



The Phoenix House *circa 1820*

The Borough of Mendham
2 West Main Street, Mendham, New Jersey 07945
Incorporated May 15, 1906

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***Office of the
Historic Preservation Commission***

January 2010

Dear Applicant:

Attached is the application for the Historic Preservation Commission (Attachment I). Please complete the top portion, assemble your supporting information (Attachment III) and return the original and 7 copies collated into 7 packages ready for Commission distribution. All plans must be folded. Depending on the type of application, different information may be required. Please see Attachment III, the Application Checklist.

The Historic Preservation Commission meets the third Monday of the month unless there is a conflict due to a holiday. In order to be scheduled for a meeting, the application, supporting information and all copies should be provided to the Commission Secretary one week before the meeting. Attachment II provides the meeting dates.

Please note that any improvement requiring a building permit must be presented to the Historic Preservation Commission. Building, fence and sign permits will not be issued before your review. Attachment IV provides some examples.

If you are applying to the Board of Adjustment or the Planning Board, you should work the application timing such that the Historic Preservation Commission review and decision precedes the Board of Adjustment or Planning Board meeting. The Historic Preservation Commission recommendation must be submitted to other Boards, and it becomes part of the file in the form of a formal report. Please work with the Historic Preservation Commission Secretary to work out an appropriate schedule.

If you have any addition questions on the process, please contact me at 973-543-7152 ext. 20.

Very truly yours,

Diana Callahan
Historic Preservation Commission Secretary