



*The Phoenix House*      *circa 1820*

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

*Telephone: (973) 543-7152*  
*Fax: (973) 543-7202*

*Office of the*  
*Board of Adjustment*

Dear Applicant:

Attached is the application for the Board of Adjustment (BOA). Please complete the Application for Hearing, the Application Checklist, Zoning Officer's Denial form, Site Authorization Form, Certificate for Taxes and Sewers and the Sewer Application. Also included are templates for various notice requirements as well as the fee schedule. Meeting dates can be found at [www.mendhamnj.org](http://www.mendhamnj.org).

Initially, seven (7) copies of the completed application and other supporting documents must be submitted to the Land Use Coordinator at the address above (all copies must be collated, folded and ready for distribution). Requirements for the application are outlined in the Application Checklist. The applicant must submit all items listed under the appropriate column, unless a waiver for the item is requested. The checklist itself must be filled out under "applicant mark" and submitted as part of the application. An application and escrow fee will need to be paid at that time. (See the fee schedule for further information about fees)

After submission of the application, the Board has 45 days in which to review and determine completeness. If changes or additional documents are required, the applicant will be notified. Once all required information has been submitted and the application deemed complete, sixteen (16) copies of the completed application and other supporting documents must be submitted to the Land Use Coordinator at the address above (all copies must be collated, folded and ready for distribution) and the hearing will be placed on the agenda for the next available meeting.

Please note that there are templates included for various notice requirements, which need to be completed no less than 10 days prior to the meeting date.

If the subject property is within the Historic District, you must file an application with the Historic Preservation Commission (HPC) as well. I advise you to work the application timing such that the HPC review and decision precedes the BOA meeting. The HPC's recommendation must be submitted to the BOA as it becomes part file in the form of a formal report.

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

Warm regards,

*Lisa Smith*

Lisa Smith  
Land Use Coordinator