



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
- Application Checklist
- Zoning Officer's Denial Form
- Site Authorization Form
- Certificate for Taxes and Sewer
- Sewer Application

Initially seven (7) collated copies of the completed application form, property survey and other supporting documents should be submitted to the Land Use Coordinator at the above address. Please note that an application and escrow fee will need to be paid at that time (see the fee schedule for further information about fees). The application will be reviewed for completeness within a 45-day period. Following the review, and depending on the outcome, the applicant will be advised on the number of copies needed to be placed on the next available Board hearing date.

Please note that there are templates included for various notice requirements, which needs to be done 10 days prior to the meeting date.

If the subject property is within the Historic District, an application must be filed with the Historic Preservation Commission (HPC) as well. The HPC's recommendation must be submitted to the BOA with the application.

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

Thanks,

Carolyn Mazzucco

Carolyn Mazzucco
Land Use Coordinator