



Borough of Rumson

BOROUGH HALL
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Rumson, New Jersey 07760-1689

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TO: Planning and Zoning Board Applicants, Attorneys, and Representatives

FROM: Borough of Rumson, Office of the Borough Clerk

RE: Digital Public Notice Posting – Standard Operating Procedure

DATE: March 20, 2026

Background

New Jersey has enacted legislation requiring municipalities to support digital public notice publication as an alternative to traditional newspaper publication. In accordance with this law, the Borough of Rumson has launched a dedicated **Public Notice Page** on the Borough's official website. This page is available to support public notice requirements for Planning and Zoning Board applications and proceedings.

Borough of Rumson Public Notice Page

<https://www.rumsonnj.gov/public-notice>

The purpose of this document is to establish the Standard Operating Procedure (SOP) governing submissions to the Borough's Public Notice Page and to ensure that all applicants, attorneys, and representatives understand the requirements and limitations associated with this service.

Standard Operating Procedure

1. Eligibility

The Borough's Public Notice Page is available for public notices required in connection with Planning Board and Zoning Board of Adjustment applications and proceedings. Notices must conform to all applicable requirements of New Jersey's public notice law governing digital notice publication, including but not limited to content, format, and timing standards.

This is the responsibility of the providing party, not The Borough of Rumson

2. Submission Requirements

All public notice submissions must meet the following requirements:

1. **Format:** The notice must be submitted as a **PDF document only**. No other file formats will be accepted.
2. **Letterhead:** The PDF must be provided on the official letterhead of the applicant, the applicant's planner, or the applicant's attorney of record.
3. **Legal Compliance:** The notice must include all information required by New Jersey's applicable public notice law, including the legal description of the subject property, the nature of the application, the date, time, and location of the hearing, and any other statutorily mandated content. It is the sole responsibility of the applicant and their representatives to ensure the notice is legally sufficient.

3. Submission Timeline

Submissions must be received by the Borough a **minimum of seven (7) full business days** prior to the date on which the notice must be publicly posted.

Applicants and their representatives are responsible for accounting for this seven-day minimum in any time-sensitive notices held to statutory deadlines.

The Borough assumes no responsibility for notices submitted without adequate lead time.

4. Limitation of Liability

The Borough of Rumson's role is limited to the administrative act of posting the submitted notice, in the correct format, to the Public Notice webpage as provided. **The Borough does not review, verify, edit, or take responsibility for the accuracy, sufficiency, or legal compliance of any notice submitted by an applicant or their representatives.**

By submitting a notice for posting, the applicant and their representatives affirm that the content is accurate and legally sufficient. The Borough expressly disclaims any liability for notices that contain errors, omissions, or deficiencies of any kind.

To preserve the integrity of the public record and this limitation, the Borough will only post the exact PDF as submitted. No alterations, reformatting, or corrections will be made to any submitted notice.

5. How to Submit

Submissions should be directed to the Borough's Land Use Development Official and Planning/Zoning Board Secretary:

Marie DeSoucey

Land Use Development Official and Planning/Zoning Board Secretary

Borough of Rumson

MDeSoucey@rumsonnj.gov

Questions regarding this procedure or the Public Notice Page should be directed to The Land Use Development Official at the contact information above.