



*Borough of West Cape May*  
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Planning-Zoning Board  
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## What an applicant can expect at a hearing

- The meeting will start at 7:00 PM; applicants should be there a little early and sit up front in the audience
- Chairman will call to order, read the Open Public Meetings Act
- Secretary will take roll
- Chairman will ask if there are any changes to last meetings minutes; motion and vote to accept minutes as submitted or as amended
- If there is business other than the hearing, Chairman may handle it first; however the Chairman shall decide all points of order/matters of procedure governing meetings or hearings.
- Chairman introduces the applicants and they come forward, are sworn in and take a seat at the witness table.
- Solicitor announces standing
- Chairman asks you to present your case; you should give your presentation and hand in any exhibits
- There may be some comments and questions from the board during your presentation; they should be for clarification only at this point, not discussion
- Chairman will next ask for comments from neighbors within 200 feet; if there are any, they will be asked to come forward, be sworn in, and give their testimony. If you have a comment or question to the witness, you should ask the Chairman permission to address the witness. The Chairman will manage this process and any dialogue.
- Chairman will then ask for comments from other neighbors; same procedure as above will apply.
- Chairman will next ask for comments/questions from the Board. During the Board's deliberation, it is better for the applicant not to interject unless something is left said that is seriously to your detriment, in this case, ask for permission to speak.
- It is possible that the Board will ask for conditions to be satisfied in order to have a positive outcome. If wanted, applicant(s) can ask for a recess or continuance to discuss these among themselves and/or with their attorney.
- Chairman will then ask for a motion and Solicitor will specify how the motion should be framed, so it is clear to the Board what they are voting on.
- Secretary will take a roll call vote
- Solicitor will read Findings of Fact, which he has been noting down throughout the proceeding. This is the source of the memorializing resolution that he will write and upon which the Board will vote next meeting