



*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*  
*Joint Land Use Board*

Dear Applicant:

Attached is the application for the Joint Land Use Board (JLUB). 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](http://www.mendhamnj.org).

Initially, seven (7) full size 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) along with the collated copies, a PDF version of the application and supporting documents must be emailed to [planning@mendhamnj.org](mailto:planning@mendhamnj.org). 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 is deemed complete, five (5) full size plans and thirteen (13) 11x17 plans along with 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) along with a PDF version emailed to [planning@mendhamnj.org](mailto:planning@mendhamnj.org) and the hearing will be placed on the agenda for the next available meeting.

Please note that there are 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 JLUB meeting. The HPC's recommendation must be submitted to the JLUB 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

**1) INITIAL SUBMITTAL**

- a) Seven (7) full size copies of the completed application and other supporting documents must be submitted to the Land Use Coordinator (all copies must be collated, folded and ready for distribution) along with the collated copies, a PDF version of the application and supporting documents must be emailed to [planning@mendhamnj.org](mailto:planning@mendhamnj.org).

**2) IF APPLICATION IS FOUND INCOMPLETE**

- a) Two (2) full size copies of the revised application and other supporting documents must be submitted to the Land Use Coordinator (copies must be collated, folded and ready for distribution) for review.

**3) IF APPLICATION IS DEEMED COMPLETE**

- a) Five (5) full size plans with the completed application and other supporting documents and fifteen (15) 11x17 plans along with 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**) along with a PDF version emailed to [planning@mendhamnj.org](mailto:planning@mendhamnj.org) and the hearing will be placed on the agenda for the next available meeting.

**4) NOTICE REQUIREMENTS-** *It is strongly recommended that you consult your attorney regarding the notice.*

**a) Newspapers- Star Ledger or Daily Record**

- i) Need to be completed no less than 10 days prior to the hearing date.

**b) 200' Property List**

- i) Need to be completed no less than 10 days prior to the hearing date.



Borough of Mendham  
 Joint Land Use Board  
 2 West Main St., Mendham, NJ 07945  
 973-543-7153 x. 20  
 planning@mendhamnj.org  
 www.mendhamnj.org

**LAND USE DEVELOPMENT APPLICATION**

**FOR OFFICE USE ONLY**

Date Submitted	Application No.	Type BOA PB	App Fee Check #	Escrow Fee Check #
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<b>1. APPLICANT/DEVELOPER</b>	<b>2. OWNER</b>
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Name: _____  Address: _____ _____  City: _____ State: _____ Zip: _____  Phone: (____) _____ Fax: (____) _____  Email: _____  Interest in Property: _____	Name: _____  Address: _____ _____  City: _____ State: _____ Zip: _____  Phone: (____) _____ Fax: (____) _____  Email: _____  <i>Complete this section if applicant is not owner.</i>
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**3. TYPE OF APPLICATION (check all that apply)**

<input type="checkbox"/> "a" Variance (Appeal) <input type="checkbox"/> "b" Variance (Interpretation) <input type="checkbox"/> "c" Variance (Bulk) <input type="checkbox"/> "d" Variance (Use) <input type="checkbox"/> Build on Lot Not Fronting on Street <input type="checkbox"/> Certificate of Nonconformity <input type="checkbox"/> Subdivision, Minor <input type="checkbox"/> Subdivision, Major Preliminary <input type="checkbox"/> Subdivision, Major Final	<input type="checkbox"/> Site Plan, Minor <input type="checkbox"/> Site Plan, Waiver <input type="checkbox"/> Site Plan, Major Preliminary (Nonres or Res) <input type="checkbox"/> Site Plan, Major Final (Nonres or Res) <input type="checkbox"/> Subdiv. or Site Plan, Informal Review <input type="checkbox"/> Subdiv. or Site Plan, Extension of Approval <input type="checkbox"/> Subdiv. or Site Plan, Amend. of Approved Plan <input type="checkbox"/> Other: _____
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<b>4. APPLICANT'S ATTORNEY</b>	<b>5. APPLICANT'S ENGINEER</b>
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Name: _____  Address: _____ _____  City: _____ State: _____ Zip: _____  Phone: (____) _____ Fax: (____) _____  Email: _____	Name: _____  Address: _____ _____  City: _____ State: _____ Zip: _____  Phone: (____) _____ Fax: (____) _____  Email: _____
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**6. APPLICANT'S OTHER PROFESSIONALS (Architect, Planner, Surveyor, etc.)**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_  
Email: \_\_\_\_\_

**7. LOCATION OF PROPERTY**

Street Address: \_\_\_\_\_ Block(s): \_\_\_\_\_  
Zone: \_\_\_\_\_ Lot(s): \_\_\_\_\_  
Type of Road Frontage: \_\_\_\_\_ (Highway, County Road, Local Road)

**8. LAND USE**

Existing Land Use: \_\_\_\_\_  
Proposed Land Use: \_\_\_\_\_

**9. PROPERTY DETAILS**

# of Existing Lots: \_\_\_\_\_ # of Proposed Lots: \_\_\_\_\_  
Existing Form of Ownership:  Fee Simple  Rental  Condominium  Cooperative  
Existing Deed Restrictions or Easements:  No  Yes (attach copies)  
Proposed Deed Restrictions or Easements:  No  Yes (attach copies)

**10. UTILITIES (check all that apply)**

Existing:  Public Water  Private Well  Public Sewer  Private Septic System  
 Natural Gas  Electric  Propane  
Proposed:  Public Water  Private Well  Public Sewer  Private Septic System  
 Natural Gas  Electric  Propane

11. ZONING SCHEDULE (complete all that apply)				
	Required	Existing	Proposed	
Minimum Lot Requirements				Required
Area				Existing
Width				Proposed
Depth				
Principal Buildings & Structures				Required
1 Side Yard				Existing
2 Side Yards				Proposed
Front Yard				
Rear Yard				
Accessory Building & Structures				Required
Side Yard				Existing
Rear Yard				Proposed

	Required	Existing	Proposed
Maximum Building & Structure Height			
Principle			
Accessory			
Maximum Lot & Building Coverages			
Lot			
Building			

**12. PARKING & LOADING REQUIREMENTS**

# of Parking Space Required: \_\_\_\_\_ # of Parking Spaces Provided: \_\_\_\_\_

# of Loading Space Required: \_\_\_\_\_ # of Loading Spaces Provided: \_\_\_\_\_

**13. OTHER APPROVALS REQUIRED**

N.J. Dept. of Environmental Protection	<input type="checkbox"/> No	<input type="checkbox"/> Yes
N.J. Dept. of Transportation	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Morris County Planning Board Burlington	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Morris County Soil Conservation District	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Borough of Mendham Historic Commission	<input type="checkbox"/> No	<input type="checkbox"/> Yes
State of New Jersey Sewer Extension	<input type="checkbox"/> No	<input type="checkbox"/> Yes
State of New Jersey Flood Hazard Area	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Development State of New Jersey Wetlands	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Other: _____	<input type="checkbox"/> No	<input type="checkbox"/> Yes
Other: _____	<input type="checkbox"/> No	<input type="checkbox"/> Yes

**14. APPLICATION SUBMISSION MATERIALS (use additional sheets if necessary)**

List all plans, reports, photos, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**15. PREVIOUS OR PENDING APPLICATIONS (use additional sheets if necessary)**

List all previous or pending applications for this parcel. If current application is for the Amendment of a previously approved Subdivision or Site Plan, furnish a copy of the previously approved plan and describe the proposed amendments.

**16. RELIEF REQUESTED (use additional sheets if necessary)**

List arguments for Variances, Waivers of Development Standards and/or Submission Requirements.

**17. EXPERT WITNESSES FOR APPLICANT**

Name: \_\_\_\_\_ Type of Testimony: \_\_\_\_\_

Name: \_\_\_\_\_ Type of Testimony: \_\_\_\_\_

Name: \_\_\_\_\_ Type of Testimony: \_\_\_\_\_

Name: \_\_\_\_\_ Type of Testimony: \_\_\_\_\_

**18. SIGNATURE OF APPLICANT**

I certify that the foregoing statements and the materials submitted are true. I further certify that I am the individual applicant, or that I am an Officer of the Corporate applicant or a General Partner of the Partnership applicant and am authorized to sign the application for the Corporation or Partnership.

SWORN & SUBSCRIBED before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (applicant) DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
PRINT NAME

**19. CONSENT OF OWNER**

**NOTE: If the property is owned by a corporation or an LLC this "consent of owner" must be signed by a corporate officer or managing member and a resolution must be attached authorizing that corporate officer/managing member to sign on behalf of the entity.**

I certify that I am the Owner of the property which is the subject of this application. I hereby consent to the filing of this application and to the approval of the plans submitted therewith. I further consent to the inspection of the property in connection with this application as deemed necessary by the board and its professional staff.

I am aware that the Borough of Mendham will incur costs for professional review fees in the course of hearing and deciding this application. I am aware that the applicant has signed an escrow agreement that requires said applicant to be responsible to pay the Borough of Mendham for the costs incurred. By consenting to the filing of this application I agree that, in the event the applicant fails to pay all of those costs, I will be responsible to pay, and I will pay, any balance of those costs owed by the applicant to the Borough of Mendham. I further understand that if I fail to pay the amount owed the Borough of Mendham may seek and win a judgment against me for the amount owed plus counsel fees and costs and that that judgment may become a lien against my property.

SWORN & SUBSCRIBED before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
SIGNATURE (owner) DATE

\_\_\_\_\_  
PRINT NAME

**20. DISCLOSURE STATEMENT**

If applicant is a corporation, partnership or LLC please answer the following questions pursuant to N.J.S.A. 40:55D-48.1 & 48.2:

- Is this application to subdivide a parcel of land into six (6) or more lots?  No  Yes
- Is this application for a variance to construct a multiple dwelling unit of 25 or more units?  No  Yes
- Is this application for approval of a site (or sites) for non-residential purposes?  No  Yes

If you responded YES to any of the above questions, Ownership Disclosure Statement must be completed.

\_\_\_\_\_  
SIGNATURE (applicant) DATE

**21. SURVEY WAIVER CERTIFICATION**

As of the date of this application, I hereby certify that the survey submitted with this application which is dated \_\_\_\_\_ shows and discloses the premises in its entirety, described as Block \_\_\_\_\_ Lot \_\_\_\_\_; and I further certify that no buildings, fences or other facilities have been constructed, installed or otherwise located on the premises after the date of the survey with the exception of the structures shown.

SWORN & SUBSCRIBED before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
SIGNATURE (applicant/owner) DATE

\_\_\_\_\_  
PRINT NAME

## OWNERSHIP DISCLOSURE STATEMENT

**NAME OF CORPORATION, PARTNERSHIP OR LLC:** \_\_\_\_\_

\_\_\_\_\_

Listed below are the names and addresses of all owners of 10% or more of the stock/interest\* in the above referenced corporation or partnership:

	NAME	ADDRESS
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

\*If a corporation or a partnership owns 10% or more of the stock of a corporation or 10% or greater interest in a partnership, that corporation or partnership shall list the names and addresses of its stockholders holding 10% or more of its stock or 10% or greater interest in the partnership, and this requirement shall be followed until the names and addresses of the non-corporate stockholders and individual partners exceeding the 10% ownership criterion established have been listed.

SWORN & SUBSCRIBED before me this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE (applicant)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
PRINT NAME





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 x20  
Fax: (973) 543-7202

Scott J. Holzhauer, CTA, SCGREA  
Tax Assessor

**REQUEST FOR CERTIFIED LIST OF OWNERS  
WITHIN 200 FEET OF SUBJECT PROPERTY**

DATE: \_\_\_\_\_

TO: TAX ASSESSOR'S OFFICE  
BOROUGH OF MENDHAM  
2 WEST MAIN ST.  
MENDHAM, NJ 07945

I HEREBY REQUEST A CERTIFIED LIST OF PROPERTY OWNERS WITHIN  
TWO HUNDRED FEET (200') OF:

BLOCK(S): \_\_\_\_\_ LOT(S): \_\_\_\_\_ Q: \_\_\_\_\_

ADDRESS OF PROPERTY: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ENCLOSED PLEASE FIND THE FEE OF \$10.00, PAYABLE TO **BOROUGH OF MENDHAM**,  
AS REQUIRED BY ORDINANCE FOR SAID LIST.

SIGNED: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CHECK FORM OF DELIVERY: PICK UP \_\_\_\_\_ EMAIL \_\_\_\_\_ MAIL \_\_\_\_\_

\*\*\*\*\*OFFICIAL USE ONLY\*\*\*\*\*

PAID DATE: \_\_\_\_\_ METHOD: \_\_\_\_\_ REC'D BY: \_\_\_\_\_



Phoenix House c. 1820

# Borough of Mendham

*Preserving the Past - Building the Future*

[mendhamnj.org](http://mendhamnj.org)

Department of Zoning & Code Enforcement

Zoning & Code Enforcement Official

Zoning Application Number: \_\_\_\_\_

## ZONING COMPLIANCE REVIEW APPLICATION

**PERMIT FEE - \$30.00**

Submit original and one (1) copy of application with property survey that has a raised surveyor seal showing the size of the lot; bounding streets; and the size, type, and location of existing and proposed structures with distances to all property lines denoted.

Draw to scale on the survey any proposed structures on each survey.

Date: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zone District: \_\_\_\_\_

Historic Overlay District: \_\_\_\_\_ Main Street Corridor: \_\_\_\_\_

Physical Location of Property for Permit: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name & Address of Owner (if different from Applicant): \_\_\_\_\_

\_\_\_\_\_ Phone #: \_\_\_\_\_

Describe **in detail** the reason for application (addition, fence, deck, pool, etc.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has the property been the subject of any applications to the Joint Land Use Board? Yes  No

If yes describe the purpose and date of resolution: \_\_\_\_\_

Zoning District \_\_\_\_\_ Primary Structure \_\_\_\_\_ Accessory Structure \_\_\_\_\_

	Per Code	Existing	Proposed
Setbacks			
Front Yard			
Rear Yard			
Side Yard			
Side Yard			
Lot Coverage			
Building Coverage			



Type Variance(s) Required (leave blank if not applicable)  
 \_\_\_\_\_  
 \_\_\_\_\_

Zoning Code Section Non-Compliance (leave blank if not applicable)  
 § \_\_\_\_\_  
 § \_\_\_\_\_

\_\_\_\_\_ Date                      Applicant's Signature                      Print Applicant's Name

**FOR OFFICIAL USE ONLY**

THIS IS TO CERTIFY that the above-described premises, together with any buildings thereon, are used or proposed to be used for, or as \_\_\_\_\_ which is a

- Use Permitted by Ordinance
- Use Permitted by Variance Approved on: \_\_\_\_\_
- Approved                      Conditions of approval \_\_\_\_\_
- Denied                              Reason for denial \_\_\_\_\_

Date \_\_\_\_\_  
 \_\_\_\_\_ Mendham Borough Zoning Officer

**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 ~  
borotax@mendhamnj.org

**CERTIFICATION OF STATUS OF MUNICIPAL TAX AND SEWER FEES**

To \_\_\_\_\_ Board of Adjustment \_\_\_\_\_ Planning Board

Applicant \_\_\_\_\_

Property Location \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Email Address: \_\_\_\_\_

Note that any billing or delinquency subsequent to the date of this certification and prior to the Board hearing

(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: \_\_\_\_\_

\_\_\_\_\_  
Tax Collector



**BOROUGH OF MENDHAM**

2 West Main Street, Mendham, NJ 07945

973-543-7152 EXT.20

planning@mendhamnj.org

FILE APPLICATION AND \$175 FEE WITH: LISA SMITH

**APPLICATION FOR RESERVATION OF ALLOCATED SEWAGE CAPACITY**

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email: \_\_\_\_\_

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 of the Code of the Borough of Mendham § 168-47.1.

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: \_\_\_\_\_

**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  
Joint Land Use Board for this property.**

**Date: \_\_\_\_\_**

**Phone #: \_\_\_\_\_**

\_\_\_\_\_  
**Property Owner or Authorized Agent**

**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	PRELIM	FINAL	40:55D-70	(a) & (b)	(c)	(d)							
				SUBDIVISION	SITE PLAN									SUBDIVISION	SITE PLAN	
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		MAJOR				VARIANCE			APPLICANT MARK	STATUS	BOROUGH MARK	NOTES			
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	40:55D-70									
							PRELIM	FINAL	(a) & (b)					(c)	(d)	
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 subdivision 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 hundredth 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 intrst. 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		MAJOR				VARIANCE			APPLICANT MARK	STATUS	BOROUGH MARK	NOTES			
	SUBDIVISION	SITE PLAN	PRELIM		FINAL	SITE PLAN	SITE PLAN	SITE PLAN	(a) & (b)					(c)	(d)	
			SUBDIVISION	SITE PLAN												
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		MAJOR				VARIANCE			APPLICANT MARK	STATUS	BOROUGH MARK	NOTES				
	SUBDIVISION	SITE PLAN	SITE PLAN WAIVER	PRELIM	FINAL	40:55D-70	(a) & (b)	(c)	(d)								
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 sewerage 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		MAJOR				VARIANCE			APPLICANT MARK	STATUS	BOROUGH MARK	NOTES
	SUBDIVISION	SITE PLAN	SITE PLAN WAIVER	Prelim	Final	40:55D-70	(a) & (b)	(c)	(d)				
53											COMPLIES N/A WAIVER		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											COMPLIES N/A WAIVER		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.
55											COMPLIES N/A WAIVER		Plan of all utilities in exact location together with a cost estimate of the installation of all public improvements to be installed.
56											COMPLIES N/A WAIVER		Written proof that all lands set aside or shown for easement, public use or streets are free and clear of all liens and encumbrances.
57											COMPLIES N/A WAIVER		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.
													NOTE: Board may require and ask for additional information