



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 and a Sign permit if needed to Lisa Smith, Phoenix House, 2 West Main St., Mendham, NJ.

**THE OWNER OF THE PROPERTY IS:** (PLEASE PRINT CLEARLY) **DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Business Name, if applicable \_\_\_\_\_

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Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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Phone Contact \_\_\_\_\_ Email Address \_\_\_\_\_

**CONTACT PERSON:** (if different from owner)  
*The person to receive all correspondence.*

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First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Business Name, if applicable \_\_\_\_\_

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Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

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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: \_\_\_\_\_