjustment 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 Response of Abutting Property Owners form your position with respect to this application. The Hillsborough Township Zoning Board of Adjustment's 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 Zoning Board of Adjustment hearing and give testimony concerning your position.**

Yours truly,

\_\_\_\_\_  
Applicant

Applicant's Telephone No: Home \_\_\_\_\_  
Work \_\_\_\_\_

Certified Mail \_\_\_\_\_ Return Receipt # \_\_\_\_\_  
and Ordinary Mail

Cc: Board of Adjustment Clerk

## RESPONSE OF ABUTTING PROPERTY OWNERS

Re: Applicant : \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_  
Township of Hillsborough

1. We have an interest in purchasing the Applicant's property Yes \_\_\_\_ No \_\_\_\_
2. We are willing to pay \$ \_\_\_\_\_
3. We have an interest in selling our property Yes \_\_\_\_ No \_\_\_\_
4. We are willing to sell our property for \$ \_\_\_\_\_
5. We have an interest in selling a portion of our property,  
consisting of \_\_\_\_\_ sq. ft. Yes \_\_\_\_ No \_\_\_\_
6. We are willing to sell the property described in No. 5 for \$ \_\_\_\_\_
7. We have no interest in buying the Applicant's property or  
selling our property or a portion of our property Yes \_\_\_\_ No \_\_\_\_
8. We will be in attendance at the Zoning Board of Adjustment  
hearing to give our testimony Yes \_\_\_\_ No \_\_\_\_

\_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name/Signature

\_\_\_\_\_  
Date

**Note:** You may send a copy of this response directly to the Board of Adjustment Clerk as follows:  
Hillsborough Township Zoning Board of Adjustment, 379 South Branch Road, Hillsborough,  
NJ 08844  
Re: Application No. \_\_\_\_\_.