



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.

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



FILE 7 INITIAL COPIES OF APPLICATION AND ATTACHMENTS
ALONG WITH 1 IN PDF FORMAT
(ONCE APPLICATION IS DEEMED COMPLETE 16 COPIES WILL NEED TO BE SUBMITTED
ALONG WITH 1 IN PDF FORMAT)

All Copies must be collated, folded and ready for distribution

BOROUGH OF MENDHAM
BOARD OF ADJUSTMENT

APPLICATION FOR HEARING

EXPERT TESTIMONY PROPOSED

- ☐ PLANNER
☐ ENGINEER
☐ TRAFFIC CONSULTANT
☐ REAL ESTATE AGENT
☐ OTHER (Please specify) _____

NAME _____ ADDRESS _____

PHONE _____ FAX _____ EMAIL _____

1. An application is hereby made for hearing and action by the Board of Adjustment pursuant to:

- ☐ R.S. - 40:55D-70(a) Appeal from the determination of an Administrative Officer
☐ R.S. - 40:55D-70(b) Interpretation of the Zoning Map or Special Question
☐ R.S. - 40:55D-70(c) Bulk Variance
☐ R.S. - 40:55D-70(d) Use Variance
☐ Other _____

So as to permit (please provide detail): _____

2. Property affected is known as Block _____, Lot _____ on the Tax Map and located at

_____ in the _____ zone.

Property Owner Name _____

Address _____

Phone _____ Fax _____ Email _____

OWNER'S CONSENT ATTACHED? ☐ YES ☐ NO

3. Check one:

- ☐ This application is based on the decision rendered by the Zoning/Administrative Officer dated _____ and is attached to this application.
- ☐ This is an original application for development and not an appeal from the Zoning/Administrative Officer.

4. Relief is requested from Section(s) _____ of the Zoning Ordinance.

5. The applicant asserts the reasons for the Board to grant the relief requested and specific facts upon which the reasons are based are: _____

6. The specific facts upon which show the relief sought can be granted without substantial detriment to the public good and will not substantially impair the intent and purpose of the Zone Plan and Zoning Ordinance are: _____

7. There has ☐ has not ☐ been a previous application(s) to the Board of Adjustment and/or Planning Board involving the property in question. If so, the date, nature and disposition of the request(s) was: _____

8. This application is ☐ is not ☐ accompanied by a separate application for subdivision ☐ site plan ☐ conditional use ☐ approval.

9. ATTACHMENTS:

- Application Checklist
- Zoning Officer's Denial Form
- Site Inspection Authorization Form
- Certificate for Taxes and Sewers
- Sanitary Sewer Application
- Owner's Consent, if applicable
- Any and all supporting documentation as required on the Checklist
- Appropriate application and escrow fees

The undersigned applicant or agent for the applicant certifies that the application has been reviewed and the contents thereof are true to the best of his or her knowledge.

Date _____

Signature of Applicant or Agent

NOTICE REQUIREMENTS:

At least ten (10) days prior to the hearing, the Applicant must arrange for public notice to be published in the Borough's official newspaper. A notice of hearing must also be delivered via personal service or certified mail to all property owners within 200 feet of the subject property. A list of property owners within 200 feet may be obtained from the Borough Tax Assessor.

An Affidavit of Proof of Service as well as a copy of the notice and list of property owners within 200 feet must be submitted to the Board Secretary prior to the hearing along with an Affidavit of Publication from the newspaper.

Please visit the Forms Center at www.mendhamnj.org for copies of the required documents:

1. Public Notice for publication
2. Notice of Hearing to Property Owners and Others
3. Affidavit of Proof of Service

**PLEASE NOTE: NJ STATE STATUTES MAY REQUIRE ADDITIONAL NOTICE.
PLEASE REFER TO NJSA 40:55D-12.**

OWNER'S CONSENT TO FILING OF APPLICATION

I hereby certify that the undersigned is the title owner of record of the property for which this application is being filed and that I am aware of and consent to the filing of same.

Name: _____

Date: _____

Signature: _____

** If the owner of the property is not an individual but a corporation, LLC, LP, partnership, non-profit organization, etc., the title owner must identify on the form the name of the company or organization and their personal title; e.g., President, Vice-President, Chairman of the Board, etc. Applications submitted without the signature of the title owner(s) will be deemed incomplete.

BOROUGH OF MENDHAM
APPLICATION CHECKLIST
 SEE LAND DEVELOPMENT ORDINANCE CHAPTER 195

ITEM NUMBER	MINOR			MAJOR				VARIANCE				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES	
	SUBDIVISION	SITE PLAN	SITE PLAN WAIVER	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	40:55D-70								
								(a) & (b)	(c)	(d)						
1	•	•	•	•	•	•	•	•	•	•	•	Application Form along with filing and escrow fees.	COMPLIES			
													N/A			
													WAIVER			
2	•	•	•	•	•	•	•	•	•	•	•	Certification of ownership or authorization to file application.	COMPLIES			
													N/A			
													WAIVER			
3	•	•	•	•	•	•	•	•	•	•	•	Certificate from the Borough Tax Collector that all taxes and assessments are paid to date.	COMPLIES			
													N/A			
													WAIVER			
4										•	•	Zoning Officer Denial Form providing statistics and rationale for request.	COMPLIES			
													N/A			
													WAIVER			
5	•	•	•	•	•	•	•	•	•	•	•	Site Inspection Form	COMPLIES			
													N/A			
													WAIVER			
6	•	•	•	•	•	•	•	•	•	•	•	Sewer Permit Waiver, Application or Sewer Gallonage Clause	COMPLIES			
													N/A			
													WAIVER			
7	•	•	•	•	•	•	•	•	•	•	•	Historic Preservation Commission Application	COMPLIES			
													N/A			
													WAIVER			
8	•	•		•	•	•	•	•	•	•	•	The names and lot/block numbers of all property owners within 200' of the extreme limits of the tract as shown on the most recent tax list prep. by the Borough Tax Assessor.	COMPLIES			
													N/A			
													WAIVER			
9	•	•	•	•	•	•	•	•	•	•	•	Copy of Official Tax Map depicting location of subject property supplied by the Borough Tax Assessor's Office	COMPLIES			
													N/A			
													WAIVER			
10	•	•	•	•	•	•	•	•	•	•	•	Written receipt from the County Planning Board, verifying that the County has received the application and fees, or letter of non-jurisdiction	COMPLIES			
													N/A			
													WAIVER			
11	•	•	•	•	•	•	•	•	•	•	•	Survey prepared by a licensed surveyor depicting: existing features, property boundaries, streetlines, setback lines, lots, reservations, easements, dedications, ROW's.	COMPLIES			
													N/A			
													WAIVER			
12	•	•		•	•	•	•	•	•	•	•	Plans signed and sealed by a NJ Professional Engineer and certified by a licensed land surveyor as to existing features and boundaries, folded into eighths with title block revealed.	COMPLIES			
													N/A			
													WAIVER			
13		•	•		•		•		•	•	•	Architectural data including floor plans, elevations for at least two sides of all proposed buildings and depiction of proposed building materials and external finishes.	COMPLIES			
													N/A			
													WAIVER			

ITEM NUMBER	MINOR		SITE PLAN WAIVER	MAJOR		VARIANCE				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES
	SUBDIVISION	SITE PLAN		PRELIM	FINAL	40:55D-70							
				SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN						
14	•	•		•	•	•	•	•	•	When approval by another municipality is required, such approval shall be certified on the plat, or evidence shall be submitted that an application has been made for approval.	COMPLIES		
										N/A			
										WAIVER			
15			•							Copy of most recently approved site plan	COMPLIES		
										N/A			
										WAIVER			
16	•	•		•	•	•	•	•	•	Scale of not less than 1"=50' except 1" =100' on final sub-division plats. Site plans of one acre or less shall utilize a scale not less than 1" =20'.	COMPLIES		
										N/A			
										WAIVER			
17	•	•		•	•	•	•	•	•	Key Map showing the location of the tract with reference to the surrounding properties, existing streets and streams within 1000 feet of the site.	COMPLIES		
										N/A			
										WAIVER			
18	•	•		•	•	•	•	•	•	Name of subdivision or development, Borough of Mendham Morris County.	COMPLIES		
										N/A			
										WAIVER			
19	•	•		•	•	•	•	•	•	Name, title, address and telephone number or subdivider or developer.	COMPLIES		
										N/A			
										WAIVER			
20	•	•		•	•	•	•	•	•	Name, title, address and license number of the professionals who prepared the plot or plan.	COMPLIES		
										N/A			
										WAIVER			
21	•	•		•	•	•	•	•	•	Name, title and address of the owner or owners of record. If owner is a corporation, the name and address of the president and secretary shall be submitted.	COMPLIES		
										N/A			
										WAIVER			
22	•	•		•	•	•	•	•	•	North arrow with reference meridian. Scale (written and graphic).	COMPLIES		
										N/A			
										WAIVER			
23	•	•		•	•	•	•	•	•	Date of original preparation and of each subsequent revision thereof and a list of specific revisions entered on each sheet.	COMPLIES		
										N/A			
										WAIVER			
24	•	•	•	•	•	•	•	•	•	Approval signature lines	COMPLIES		
										N/A			
										WAIVER			
25	•	•		•	•	•	•	•	•	Acreage to the nearest hundreth of an acre; distances in feet and decimals of a foot, bearings given to the nearest 10 seconds. Radii,arcs, central angles and chord bearings and distances of all curves.	COMPLIES		
										N/A			
										WAIVER			
26	•	•		•	•	•	•	•	•	Existing tax map sheet No. and existing block and lot No. of the lots to be subdivided or developed as they appear on the Twp.Tax map. Distance, measured along ROW lines of abutting streets, to the nearest intrsct. with other public streets.	COMPLIES		
										N/A			
										WAIVER			
27	•	•	•	•	•	•	•	•	•	Zoning districts affecting the tract and within 200 feet. District names and tabular schedule of requirements and proposed conditions as the Ordinance, including variance and waiver requests noted on the plat or plan.	COMPLIES		
										N/A			
										WAIVER			

ITEM NUMBER	MINOR		SITE PLAN WAIVER	MAJOR		VARIANCE				APPLICANT MARK	STATUS	BOROUGH MARK	NOTES
	SUBDIVISION	SITE PLAN		SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	40:55D-70					
28	•	•		•	•	•	•	•	The locations and dimensions of all existing improvements. Indication of structures to remain and to be removed with spot elevations of such structures. Location of all existing structures within 100' of the property boundary.		COMPLIES		
											N/A		
											WAIVER		
29	•	•		•	•	•	•	•	The location of all existing and proposed storm drainage structures and utility lines whether public or privately owned, with pipe sizes grades and direction of flow, location of inlets, manholes and other appurtenances.		COMPLIES		
											N/A		
											WAIVER		
30	•	•		•	•	•	•	•	The proposed location of all proposed screening and landscaping, and a planting plan indicating natural vegetation to remain and areas to be planted with a schedule providing a listing of the botanical and common names, quantity and size of plant material at the time of planting.		COMPLIES		
											N/A		
											WAIVER		
31	•	•		•	•	•	•	•	The total acreage of the drainage basin of any watercourse running through or adjacent to the tract.		COMPLIES		
											N/A		
											WAIVER		
32	•	•		•	•	•	•	•	The location and extent of drainage and conservation easements and stream encroachment lines.		COMPLIES		
											N/A		
											WAIVER		
33	•	•		•	•	•	•	•	The location, extent and water level elevation of all surface waters and wetlands within 200 feet of the tract.		COMPLIES		
											N/A		
											WAIVER		
34	•	•		•	•	•	•	•	Existing and proposed contours, based on USGS datum with a contour interval of 1 ft. for slopes less than 3%, an interval of 2 ft. for slopes between 3 & 10%, and 5 ft. for slopes > 10%. Include slope delineation and tabulations per Section 215-12.4.		COMPLIES		
											N/A		
											WAIVER		
35	•	•		•	•	•	•	•	Road right-of-way dedication and improvement, as applicable.		COMPLIES		
											N/A		
											WAIVER		
36	•	•				•	•		Deed descriptions, including metes and bounds, easements, covenants, restrictions and roadway and sight triangle dedications.		COMPLIES		
											N/A		
											WAIVER		
37	•	•		•	•	•	•	•	Soil types as per the County Soil Conservation District. Proposals for soil erosion and sediment control as required by N.J.S.A. 4:24-39 et seq.		COMPLIES		
											N/A		
											WAIVER		
38	•	•		•	•	•	•	•	Locations of existing rock outcrops, highpoints, water-courses, depressions, ponds and marsh areas as determined by survey.		COMPLIES		
											N/A		
											WAIVER		

ITEM NUMBER	MINOR		SITE PLAN WAIVER	MAJOR		VARIANCE			APPLICANT MARK	STATUS	BOROUGH MARK	NOTES
	SUBDIVISION	SITE PLAN		PRELIM	FINAL	40:55D-70						
				SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN					
39	•	•		•	•	•	•	•	•	Required front, side and rear setback lines.	COMPLIES	
										N/A		
										WAIVER		
40	•	•		•	•	•		•	•	Size, height and location and use of all proposed buildings including all proposed floor elevations.	COMPLIES	
										N/A		
										WAIVER		
41	•	•	•	•	•	•			•	Location and size of all proposed signage including design and lighting details. If no signage is proposed, a statement to that effect shall be added to the plan.	COMPLIES	
										N/A		
										WAIVER		
42			•							Copy of Building Floor Plan designating the location and floor area (in square feet) a) to be occupied by the applicant for its proposed use, and b) currently occupied by any other use in the building.	COMPLIES	
										N/A		
										WAIVER		
43		•		•	•	•				The proposed location, direction of illumination, power and type of proposed outdoor lighting including details, intensity in footcandles and hours of operation.	COMPLIES	
										N/A		
										WAIVER		
44		•		•	•	•				The location and design of any off-street parking and loading areas, showing size and location of bays, aisles and barriers.	COMPLIES	
										N/A		
										WAIVER		
45	•	•		•	•	•		•	•	All means of vehicular access or egress to and from the site onto public streets, with the information required by Ordinance.	COMPLIES	
										N/A		
										WAIVER		
46	•	•		•	•	•				Plans showing all existing drainage within 200 ft. of any boundary. Stormwater management calculations depicting compliance with all state and local codes.	COMPLIES	
										N/A		
										WAIVER		
47	•	•		•	•	•		•		The location of all existing and proposed waterlines, valves and hydrants and all sewer lines or alternative means of sewerage and and sewage disposal and treatment.	COMPLIES	
										N/A		
										WAIVER		
48				•	•	•				All proposed streets with profiles, indicating grading; and cross sections showing width of roadway, location and width of sidewalks and location and size of any utility lines conforming to Borough standards and specifications.	COMPLIES	
										N/A		
										WAIVER		
49	•	•		•	•	•	•	•	•	Depiction of any existing or proposed protective covenants or deed restrictions applying to the land being developed.	COMPLIES	
										N/A		
										WAIVER		
50		•		•	•	•				Existing and proposed permanent monuments.	COMPLIES	
										N/A		
										WAIVER		
51				•	•	•				Lot Block and street numbers as approved by the Borough Engineer of the Borough of Mendham, including lot and block numbers and owners of the abutting properties.	COMPLIES	
										N/A		
										WAIVER		
52	•	•		•	•	•		•		A Letter of Interpretation from the NJDEP	COMPLIES	
										N/A		
										WAIVER		

ITEM NUMBER	MINOR		SITE PLAN WAIVER	MAJOR		VARIANCE			APPLICANT MARK	STATUS	BOROUGH MARK	NOTES	
	SUBDIVISION	SITE PLAN		Prelim	Final	40:55D-70							
				SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN						(a) & (b)
53	•	•	•	•	•	•			For each lot not served by public sewage disposal, approval by the Borough Board of Health of percolation tests observed by the Borough Health Officer and certified by a licensed professional engineer, indicating that the proposed lot(s) can adequately accommodate a septic system in compliance with all state and local regulations. When a new connection to or change in plumbing facilities feeding an existing connection to the Borough sanitary system is proposed, an adopted resolution of the Borough Council approving the application.				
54	•	•		•	•	•	•		Certification by the applicant's surveyor and engineer as to the accuracy of the details of the plat. Certification of compliance with RSIS, or provide a list of exceptions proposed.	COMPLIES			
55						•	•		Plan of all utilities in exact location together with a cost estimate of the installation of all public improvements to be installed.	N/A			
56						•	•		Written proof that all lands set aside or shown for easement, public use or streets are free and clear of all liens and encumbrances.	WAIVER			
57						•	•		Letters directed to the Chairman of the Board and signed by a responsible official of all utility companies, etc., providing service to the proposed development.	COMPLIES			
									NOTE: Board may require and ask for additional information	N/A			
										WAIVER			

BOROUGH OF MENDHAM

6 West Main Street

Mendham, NJ 07945

Incorporated May 15, 1906

Office of the
Tax Collector

Phone 973-543-7152 Ext. 17
Fax 973-543-2290
email ~ tax@mendhamnj.org

CERTIFICATION OF STATUS OF MUNICIPAL TAX AND SEWER FEES

To _____ Board of Adjustment _____ Planning Board

Applicant _____

Property Location _____ Block _____ Lot _____

Note that any billing or delinquency subsequent to the date of this certification and prior to the Board hearing must be timely paid and proof must be filed with the Board.

(This section is to be completed by the Tax Collector)

Please be advised that the current status of tax and utility fees are:

Tax status is paid current / due but not delinquent / delinquent

Last Tax payment was made on _____ for _____ Quarter _____

Next Tax payment is due _____

Tax is delinquent if not paid by _____

Sewer status is paid current / due but not delinquent / delinquent

Last Sewer payment was made on _____ for _____ Quarter _____

Next Sewer Payment is due _____

Sewer becomes delinquent if not paid by _____

_____ Not served by Municipal Sewer.

Dated: _____

Judy O'Brien, Tax Collector
Karen Orgera, Deputy Tax Collector

BOROUGH OF MENDHAM
BOARD OF ADJUSTMENT

NOTICE OF HEARING TO PROPERTY OWNERS AND OTHERS

TO WHOM IT MAY CONCERN:

In compliance with Section 124-28 of the Zoning Ordinance of the Borough of Mendham, NJ, notice is hereby served upon you to the effect that I/we, _____, are hereby proposing to (provide a detailed description of the application including variances requested):

Location: Block _____ Lot _____ Qualifier _____
Street Address _____

(The Zoning Officer of the Borough of Mendham, NJ refused this request by reasons of its being in violation of Section _____ of the Zoning Ordinance, from which decision I/we hereby appeal.)

I/We have applied to the Board of Adjustment for a hardship use variance (together with subdivision site plan conditional use approval).

Any person or persons affected by this application ☐ appeal ☐ have an opportunity to be heard at the meeting to be held on _____, 20__ at 7:30PM in the Garabrant Center, 4 Wilson Street, Mendham, NJ.

All documents relating this application may be inspected by the public on Monday through Friday between 9AM and 4:30PM in the Land Use office in the Phoenix House.

Signature: _____ Date: _____

NOTE: Please cross out inapplicable sections. This notice must be personally served or sent by certified or registered mail at least ten (10) days before the hearing. Proof of service must be provided to the Board Secretary at least three (3) days prior to the hearing.

BOROUGH OF MENDHAM
BOARD OF ADJUSTMENT

AFFIDAVIT OF PROOF OF SERVICE

STATE OF NEW JERSEY:

COUNTY OF MORRIS:

_____, of full age, being duly sworn
according to law, deposes and says that (s)he resides at _____

_____,
County of Morris and State of New Jersey, that (s)he is/is acting on behalf of the Applicant in
a proceeding before the Board of Adjustment of the Borough of Mendham, NJ, being an appeal
or application under the Zoning Ordinance, and which has been assigned Case No.

_____ and relates to premises located at _____;
that on _____, 20____, (s)he gave written notice of the
hearing on this application to each and all of the persons upon whom service must be had,
in the required form, a copy of which is attached hereto, according the attached list and in
the manner indicated thereon.

Signature: _____ Date: _____

Sworn to and subscribed before me
this _____ day of _____, 20____

Notary

NOTE: Attach a copy of the notice and the list of all persons served.

BOROUGH OF MENDHAM
BOARD OF ADJUSTMENT

PUBLIC NOTICE

PLEASE TAKE NOTICE that the undersigned has applied to the Board of Adjustment of the Borough of Mendham for a variance to permit: _____

on Block _____ Lot _____ on the Borough of Mendham Tax Map
and commonly known as _____
_____ (street address).

A public hearing will be held on _____, 20____ at 7:30PM in
the Garabrant Center, 4 Wilson, Street, Mendham, NJ.

All documents relating this application may be inspected by the public on Monday
through Friday between 9AM and 4:30PM in the Land Use office in the Phoenix House.

Signature: _____ Date: _____

NOTE: Notice must be published in the Daily Record or the Star Ledger at least ten (10) days prior to the date of the hearing. If the matter is an appeal from a decision of the Building Inspector or Zoning Officer based on the Zoning Ordinance, the notice should state that the undersigned has appealed to the Board from a decision of the Building Inspector or Zoning Officer and describe the decision being appealed.

SITE INSPECTION FORM

RE: Lot _____ Block _____

**I, _____, the undersigned property owner, do hereby
authorize Mendham Borough Officials to inspect the property owned by me at
_____ in connection with my application to the
Zoning Board of Adjustment/Planning Board for this property.**

Date: _____

Phone #: _____

Property Owner or Authorized Agent



BOROUGH OF MENDHAM
BOARD OF ADJUSTMENT

ZONING OFFICER'S DENIAL LETTER

NAME _____ ADDRESS _____

PHONE _____ FAX _____ EMAIL _____

Property Owner Name _____

Address _____

Phone _____ Fax _____ Email _____

Property Address _____ Block _____ Lot _____

Description of Request: _____

Zoning Table:

Zone _____ Primary Structure _____ Accessory Structure _____

	Zone Allowable	Existing	Proposed
Front Yard Setback			
Rear Yard Setback			
Side Yard Setback			
Side Yard Setback			
Height			
Lot Coverage			
Building Coverage			

In violation of Mendham Borough Zoning Ordinance(s):

_____ Description _____
_____ Description _____
_____ Description _____

Variance(s) Required: _____

Remarks: _____

Zoning Officer, Borough of Mendham

Date

APPLICATION FOR SANITARY SEWER CONNECTION

FILE APPLICATION AND \$175 FEE WITH: JEANNE PUGSLEY
2 WEST MAIN STREET
MENDHAM, NJ 07945
973-543-7152, ext. 16

Applicant _____ Date _____

Address _____

Owner _____

Address: _____

Location of Property _____

Lot _____ Block _____

Present Use _____ Proposed Use _____

Floor Area (if other than residential) _____

Projected Sewage Flow _____ Existing Sewage Flow _____

Site Plan Approval/Waiver Required (y/n) _____

Signature of Applicant _____ Date _____

PLEASE PROVIDE A WRITTEN DESCRIPTION OF THE PROPOSED PROJECT:

PLEASE PROVIDE SITE PLAN/FLOOR PLAN OF SUBJECT PROPERTY

BOROUGH ENGINEER REVIEW:

This application (does) (does not) require additional allocation of sanitary sewer flow in accordance with the provisions of Chapter 168 of the Code of the Borough of Mendham.

Additional allocation requested:_____gpd. Reservation Cost:_____gpd x \$16.00/gpd =\$_____

COMMENTS:

Borough Engineer _____ Date _____

Referred to Public Works and Utilities Committee (y/n)_____

If yes, escrow required:_____

CODE REFERENCE		CLASSIFICATION & TYPE	DESCRIPTION	FEES , RATE, PENALTY	AMOUNT	DEPARTMENT
§ CITATION	TITLE					
27-9 &10	Historic Preservation Commission; Advice on Certain Applications & Reports on Certain Applications	Letter of Approval & Appropriateness	Application & Review	Per Application	\$ 95.00	Land Use, HPC
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Appeal, Single Family Residence	Application, BOA	Per Application	\$ 1,000.00	Land Use, BOA
			Escrow, Review	Deposit	\$ 1,500.00	Land Use, BOA
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Appeal, Other	Application, BOA	Per Application	\$ 500.00	Land Use, BOA
			Escrow, Review	Deposit	\$ 1,000.00	Land Use, BOA
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Interpretation, Zoning Map or Chapter 215, Single Family Residence	Application, BOA	Per Application	\$ 500.00	Land Use, BOA
			Escrow, Review	Deposit	\$ 1,000.00	Land Use, BOA
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Interpretation, Zoning Map or Chapter 215, Other	Application, BOA	Per Application	\$ 500.00	Land Use, BOA
			Escrow, Review	Deposit	\$ 1,000.00	Land Use, BOA
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Variance, C, Single Family Residence	Application, BOA	Per Application	\$ 500.00	Land Use, BOA
			Escrow, Review	Deposit	\$ 1,000.00	Land Use, BOA
			Plus fee per each additional variance		\$ 250.00	
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Variance, C, Other	Application, BOA	Per Application	\$ 1,500.00	Land Use, BOA
			Escrow, Review	Deposit	\$ 2,000.00	Land Use, BOA
			Plus fee per each additional variance		\$ 750.00	Land Use, BOA
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Variance, D, Single Family Residence	Application, BOA	Per Application	\$ 1,000.00	Land Use, BOA
			Escrow, Review	Deposit	\$ 3,000.00	Land Use, BOA
			Plus fee per each additional variance		\$ 700.00	Land Use, BOA
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Variance, D, Other	Application, BOA	Per Application	\$ 2,000.00	Land Use, BOA
			Escrow, Review	Deposit	\$ 5,000.00	Land Use, BOA
			Plus fee per each additional variance		\$ 750.00	Land Use, BOA
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Building Permit, Direct Issuance	Application, BOA	Per permit	\$ 500.00	Land Use, PB
			Escrow, Review	Deposit	\$ 1,500.00	Land Use, PB
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Conditional Use	Application, BOA	Per Application	\$ 500.00	Land Use, PB
			Escrow, Review	Deposit	\$ 1,500.00	Land Use, PB
124-26C	Land Use Procedures, Variances & Other Appeals, Other Fees	Variance, Approved, Extension	Application, BOA	Per Application	\$ 300.00	Land Use, BOA
			Escrow, Review	Deposit	\$ 500.00	Land Use, BOA
124-29	Land Use Procedures, Variances & Other Appeals, Other Fees	Mailing List, Property Owners	Application, Current Tax Duplicate	Per Document, Mimimum, up to 40 names	\$ 10.00	Tax Assessor
124-29	Land Use Procedures, Variances & Other Appeals, Other Fees	Mailing List, Property Owners	Application, Current Tax Duplicate	Per Document, Per each name greater than 40	\$ 0.25	Tax Assessor
124-26A	Land Use Procedures, Subdivisions, including clusters & single Family Dwelling proposals	Subdivision, Regulations, Exemption	Application	Per Application	No Charge	Land Use, PB
124-26A	Land Use Procedures, Subdivisions, including clusters & single Family Dwelling proposals	Subdivision, Minor	Application, Lot line adjustments, no new lots	Per Application	\$ 1,250.00	Land Use, PB
			Escrow, Review	Deposit	\$ 3,000.00	Land Use, PB
	Land Use Procedures, Subdivisions, including clusters & single Family Dwelling proposals	Subdivision, Minor	Application, 1 or more new Lots	Per Application	\$ 500.00	Land Use, PB
			Plus fee per lot		\$ 500.00	Land Use, PB
			Escrow, Review	Deposit	\$ 3,000.00	Land Use, PB
			Plus fee per lot		\$ 1,500.00	Land Use, PB
124-26A	Land Use Procedures, Subdivisions, including clusters & single Family Dwelling proposals	Subdivision, Major, Preliminary Plat	Application	Per Application	\$ 2,500.00	Land Use, PB
			Plus fee per lot		\$ 250.00	Land Use, PB
			Escrow, Review	Per Application, Maximum of \$10,000	\$ 5,000.00	Land Use, PB
			Plus fee per lot		\$ 750.00	Land Use, PB
124-26A	Land Use Procedures, Subdivisions, including clusters & single Family Dwelling proposals	Subdivision, Major, Final Plat	Application	Deposit, Maximum \$1500	\$ 1,000.00	Land Use, PB
			Plus fee per lot		\$ 100.00	Land Use, PB
			Escrow, Review	Deposit, Maximum \$8000	\$ 5,000.00	Land Use, PB
			Plus fee per lot		\$ 200.00	Land Use, PB
124-26A	Land Use Procedures, Subdivisions, including clusters & single Family Dwelling proposals	Concept Plan, Review/Informal Discussion, Subdivision, 1-3 Lots	Application	Per application	\$ 300.00	Land Use
			Escrow, TRC Review	Deposit	\$ 1,500.00	Land Use, TRC
			Application, Planning Board Review	Per Application	\$ 1,500.00	Land Use, PB
			Escrow, Planning Board Review	Deposit	\$ 1,500.00	Land Use, PB
124-26A	Land Use Procedures, Subdivisions, including clusters & single Family Dwelling proposals	Concept Plan, Review/ Informal Discussion, Subdivision, 4 or more Lots	Application	Per Application	\$ 400.00	Land Use,PB
			Escrow, TRC Review	Deposit	\$ 1,500.00	Land Use, PB
			Application, Planning Board Review	Per Application	\$ 700.00	Land Use, PB
			Escrow, Planning Board Review	Deposit	\$ 1,500.00	Land Use, PB
124-26A	Land Use Procedures, Subdivisions, including clusters & single Family Dwelling proposals	Special Meeting	Application, Plannnng Board	Per meeting	\$ 1,000.00	Land Use, PB
			Escrow, Review	Deposit	\$ 1,500.00	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Site Plan, Minor	Application	Per Application	\$ 1,250.00	Land Use, PB
			Plus Multi-family, Commerical, Limited Buisness required Application Fees if applicable			Land Use, PB
			Escrow, Review	Deposit	\$ 2,000.00	Land Use, PB
			Plus Multi-family, Commerical, Limited Buisness required Escrow Deposit If applicable			Land Use, PB
124-26B	Land Use Procedures, Site Plan	Site Plan, Preliminary, Major	Application, Planning Board	Per Application	\$ 1,500.00	Land Use, PB
			Plus Multi-family, Commerical, Limited Buisness required Application Fee if applicable			Land Use, PB
			Escrow, Review, Planning Board	Deposit, plus Multi-family, Commerical, Limited Buisness required escrow deposit if applicable	\$ 3,000.00	Land Use, PB
			Plus Multi-family, Commerical, Limited Buisness required Escrow Deposit If applicable			Land Use, PB
124-26B	Land Use Procedures, Site Plan	Site Plan, Preliminary, Minor, Major, Multi-Family Residential	Application, Planning Board (Apartments, Condominiums, Townhouses, etc)	Per Application	\$ 4,500.00	Land Use, PB

				Plus fee per unit	\$ 250.00	Land Use, PB
				Plus Site Plan, Preliminary, Minor or Major Application Fee	Per Code	Land Use, PB
			Escrow, Review, Planning Board	Deposit Maximum	\$ 15,000.00	Land Use, PB
				Plus fee per unit,	\$ 200.00	Land Use, PB
				Plus Site Plan, Preliminary, Minor or Major required Escrow Deposit	Per Code	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Site Plan, Preliminary, Minor, Major, Commercial or Limited Buisness	Application, Planning Board	Application Fee, same as Fee for, Site Plan, Preliminary, Minor or Major	Per Code	Land Use, PB
				Plus per acre fee or fraction thereof of the total lot size	\$ 500.00	Land Use, PB
				Plus fee per rental unit, with a minimum fee of \$500	\$ 200.00	Land Use, PB
			Escrow, Review Planning Board	Deposit, Up to 1000 sq ft lot area	\$ 1,500.00	Land Use, PB
				Plus fee per 1000 sq ft additional lot area	\$ 50.00	Land Use, PB
				Plus fee per 1000 sq ft of building area and paved driveway & parking area	\$ 100.00	Land Use, PB
				Maximum initial deposit	\$ 15,000.00	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Dedicated Lands, Common Property	Application, Planning Board	Per Acre	\$ 20.00	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Dedicated Lands, Open Space or Environmentally Sensitive		Per Application, Minimum	\$ 200.00	Land Use, PB
				Per Application, Maximum	\$ 2,000.00	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Site Plan, Final, Filed <u>with</u> Preliminary Site Plan	Application, Planning Board	Per Application	50% of the Preliminary Site Plan Application Fee	Land Use, PB
			Escrow, Review, Planning Board	Deposit	50% of the Preliminary Site Plan Required Escrow Deposit	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Site Plan, Final, Filed <u>after</u> Preliminary Site Plan	Application, Planning Board	Per Application, Filed <u>within</u> 6 months of initial filing date of Preliminary Site Plan	50% of the Preliminary Site Plan Application Fee	Land Use, PB
				Per Application, Filed <u>after</u> 6 months	Per Engineer	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Site Plan, Waiver	Escrow, Review, Planning Board	Deposit, Minimum	\$ 5,000.00	Land Use, PB
			Application, TRC	Per Application	\$ 500.00	Land Use, PB
			Escrow, Review, TRC	Deposit	\$ 1,000.00	Land Use, TRC
			Application, Planning Board	Per Application	\$ 700.00	Land Use, PB
			Escrow, Review, Planning Board	Deposit	\$ 2,000.00	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Concept Plan, Review/ Informal Discussion	Application, TRC	Per application	\$ 500.00	Land Use, PB
			Escrow, TRC Review	Deposit	\$ 1,500.00	Land Use, TRC
			Application, Planning Board	Per Application		Land Use, PB
			Escrow, Planning Board Review	Deposit	\$ 2,000.00	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Special Meeting, Planning Board	Application, Plannning Board	Per meeting	\$ 1,000.00	Land Use, PB
			Escrow, Review, Planning Board	Deposit	\$ 1,500.00	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Site Plan, Preliminary, Amended	Application, Filed within 6 months of Initial Preliminary Site Plan Filing Date, otherwise 100% Application Fee	Per Amended Preliminary Plan Application	50% of Preliminary Site Plan Application Fee	Land Use, PB
			Escrow, Review, Filed within 6 months of Initial Preliminary Site Plan filing date	Deposit, Initial Maximum	\$ 7,500.00	Land Use, PB
124-26B	Land Use Procedures, Site Plan	Site Plan, Final, Amended	Application, Filed within 6 months of initial Final Site Plan Filing Date	Per Amended Final Plan Application	50% of Final Site Plan Fee	Land Use, PB
			Escrow, Review, Filed within 6 months of initial Preliminary Site Plan filing date	Deposit, Maximum	\$ 7,500.00	Land Use, PB
	Land Use	Use, Change	Application	Per Application	\$ 125.00	Land Use/Zoning
	Land Use	Occupancy, Change	Application	Per Application	\$ 125.00	Land Use/Zoning
195-34B(3)	Subdivision of Land & Site Plan Review	Plan Review, Exempt	Applications exempt from site plan approval	Per Application	\$ 125.00	Engineering
195-57F(3)	Subdivision of Land & Site Plan Review, Cost of Inspection	Inspection	Inspection, Engineer, Improvements	Estimated Construction Cost less than \$10,000	\$ 500.00	Engineering
			Estimated Construction Cost \$10,000 or more	Estimated Construction Cost \$10,000 or more, 5% of cost of improvements per NJSA 40:55D-53.4		Engineering
195-58	Subdivision of Land & Site Plan Review	Violation/Premature Sale	Penalty	Per offense	Per Chapter 1-15	Planning & Land Use
195-72F	Subdivision of Land & Site Plan Review	Public Records, Appeal	Copy of Notice of Decision	Per page	\$ 0.75	Planning & Land Use
195-58F(3)	Subdivision of Land & Site Plan Review	Violation	Penalty	Per offense	Per Chapter 1-15	Planning & Land Use