



The Phoenix House circa 1820

The Borough of Mendham
2 West Main Street, Mendham, New Jersey 07945
Telephone: (973) 543-7152 ext.*20
planning@mendhamnj.org

Office of the Joint Land Use Board

CHANGE OF USE OR OCCUPANCY APPLICATION

All information below is to be filled out by the applicant.
(\$125 fee made payable to: **Borough of Mendham** must accompany application)

Submit three (3) collated copies of this completed application, Floor plans showing the proposed layout, and room dimensions, Property Survey with Parking to Lisa Smith, Phoenix House, 2 West Main St., Mendham, NJ.

PDF version of the application and supporting documents must be emailed to planning@mendhamnj.org

THE OWNER OF THE PROPERTY IS: (PLEASE PRINT CLEARLY) DATE: ____/____/____			
First Name		Last Name	
		Business Name, if applicable	
Mailing Address		City	State
		Zip Code	
Phone Contact		Email Address	

CONTACT PERSON: (if different from owner) <i>The person to receive all correspondence.</i>			
First Name		Last Name	
		Business Name, if applicable	
Mailing Address		City	State
		Zip Code	
Phone Contact		Email Address	
<i>IF ANYONE OTHER THAN THE OWNER COMPLETES THIS APPLICATION, WRITTEN CONSENT FROM THE OWNER MUST BE SUBMITTED WITH THIS APPLICATION.</i>			

Property Location:		
Block: _____	Lot _____	
Street Address: _____		
Is property located within the Historic District? [] Yes [] No		
The Current Use Is: _____		
The Proposed Use Is: _____		
Hours: _____	Days Open: _____	
Employees: _____	Square Feet: _____	
Existing Parking: _____	Proposed: _____	
Applicant (print) _____	Applicant Signature: _____	Date: _____
Owner (print) _____	Owner Signature: _____	Date: _____

APPROVALS (Official Use Only)	
Zoning Officer: _____	Date: _____
Engineer: _____	Date: _____