

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 development. Please complete the:

- Application
- Application Checklist
- Site Authorization Form
- Certification of Taxes and Sewer Payment
- Sanitary Sewer Application.

Requirements for the application are outlined in the *Application Checklist*. The applicant must submit all items under the appropriate column, unless a waiver for the item is requested. 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. The original and ten (12) copies of the application, all supporting documents, and application fees must be received by the Land Use Coordinator to be scheduled on the TRC Agenda. *All applications and documentation should be collated, and plans should be folded.* After completion of TRC review, the applicant will be advised on the additional number of copies of the application needed for full Planning Board review.

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.

Regards,

Lisa Smith

Lisa Smith
Land Use Coordinator