

MENDHAM TOWNSHIP

2 West Main Street, P.O. BOX 520
Brookside, New Jersey 07926
973-543-4555 ext. 218

ZONING BOARD OF ADJUSTMENT

VARIANCE APPLICATION PACKET

This application package contains the following:

- Meeting Dates
- Application Instructions
- Form 1 – Application for Development
- Checklist instruction for Board of Adjustment Application for “c” and “d” Variance Request
- Form 2 - Certification of Status of Municipal Tax and Sewer Fees
- Form 3 - Request for Certified List of Property Owners within 200 Feet of Subject Property
- Form 3A – List of Property Owners
- Form 4 - Affidavit of Applicant/Affidavit of Ownership
- Form 5 – Notice to Applicant of Date of Hearing
- Form 6 - Notice of Hearing
- Form 7 -Affidavit of Proof of Service of Notice of Hearing
- Form 8 - Zoning Officer's Denial
- Form 9 - Public Notice of Hearing
- Form 10 – Floor Area Ratio (FAR) Calculations (and Ordinance)
- Notice of Applications (N.J.S.A. 40:55D-II)
- Appendix 1 - Filing Fee Calculation Sheet
- Appendix 2 - Title Block Format

MENDHAM TOWNSHIP

ZONING BOARD OF ADJUSTMENT

MEETING SCHEDULE 2026

January 8, 2026, 7:00 p.m.

February 12, 2026, 7:00 p.m.

March 12, 2026, 7:00 p.m.

April 9, 2026, 7:00 p.m.

May 14, 2026, 7:00 p.m.

June 11, 2026, 7:00 p.m.

July 9, 2026, 7:00 p.m.

August 13, 2026, 7:00 p.m.

September 10, 2026, 7:00 p.m.

October 8, 2026, 7:00 p.m.

November 12, 2026, 7:00 p.m.

December 10, 2026, 7:00 p.m.

MENDHAM TOWNSHIP

ZONING BOARD OF ADJUSTMENT

APPLICATION INSTRUCTIONS

Applicant must be the legal or beneficial owner of any lot included in this application (N.J.S.A. 40:55D-4).

After receiving a completed and signed Construction Official's Denial (Form 8) or recognizing that a variance will be required, complete Forms 1, 2, 3, and 3A. Form 9 may also be required.

Prior to the hearing, the applicant must submit the following to the Secretary of the Zoning Board of Adjustment:

- * 1. Original and eighteen (19) copies of the Application (Form 1).
- * 2. Original and eighteen (19) copies of the application checklist.
- * 3. Original and eighteen (19) copies of any plans and of items required by the checklist.
- ** 4. Completed list of property owners (from the Tax Assessor's office) and Form 3A.
- 5. Form 7, if applicable.
- 6. Form 9, if applicable.
- 7. Application and escrow fees.

The Engineer for the Board will determine the completeness of an application, and the application will be placed on the next available Agenda (providing proper notice is served as described below).

*You may elect to submit original and nine (9) copies initially, if you choose to wait for the Engineering review before submitting all copies; this would be done with the understanding that revisions may be required. Prior to the hearing, the full and complete application of 18 copies must be submitted.

Once the application has been satisfactorily reviewed and a hearing date assigned, proper notice must be served as described below and forms 3A, 4, 6, 7, and 8 submitted to the Board Secretary.

- B. Applicant must serve a completed and signed copy of Notice of Hearing (Form 6) upon each property owner shown on the List of Property Owners (Form 3A) and upon the Morris County Planning Board, Commissioner of Transportation of the State of New Jersey, Director of the Division of State and Regional Planning of New Jersey, and the Municipal Clerk of all adjoining municipalities, when required by law (see attachment: N.J.S.A. 40:55D-12, Notice of Applications).

The applicant shall list the names and addresses of all properties within 200 feet of any part of the entire property affected by this application of appeal and when and how they were notified according to the New Jersey Revised Statutes. Block and Lot numbers and the names and addresses can be secured from the Mendham Township Tax Assessor's Office located in Mendham Township Town Hall (2 West Main Street, Brookside, NJ 07926).

If the property fronts on a county road or a proposed road or adjoins any other county land, the Morris County Planning Board should be listed and notified. Further, if the property is within 200 feet of a municipal boundary, such Municipal Clerk and the Morris County Planning Board should be listed and notified.

If the property is adjacent to a State Highway, the Commissioner of the New Jersey Department of Transportation should be listed and notified. If the application for development exceeds 150 acres or 500 dwelling units, the Director of the Division of State and Regional Planning should be listed and notified.

Note: these notices must be served at least ten (10) days before the date of hearing upon such parties either by handing a copy thereof to such parties, or by sending to said parties a copy thereof by **certified mail**, to their address as shown on the list of property owners secured from the Tax Assessor, and on all others by **certified mail** or personal service.

- C. Public Notice: State Law requires public notice of all applications to be published in the official newspaper at least ten (10) days prior to the date of the hearing. The official newspaper is the Daily Record. The applicant shall complete the form of public notice and make the necessary arrangements with the newspaper to publish the notice within the required time. Form 9 is to be used. The applicant shall secure from the newspaper Proof of Publication and submit same to the Board at the time of the hearing. Form 7 must be submitted.
- D. At the time of the hearing the applicant must appear in person or be represented by an attorney. Corporations must appear only through an attorney. The Proof of Publication of Public Notice in the official newspaper MUST BE PRESENTED.
- E. In cases involving a non-conforming lot, documented proof that, in good faith, reasonable offers have been made to purchase additional land of any qualified adjoining lands that would make the applicant's lot conforming or more nearly so, may be an important element of the case.
- F. It should be understood that once a case has been heard before the Board and a decision has been rendered, a request for a second hearing on the same case will be denied. Therefore, an applicant who is unfamiliar with the proceedings of the Zoning Board of Adjustment, and who does not plan to be represented by an attorney, is advised to familiarize himself with the Zoning Ordinance, the general ordinances applicable to the Board of Adjustment and the applicable New Jersey Statutes.
- G. Applicants will be heard in the order in which the applications are filed with the Board Secretary. This Board reserves the right to carry over to another meeting any hearing or unheard applications continuing beyond 10:00 p.m.

MENDHAM TOWNSHIP

ZONING BOARD OF ADJUSTMENT

Checklist Instruction for Board of Adjustment Application for “c” and “d” Variance Request

In order to simplify and assist in the understanding of this checklist and to ensure that the minimum required information is submitted to the Board of Adjustment Secretary, the following referenced numerical items on the checklist must be executed, with documentation submitted before an application is deemed complete. Clarification has been provided of some items. The remaining checklist information is considered optional and may be provided if the applicant feels that it is relevant to their case. Additionally, current color photographs documenting existing site or building conditions may be helpful in the presentation of your case to this Board.

Item No.	CLARIFICATION
1	19 Copies
2	19 Copies
3	19 Copies
4	
5	
6	
7	The indicated format is optional. Critical information includes only the name, address, date, signature, license number, and seal of the person preparing the plans.
8	
9	
10	
11	
12	
19	On subject property
20	
21	On subject property
22	Include FAR Calculations
24	Approximate locations of structures only
25	
27	
28	If applicable
30	If applicable, on subject property only
33	On subject property
34	On subject property
39	If applicable
42	Plots or site plans are permitted
43	If applicable
49	Those items which are readily discernable on subject property
55	Preferably at ¼ inch scale
57	
60	

MENDHAM TOWNSHIP

Form 1

ZONING BOARD OF ADJUSTMENT

APPLICATION FOR DEVELOPMENT

FOR OFFICIAL USE ONLY:

Application No.:	Escrow Account Number:
Date Filed:	Date Deemed Complete:
Amount Application Fee Paid:	Expiration Date:
Amount Technical Review Fee Paid:	Expiration Date / Extension On: _____ To: _____

CHECK ALL THAT APPLY:

- | | |
|--|--|
| ☐ Concept Plan | ☐ Appeal of Ruling (40:55D-70a) |
| ☐ Minor Subdivision | ☐ Interpretation (40:55D-70b) |
| ☐ Minor Site Plan | ☐ Bulk Variance (40:55D-70c) |
| ☐ Major Subdivision - Preliminary | ☐ Use Variance (40:55D-70d) |
| ☐ Major Subdivision - Final | ☐ Extension of Time |
| ☐ Major Site Plan - Preliminary | ☐ Other _____ |
| ☐ Major Site Plan - Final | ☐ Other _____ |

APPLICANT'S NAME

Address _____

Phone _____ Fax _____

Is Applicant a ☐ Corporation ☐ Partnership ☐ Individual?

IF APPLICANT IS A CORPORATION OR PARTNERSHIP, SET FORTH THE NAMES AND ADDRESSES OF ALL STOCKHOLDERS OR PARTNERS HAVING A 10% OR MORE INTEREST. *Attach a sheet if necessary.*

Name _____

Address _____

Name _____

Address _____

OWNER'S NAME

Address _____

Phone _____ Fax _____

ATTORNEY'S NAME

Firm and Address

Phone

Fax

*Note: Corporation must be represented by an attorney licensed in the state of New Jersey.***NAME(S) AND ADDRESS(ES) OF PERSON(S) PREPARING PLANS: ATTACH SHEET IF NECESSARY.**

Name

Address

Phone / Fax

Profession

NJ License No.

Name

Address

Phone / Fax

Profession

NJ License No.

LOCATION OF PROPERTY

Tax Map Block

Lot No.

Total Tract

Area

Street Address

Zone District

Are the premises fronting on a ☐ Township Street☐ County Road☐ State Highway**NAME OF SUBDIVISION OR DEVELOPMENT (IF ANY)**

For subdivision, number of proposed lots

For site plans, floor area of building(s) in sq. ft.

EXISTING USE(S) NOW LOCATED ON PREMISES**PROPOSED USE(S) OF PREMISES****IF THIS APPLICATION IS FOR ZONING VARIANCE RELIEF, HAS A DECISION BEEN RENDERED OR AN ORDER ISSUED BY THE CONSTRUCTION OFFICIAL? Yes ☐ No ☐**

Date of Decision or Order

LIST ANY VARIANCES AND/OR WAIVERS SOUGHT. IF NONE, STATE "NONE." IF ANY ARE REQUIRED, ATTACH HERETO AS A SEPARATE RIDER THE FACTUAL BASIS AND LEGAL THEORY FOR THE RELIEF SOUGHT.

A. DEED RESTRICTIONS THAT EXIST. (If no restrictions, state "none", if "yes" attach copy.)

B. PROPOSED DEED RESTRICTIONS

BRIEFLY DESCRIBE ANY PRIOR OR CURRENTLY PENDING PROCEEDINGS BEFORE THIS APPROVING AUTHORITY OR ANY OTHER FEDERAL, STATE, OR LOCAL BOARD OR AGENCY INVOLVING THE PROPERTY WHICH IS THE SUBJECT OF THIS APPLICATION. *Attach sheet if necessary.*

LIST ANY OTHER MATERIAL ACCOMPANYING THIS APPLICATION, I.E. PLANS, EIS, DRAINAGE CALCULATIONS, ETC. *Attach sheet if necessary.*

The undersigned applicant does hereby certify that all of the statements contained in this application are true.

APPLICANT'S SIGNATURE _____ DATE _____

CONSENT OF OWNER: I, the undersigned, being the owner of the lot or tract described in the foregoing application, hereby consent to the making of this application and the approval of the plans submitted herewith. Further, I hereby give permission to the members of the Approving Authority and its authorized representatives and experts to enter onto and inspect the premises identified herein above for the purpose of evaluation of the application for development presently pending before the Approving Authority. (If owned by a corporation, attach copy of resolution authorizing application and officer signatures.)

OWNER'S SIGNATURE _____ DATE _____

SWORN AND SUBSCRIBED TO BEFORE ME THIS ____ day of _____, 20 ____.

Notary Public of New Jersey

PLANNING BOARD BOARD OF ADJUSTMENT APPLICATION CHECKLIST

APPLICATION NO. _____

SECTION 13-17

SUBMISSION REQUIREMENTS										ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP MARK	NOTES/ LAND USE ORDINANCE REFERENCE
ITEM NO.	PLANNING BOARD OR BOARD OF ADJUSTMENT						BOARD OF ADJUSTMENT							
	MINOR		MAJOR				VARIANCE 40.55D-70							
			PRELIM.	FINAL										
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
1	●	●	●	●	●	●	●	●	●	Twenty (20) copies of completed application forms for PB Nineteen (19) copies for BOA		COMPLIES		
												N.A.		
												WAIVER		
2	●	●	●	●	●	●		●	●	20 Copies to Planning Board, 19 copies to Board of Adjustment of requisite plats prepared, signed and sealed by N.J. licensed professional in compliance with N.J. A.C. 13:40-7, 1 et sec, folded with title block exposed to view. Plat sheets shall be no larger than 24" x 36"		COMPLIES		
												N.A.		
												WAIVER		
3	●	●	●	●	●	●	●	●	●	20 copies to Planning Board, 19 copies to Board of Adjustment of documents other than plats necessary to accompany the application.		COMPLIES		
												N.A.		
												WAIVER		
4	●	●	●	●	●	●	●	●	●	Completed Filing Fees Calculation Sheet and payment of required filing fees inclusive of application fees and escrow deposits. See Appendix 1.		COMPLIES		
												N.A.		
												WAIVER		
5	●	●	●	●	●	●	●	●	●	Certification issued by the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.		COMPLIES	16-5,8	
												N.A.		
												WAIVER		
6	●	●	●	●	●	●				Certification of submittal to the Morris County Planning Board and the Morris County Soil Conversation District.		COMPLIES	16-5,4	
												N.A.		
												WAIVER		
7	●	●	●	●	●	●		●	●	Title block placed in the lower right corner of each sheet containing all information drawn in a format shown in Appendix 2.		COMPLIES	16-8.5g; 16-8. 1a,1a,b,c,d	
												N.A.		
												WAIVER		
8	●	●	●	●	●	●		●	●	Name(s) and address(es) of the owner(s) and applicant(s) of the subject tract.		COMPLIES	16-8.5g; 16-8.1a, 1e, 1f	
												N.A.		
												WAIVER		
9	●	●	●	●	●	●		●	●	North arrow and graphic scale appearing on all plat sheets as applicable.		COMPLIES	16-8, 1, a2	
												N.A.		
												WAIVER		
10	●	●	●	●	●	●		●	●	Key Map showing the subject tract and its relation to the surrounding area at a scale of not less than 1"=500'.		COMPLIES	16-8. 1.a9	
												N.A.		
												WAIVER		
11	●	●	●	●	●	●		●	●	Area Map based on Tax Map information at scale of 1"=200' with the following information: 1. Adjoining property owners Lot and Block No. 2. Block limits, Zoning districts and municipal boundary lines.		COMPLIES	16-8.1.a 10	
												N.A.		
												WAIVER		
12	●	●	●	●	●	●	●	●	●	A list of the full names and addresses, with Block and Lot numbers, of owners of all land within 200' of the subject tract, as furnished by the Mendham Township Tax Assessor and keyed to the Area Map.		COMPLIES	16-8. 1.a8	
												N.A.		
												WAIVER		
13	●	●	●	●		●				Plat. Signature Box as illustrated by Appendix 3.		COMPLIES	16-8.1.a 1.g	
												N.A.		
												WAIVER		
14	BOA ●				●					Plat Signature Boxes as illustrated by Appendix 4.		COMPLIES	16-8.5a	
												N.A.		
												WAIVER		

SUBMISSION REQUIREMENTS									ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP MARK	NOTES/ L.U.O. REF.	
ITEM NO.	PLANNING BOARD OR BOARD OR ADJUSTMENT						BOARD OF ADJUSTMENT							
	MINOR		MAJOR				VARIANCE 40.55D-70							
			PRELIM.	FINAL										
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
15	●	●	●	●	●	●		●	●	Lot lines, Tax Map Block and Lot numbers of each adjoining property; including properties across a street or a municipal boundary line.		COMPLIES		16-8.1, 9.8
											N.A.			
												WAIVER		
16	●	●	●	●	●	●		●	●	The area, Lot and Block number as assigned by the Township Engineer, of each existing and/or proposed lot within the subject tract.		COMPLIES		16-8.4.a; 16-8.1.a.4
											N.A.			
												WAIVER		
17	●	●	●	●	●	●		●	●	The bearing, length, or arc description of each course of the tract boundary.		COMPLIES		16-8.1.9.3
											N.A.			
												WAIVER		
18			●	●						The dimensions of each course of all lots, easments and rights-of-way comprising of the subject tract.		COMPLIES		
											N.A.			
												WAIVER		
19	●	●			●	●		●	●	The bearing, length or arc description of each course of all lots, easements and rights-of-way comprising the subject tract.		COMPLIES		16-8.2.9a &b
											N.A.			
												WAIVER		
20	●	●	●	●	●	●		●	●	Any protective covenants and/or deed restrictions applying to the subject tract.		COMPLIES		16-8.1.f
											N.A.			
												WAIVER		
21	●	●	●	●		●		●	●	Required front, side and rear set back lines shown for each lot.		COMPLIES		
											N.A.			
												WAIVER		
22	●	●	●	●		●				Tabular zoning schedule of required bulk conditions and identification of any non-conforming conditions in a format illustrated by Appendix 5.		COMPLIES		16-8.1.a.7; 16.8.1.a.11
											N.A.			
												WAIVER		
23	●	●	●	●		●		●	●	Tabulation of the original area of the subject tract and any component parcel and each individual lot and parcel of land proposed including open space and rights-of-way areas.		COMPLIES		16-8.1.b.1
											N.A.			
												WAIVER		
24	●	●	●	●		●		●	●	The footprint and uses of all existing structures and facilities within 200' of the subject tract including access ways, parking areas, walks, fences and walls, drawn to scale.		COMPLIES		16-8.1.b.3; 16-8.6a,b
											N.A.			
												WAIVER		
25	●	●	●	●		●		●	●	The footprint, setbacks, dimensions and uses of all existing and proposed structures and facilities on the subject tract including access ways, parking and/or loading areas, walks, fences and walls, drawn to scale.		COMPLIES		16-8.1.b.3; 16-8.6a, b
											N.A.			
												WAIVER		
26	●	●	●	●		●				Wooded areas indicating predominant species and sizes, and any areas to be cleared in and within 200' of the subject tract.		COMPLIES		16-8.1.b.4
											N.A.			
												WAIVER		
27	●	●	●	●		●		●	●	The location and identification of utility easements; other easements or rights-of-way on and within 200' of the subject tract.		COMPLIES		16-8.1.b.6; 16-8.5d
											N.A.			
												WAIVER		
28	●	●	●	●		●		●	●	Wetlands and wetland transition areas delineated by qualified professional on tract and within 150' thereof and described by metes and bounds, (unless an absence of wetlands determination by N.J.D.E.P.E. is furnished).		COMPLIES		
											N.A.			
												WAIVER		

SUBMISSION REQUIREMENTS									ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP MARK	NOTES/ LAND USE ORDINANCE REFERENCE	
ITEM NO.	PLANNING BOARD OR BOARD OR ADJUSTMENT						BOARD OF ADJUSTMENT							
	MINOR		MAJOR				VARIANCE 40.55D-70							
			PRELIM.	FINAL										
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)					
29					●					Bodies of water, streams and wetlands and wetland transition areas as verified by L.O.I. (or absence of wetlands determination by N.J.D.E.P.E.) and waterways within the subject tract.	COMPLIES		16-8.1.b.7; 16-5.9	
										N.A.				
											WAIVER			
30	●	●	●	●		●		●	●	Bodies of water, streams wetlands, wetland transition areas, State open waters, water ways, swales, ditches, bridges, culverts, storm drainage piping and other structures on and within 200’ of the subject tract.	COMPLIES		16-8.1.b.7; 16-5.9	
										N.A.				
											WAIVER			
31	●	●	●	●		●				Soft types baed on Soil Survey of Morris County as prepared by the Soil Conservation Service.	COMPLIES		16-8.1.d.1	
										N.A.				
											WAIVER			
32	●	●	●	●		●				Location of all soil permeability test pits with respective soil log and permeability data to include date of test, depths and identification of horizons, depth to ground water and bedrock.	COMPLIES		16-8.1.d.1	
										N.A.				
											WAIVER			
33	●	●	●	●		●				Location of all existing and proposed water supply wells on the subject tract and those exisiting within 100 feet thereof.	COMPLIES		16-8.1.d.2	
										N.A.				
											WAIVER			
34	●	●	●	●		●				Location of all existing and proposed sewerage disposal systems on the subject tract and those existing within 100 feet thereof.	COMPLIES		16-8.1.d.2	
										N.A.				
											WAIVER			
35	●	●	●	●						Environmental impact Study as required by Chapter XVII of the Land Use Ordance.	COMPLIES		16-8.1.a.1: 16-8.4.g	
										N.A.				
											WAIVER			
36	●	●	●	●		●				Environmental Constraints Map with all details required by 17-3.1 (f) shown for the subject tract and within 200’ thereof.	COMPLIES		17-3.1(f):	
										N.A.				
											WAIVER			
37	●	●	●	●		●				Soil Erosion and Sediment Control Plan as required by Chapter XIX. of the Land Use Ordinance.	COMPLIES		16-8.1.a.2; 16-8.4.h	
										N.A.				
											WAIVER			
38	●	●	●	●		●				Site Grading Plan as required by section 16-8.4 (F) of the Land Use Ordinance.	COMPLIES		16-8.1.e.3; 16-8.4.1	
										N.A.				
											WAIVER			
39	●	●	●	●	●	●		●	●	Development Permit or application therefore as required by Chapter XVII, for the Subject tract, if any portion thereof lies within an area of special flood hazzard.	COMPLIES		Chapter XVII	
										N.A.				
											WAIVER			
40	●	●	●	●	●	●				Proof of approval by or proof of submission for approval, to the Mendham Township Board of Health and/or other agency of jurisdiction for individual or central sewerage disposal system(s).	COMPLIES			
										N.A.				
											WAIVER			
41	●	●	●	●	●	●				Proof of approval by or proof of submission for approval, to the Mendham Township Board of Health and/or other agency of jurisdiction for individual or central potable water supply system(s).	COMPLIES			
										N.A.				
											WAIVER			
42	●	●	●	●	●	●		●	●	Plats and plans drawn at a scale not less than 1”=500’ (A scale of 1”= 100’ may be used in instances when the standard 24”x36” sheet size will not properly accomodate the tract.)	COMPLIES		16-8.2; 16-8.4	
										N.A.				
											WAIVER			

SUBMISSION REQUIREMENTS									ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP MARK	NOTES/ LAND USE ORDINANCE REFERENCE
ITEM NO.	PLANNING BOARD OR BOARD OR ADJUSTMENT						BOARD OF ADJUSTMENT						
	MINOR		MAJOR				VARIANCE 40.55D-70						
			PRELIM.	FINAL									
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)				
43	●	●	●	●	●	●		●	●	Lot line and/or lot development layout plan. Proposed development features shall be represented graphically by solid lines, existing features to be removed shall be represented by dashed lines, “joining symbols” shall be used to indicate lot consolidation or common ownership where appropriate.	COMPLIES		16-8.1.a.4
									N.A.				
											WAIVER		
44	●	●	●	●		●				Engineering details of any proposed improvements at an appropriate scale and, where mandated, in compliance with Mendham Township “Standard Construction Details”	COMPLIES		16-8.4.k
									N.A.				
											WAIVER		
45	●	●	●	●		●				Topographic Map of the subject tract and lands within 200’ thereof at a contour interval of 2 feet with elevation data referenced to sea level. (A contour interval of 5 feet may be used for areas sloped 15% or more).	COMPLIES		16-8.4.b
									N.A.				
											WAIVER		
46			●	●		●				Cross sections of all existing and proposed streets at 50’ station intervals within and adjoining the subject tract at a 1”=5’ horizontal and vertical scale.	COMPLIES		16-8.4.c
									N.A.				
											WAIVER		
47			●	●		●				Street Plans and Profiles for all existing and proposed streets within and adjoining subject tract. with R.O.W. and pavement widths, sanitary and storm sewer facilities with sizes, grades and invert elevations drawn in a “plan over profile” format at scale of 1”=30’ horizontal and 1”=5’ vertical.	COMPLIES		16-8.4.c
									N.A.				
											WAIVER		
48			●	●		●				Existing and proposed storm drainage information including: streams, water courses, swales, bridges, culverts, drainage pipes, inlets, man holes, detention facilities and any other structures.	COMPLIES		16-8.4.e.2
									N.A.				
											WAIVER		
49	●	●	●	●		●		●	●	Location and description of existing and proposed utility facilities including: water mains, fire hydrants, gas mains, electric, telephone and C.A.T.V. service lines.	COMPLIES		16-8.4.1
									N.A.				
											WAIVER		
50			●	●						Surface and storm water drainage calculations and data with information relating to storm water management as required by Section 16-8.4 (e) and Section 16-10.9.	COMPLIES		16-8.4e; 16-10.9
									N.A.				
											WAIVER		
51	●	●	●	●						Slope Analysis Map and tabulation as required by Section 16-10.8 in a format illustrated by Appendix 6.	COMPLIES		16-10.8
									N.A.				
											WAIVER		
52		●	●	●		●				Landscaping plan showing existing and proposed vegetation and screening, including plant material schedule identifying species, number, spacing and sizes.	COMPLIES		16-8.6a.4; 8.6b.6
									N.A.				
											WAIVER		
53		●		●		●				Location of existing and proposed area lighting including type of fixture(s) and luminaire(s), number, lumen power, time of use, mounting and illumination details with direction and isolux diagram.	COMPLIES		16-836a35; 8.6b.4
									N.A.				
											WAIVER		
54		●		●		●				Location dimension and setbacks of all existing and proposed signs, including details of materials, finishes, mounting, illumination, lettering and message.	COMPLIES		16-8.6b.3a
									N.A.				
											WAIVER		
55		●		●		●		●	●	Architectural drawings, including dimensioned building floor plans, showing layout of interior uses and functions and calculation of floor areas, and elevations showing building heights, finishes, materials and colors drawn to a scale of not less than 1/8”=1’	COMPLIES		16-8.6b.8
									N.A.				
											WAIVER		
56		●		●		●				Statement of facts in support of a conditional use pursuant to Section 21-4.6.	COMPLIES		21-4.6.
									N.A.				
											WAIVER		

SUBMISSION REQUIREMENTS							ITEM DESCRIPTION			APPLICANT MARK	STATUS	TOWNSHIP MARK	NOTES/ LAND USE ORDINANCE REFERENCE
ITEM NO.	PLANNING BOARD OR BOARD OR ADJUSTMENT				BOARD OF ADJUSTMENT								
	MINOR		MAJOR		VARIANCE 40.55D-70								
			PRELIM.	FINAL									
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(a) & (b)	(c)	(d)				
57	●	●	●	●	●	●		●	●	Existing and proposed streets within and adjoining the subject tract, including names, R.O.W. and pavement widths and any R.O.W. dedication.	COMPLIES		
										N.A.			
										WAIVER			
58	BOA ●				●					The location and identification of all existing and proposed monuments location.	COMPLIES		16-8.5c
										N.A.			
										WAIVER			
59					●	●				Construction drawings entitled "Improvement and Utility Plans" pursuant to Section 10-4.2.	COMPLIES		16-8.5f
										N.A.			
										WAIVER			
60							●	●	●	Verification of denial by the Zoning Officer or Construction Official of the intended use, occupancy and/or construction.	COMPLIES		
										N.A.			
										WAIVER			
61			●	●		●				Information and data to indicate compliance with required fire protections systems pursuant to Section 16-10.2 (w) including location sizes and rating of any hydrants and/or water storage tanks and distances thereof to all proposed buildings.	COMPLIES		16-8.4e
										N.A.			
										WAIVER			
62			●		●					Design and identification of any proposed private streets, labeled "Not Dedicated for Public Use" in compliance with Section 16-10.4, including proximity to nearest existing private street and special requirements applicable to backland development.	COMPLIES		16-8.1.a.12; 16-8.5e
										N.A.			
										WAIVER			
63	●	●	●	●		●				Landscape Plan and Plant Material Schedule in accordance with Chapter XIII of the Land Use Ordinance.	COMPLIES		16-8.1.(b)8;
										N.A.			
										WAIVER			
64										RESERVED	COMPLIES		
										N.A.			
										WAIVER			
65										RESERVED	COMPLIES		
										N.A.			
										WAIVER			
66										RESERVED	COMPLIES		
										N.A.			
										WAIVER			

Name of Applicant

Name of Owner

Project Name..... Type of Application

Location: Block# Lot# Street Address

Signature of Applicant Date

MENDHAM TOWNSHIP

FORM 2

ZONING BOARD OF ADJUSTMENT

CERTIFICATION OF STATUS OF MUNICIPAL TAX AND SEWER FEES

BLOCK(S) _____ LOT(S) _____

OWNER OF PROPERTY _____

STREET ADDRESS _____

This is to certify that all taxes and assessments for local improvements have been paid, and that no taxes or assessments for local improvements are due or delinquent as to the premises which are the subject of the application for development as of the date indicated below.

*******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

Tax Collector or Authorized Signature

Date of Certification

Certification Expiration Date

*Please note that the above information is not a formal tax search or improvement search pursuant to N.J.S.A. 54: 1 et seq. The information supplied is preliminary in nature, designed to assist the processing of applications before the Planning and Zoning Boards. In the event that the applicant desires to rely upon the information, a formal tax search and municipal improvement search shall be applied for and the fees posted for said search in accordance with the prevailing statutes.

MENDHAM TOWNSHIP

Form 3

ZONING BOARD OF ADJUSTMENT

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

To: Tax Assessor's Office
Township of Mendham

Date: _____

Please provide a certified list of property owners within two hundred feet (200') of:

BLOCK(s) _____
LOTS(s) _____
Q: _____

Enclosed please find the fee of \$10.00, Payable to Township of Mendham, as required by ordinance for said list.

Signature of Applicant: _____

Print Name: _____

Mailing Address: _____

E-Mail Address _____

Phone _____

*Either by handing a copy of notice to said property owners and to other persons required to be served, or by sending to said property owners and to other persons required to be served a copy of notice by certified mail to their last known address as shown by the list secured from the Tax Assessor at least ten (10) days before the date of the hearing.

MENDHAM TOWNSHIP

Form 4

ZONING BOARD OF ADJUSTMENT

AFFIDAVIT OF APPLICANT

State of New Jersey
County of Morris

_____ of full age, being duly sworn according to law on oath
deposed and says that all of the proceeding statements contained in the application submitted
herewith are true.

Sworn and subscribed to before me on ____ day of _____, 20____

Notary Public of New Jersey

Signature of Applicant

AFFIDAVIT OF OWNERSHIP

State of New Jersey
County of Morris

_____ of full age, being duly sworn according to law on oath deposes and
says that deponent resides at _____ in the
County of _____ and the State of _____ that he/she
is the owner in fee of all that certain parcel of land situated in the Township of Mendham and
known and designated as Lot No. _____ Block No, _____ and that
_____ is hereby authorized to make the within application or
appeal.

Sworn and subscribed to before me this ____ day of _____, 20 ____.

Notary Public of New Jersey

Signature of Owner

MENDHAM TOWNSHIP

Form 5

ZONING BOARD OF ADJUSTMENT

NOTICE TO APPLICANT OF DATE OF HEARING

Applicant: _____

Mailing Address: _____

Date: _____

The public hearing for Case _____ will be held before the Mendham Township Zoning Board of Adjustment on _____, _____ 20____ at 7:00 p.m. in ***Mendham Township Town Hall, 2nd Floor, 2 West Main Street, Brookside, New Jersey, 07926.***

At that time the Board reserves the right to deem completeness and proof of service and either hear the Case or table it to a subsequent meeting, depending on the agenda.

Secretary to the Board

MENDHAM TOWNSHIP

Form 6

ZONING BOARD OF ADJUSTMENT

NOTICE OF HEARING

TOWNSHIP OF MENDHAM ZONING BOARD OF ADJUSTMENT

TO:

You are hereby notified that the undersigned has appealed to the Mendham Township Zoning Board of Adjustment as provided for by R.S. 40:55D-1

☐ From action of the Construction Official who Denied/Granted (strike out one) an application for*

☐ For a variance or special exception from the terms and provisions of the Zoning Ordinance as follows* or for an interpretation of the Zoning Map or Ordinance.

*

The applicant shall seek relief from the provisions of Chapter XXI, Section 21 of the Zoning Ordinance of the Township of Mendham. Such other relief as may be required shall also be sought.

On premises owned by:

Block

Lot

Zone

Location of Property _____, which is located within 200 feet of the property owned by you.

A hearing is scheduled to be held before the Zoning Board of Adjustment at Mendham Township Town Hall, 2 West Main Street, 2nd Floor, Brookside, NJ 07926 at 7:00 p.m. on _____, 2025. At that time, you have the right to appear and be heard in person or be represented by an attorney and may present any objections you may have or make any statements thereon. The application, maps, and other documents are available for inspection and review at the office of the Board of Adjustment located in Township Hall between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.

This notice is sent to you as required by law.

Signature of Applicant:

Date:

MENDHAM TOWNSHIP

Form 7

ZONING BOARD OF ADJUSTMENT

AFFIDAVIT OF PROOF OF SERVICE OF NOTICE OF HEARING

State of New Jersey
County of Morris

_____ of full age, being duly sworn according to law upon his/her oath deposes and says:

That in accordance with the provisions of Title 40:44D-1, et seq. of the revised statutes, he/she served written notice of hearing (Form 5) on all property owners within or without the municipality whose property is located within 200 feet of any part of the property to be affected by this application or appeal, at least ten (10) days prior to the date set for the hearing by handing a copy thereof to said property owners, or by sending to said property owners a copy thereof by certified mail to their last known address as shown by the list secured from the Mendham Township Tax Assessor, and where required, a copy thereof to the Morris County Planning Board, the Clerk of the adjacent municipalities, Commissioner of Transportation of the State of New Jersey, and the Director of the Division of State and Regional Planning.

Attached is a true list of said property owners served (Form 3A) and other required parties with their addresses, and stating the manner of service of said notice on each and a true copy of said Notice of Hearing (Form 5).

Signature of Applicant

Sworn and subscribed to before me

this _____ day of _____, 20____

Notary Public of New Jersey

MENDHAM TOWNSHIP

Form 8

ZONING BOARD OF ADJUSTMENT

ZONING OFFICER'S DENIAL

Applicant: _____

Address: _____

Owner: _____

Address: _____

Block _____ Lot _____ Zone _____

Description of Applicant's Request:

IN VIOLATION OF MENDHAM TOWNSHIP ZONING ORDINANCE(S):

Article/Section/Paragraph:

Variance required pursuant to:

Subsection 15-8c _____
Subsection 15-8d (1) _____
Subsection 15-8d (2-6) _____

REMARKS:

Signature of Zoning Officer: _____ Date: _____

MENDHAM TOWNSHIP

Form 9

ZONING BOARD OF ADJUSTMENT

PUBLIC NOTICE OF HEARING

TAKE NOTICE that the Mendham Township Zoning Board of Adjustment will hold a public hearing and will consider the application of:

(Complete name of applicant)

for a _____ as to permit (detail relief sought):
(Variance or other action)

The applicant shall seek relief from the provisions of Chapter XXI, Section 21 of the Zoning Ordinance of the Township of Mendham. Such other relief as may be required shall also be sought.

The property is located at _____
and designated on the Tax Map as Lot _____ in Block _____ and located in an _____ zoning district in the Township of Mendham.

The public hearing will be held on (date) _____ at 7:00 p.m., Mendham Township Town Hall, 2 West Main Street, 2nd Floor, Brookside, New Jersey 07926. All interested parties will be given an opportunity to be heard. The application, maps, and other documents are available for inspection and review at the office of the Board of Adjustment, 2 West Main Street, 2nd Floor, Brookside, between the hours of 8:30 a.m. and 4:00 p.m., Monday through Friday.

Name of applicant: _____

Address of applicant _____

Date _____

MENDHAM TOWNSHIP

Form 10

ZONING BOARD OF ADJUSTMENT

FLOOR AREA RATIO (FAR) CALCULATIONS

The FAR (Floor Area Ratio) calculation may be information necessary to determine the type or extent of relief being sought from the Zoning Board of Adjustment.

The calculation, applicable to the R, R-1, R-2, R-3, and R-5 zoning districts, is as follows: "Total permitted floor area= 2600 sq. ft.+ (1700 sq. ft. x acreage of the lot)."

Block: _____ Lot _____ Zone _____

Location _____

Acreage of lot: _____ acres

Acreage x 1700: _____ sq. ft.

+ _____ 2,600 sq. ft

= _____ sq. ft. permitted floor area

Total applicable floor area of all applicable structures:

Existing: _____ sq. ft.

Existing to be removed: _____ sq. ft.

Proposed to be added: _____ sq. ft.

Proposed total _____ sq. ft.

Signature of Applicant

Date

MENDHAM TOWNSHIP

ZONING BOARD OF ADJUSTMENT

NOTICE OF APPLICATIONS

N.J.S.A. 40:55D-12

Notice pursuant to subsection a., b., d., e., f., and g. of this section shall be given by the applicant unless a particular municipal officer is so designated by ordinance; provided that nothing contained herein shall prevent the applicant from giving such notice if he so desires. Notice pursuant to subsections a., b., d., e., f., and g. of this section shall be given at least ten (10) days prior to the date of the hearing.

a. Public notice of a hearing on an application for development shall be given except for (1) conventional site plan reviews pursuant to section 34 of this act, (2) minor subdivisions pursuant to section 35 of this act, or (3) final approval pursuant to section 38 of this act; notwithstanding the foregoing, the governing body may by ordinance require public notice for such categories of site plan review as may be specified by ordinance. Public notice shall also be given in the event that relief is requested pursuant to section 47 or 63 of this act as part of an application for development otherwise excepted herein from public notice. Public notice shall be given by publication in the official newspaper of the municipality, if there be one, or in a newspaper of general circulation in the municipality.

b. Notice of a hearing requiring public notice pursuant to subsection a. of this section shall be given to the owners of all real property as shown on the current tax duplicates, located in the State and within 200 feet in all directions of the property which is the subject of such hearing; provided that this requirement shall be deemed satisfied by notice to the (1) condominium association, in the case of any unit owner whose entity has a unit above or below it, or (2) horizontal property regime, in the case of any co-owner whose apartment has an apartment above or below it. Notice shall be given by: (1) serving a copy thereof on the property owner as shown on the said current tax duplicate, or his agent in charge of the property, or (2) mailing a copy thereof by certified mail to the property owner at his address as shown on the said current tax duplicate.

TOWNSHIP OF MENDHAM
Filing Fee / Professional Fee Calculation Sheet

TYPE OF APPLICATION	FEES PER LUO		CALCULATED FEES	
	Application Fee	Escrow Fee	Application Fee	Fee
CONCEPT PLAN				
Minor (1 - 3 lots)	\$0	\$2,500		
Major (4+ lots)	\$0	\$5,000		
SUBDIVISION				
Minor (include lot line adjust)	\$1,050	\$5,000		
Major				
Preliminary (1 - 6 lots)	\$2,500	\$7,500		
Preliminary (7+ lots)	\$3,000	\$10,000		
Final (1-6 lots)	\$1,500	\$5,000		
Final (7+ lots)	\$2,000	\$5,000		
PADA	\$200	\$2,500		
SITE PLAN				
Minor	\$1,000	\$2,500 PLUS		
Residential - per dwelling		\$100		
Non-Residential - per 1000 sq. ft. floor area		\$100		
PLUS per 10,000 sq. ft. lot area affected		\$100		
Major Preliminary	\$1,500	\$7,500 PLUS		
Residential - per dwelling		\$200		
Non-Residential - per 1,000 sq. ft. floor area		\$200		
PLUS per 10,000 sq. ft. lot area affected		\$200		
Major Final	\$1,000	\$5,000		
Residential - per dwelling		\$150		
Non-Residential - per 1,000 sq. ft. floor area		\$150		
PLUS per 10,000 sq. ft. lot area affected		\$150		
VARIANCE				
Pursuant to subsection 15-8c	\$200	\$1,000		
Pursuant to subsection 15-8d(1)	\$600	\$3,000		
Pursuant to subsection 15-8d(2-6)	\$400	\$2,000		
APPEALS				
Pursuant to Section 15-8a-b	\$200	\$1,000		
Pursuant to section 13-10	\$200	\$2,000		
Pursuant to Section 24-9	\$500	\$3,000		

PERMITS/APPROVALS				
Approval of Environmental Impact Study*		\$2,500		
Site Plan	\$250 PLUS \$50 per acre			
Subdivision	\$250 PLUS \$50 per lot			
Other purpose	\$250			
Soil Extraction Permit*	\$1. per cu. ft. soil removed	\$2,500		
Special Flood Hazard Development Permit*	\$150	\$2,500		
Lot Grading Permit	\$50 / acre of disturb	\$3,000		
Direction for issuance of permit (15-8e or f)	\$200	\$2,000		
Conditional Use Chapter XXI		\$2,000 PLUS		
Residential per dwelling unit	\$100	\$250		
Non-Residential per 1,000 sq. ft. floor area	\$150 PLUS	\$300 PLUS		
PLUS per 10,000 sq. ft. lot area affected	\$150	\$300		
Wireless Tele Towers and Antennas Chapter XXI				
No new tower	\$1,000	\$5,000		
New tower proposed	\$5,000	\$5,000		
RESUBMISSION OF APPLICATION (ALL TYPES)				
Within 6 months of original application	25% of original	make account whole		
between 6 months and 1 year after original application	25% of original	100% of original		
1 year after original application	as new	as new		
Other - any application which requires full board/technical review	\$0	\$2,000		
TOTAL CALCULATED FEES				

**For project not related to an application for subdivision or site plan approval*

MENDHAM TOWNSHIP

ZONING BOARD OF ADJUSTMENT

4			
3			
2			
1			
NO.	DATE	REVISION DESCRIPTION	
TITLE OF SHEET*			
NATURE OF APPLICATION** PROJECT IDENTIFICATION*** BLOCK 1997 LOT 19 TAX MAP SHEETS 50 & 51 TOWNSHIP OF MENDHAM MORRIS COUNTY NEW JERSEY			
<i>PROFESSIONAL OR FIRM WHO PREPARED PLAT</i> ARCHITECTS - ENGINEERS - SURVEYORS – PLANNERS EASY STREET ANYTOWN, N.J. 00000 (000) 555-0000			
NAME OF RESPONSIBLE PROFESSIONAL, P.E., L.S.			
N.J.P.E.LIC. NO. 99999			
		SIGNATURE	SEAL IMPRINT
FILE NO.	SCALE:	DRAWING NO.	
	1" = 50'	1 of 10	
DWG:	CKD:	DATE:	
		1-1-00	

TYPICAL EXAMPLES:

*CROSS-SECTIONS, GRADING PLAN, LOT LAYOUT

**PRELIMINARY SUBDIVISION PLAT, MINOR SITE PLAN

***LANDS OF JOHN Q. PUBLIC, COUNTRY ESTATES