



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
Planning Board*

Dear Applicant:

Attached is the application for a Site Plan Waiver (SPW). Please complete the:

- SPW Application
- Application Checklist
- Site Authorization Form
- Certificate for Taxes and Sewers
- Sewer Application

Please submit the original and ten (10) collated copies of the completed application, including property survey and other supporting documents to the Board secretary at the above address. (Plans should be folded, not rolled). An application and escrow fee will need to be paid at that time (please see the attached fee schedule).

The requirements to submit a completed application are outlined in the Application Checklist. The applicant must submit all items under Site Plan Waiver, unless a waiver for the item is required. The checklist itself must be filled out under "applicant mark" and submitted with the application.

All applications are first reviewed by the Technical Review Committee (TRC) of the Planning Board, and the Board Professionals need at least two weeks to review the application before being heard by the Board. The dates of the meeting can be found at www.mendhamnj.org.

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

Lisa Smith

Lisa Smith
Land Use Coordinator