



The Phoenix House circa 1820

The Borough of Mendham

"Preserving the Past - Building the Future"

mendhamnj.org

Department of Planning & Land Use
Office of the Joint Land Use Board

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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)

Three (3) collated copies of this completed application, floor plans showing the proposed layout and room dimensions, Property Survey with Parking and a Sign permit if needed are to be submitted.

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)
The person to receive all correspondence.

First Name _____ Last Name _____ Business Name, if applicable _____

Mailing Address _____ City _____ State _____ Zip Code _____

Phone Contact _____ Email Address _____

IF ANYONE OTHER THAN THE OWNER COMPLETES THIS APPLICATION, WRITTEN CONSENT FROM THE OWNER MUST BE SUBMITTED WITH THIS APPLICATION.

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: _____