

ZONING BOARD OF ADJUSTMENT
TOWNSHIP OF MENDHAM

VARIANCE APPLICATION PACKET

This application package contains the following:

Meeting Dates

Application Instructions

Form #1 Application

Application Checklist and Instructions for “c” and “d” variances

Form #2 Certification of Taxes Paid

Form #3 Request for List of Property Owners

Form #3A List of Property Owners and Manner Served

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 FAR Calculations (and Ordinance)

N.J.S.A. 40:55D-11 Notice of Applications

Appendix 1 - Filing Fee Calculation Sheet

Appendix 2 – Title Block Format

MENDHAM TOWNSHIP ZONING BOARD OF ADJUSTMENT

MEETING SCHEDULE – 2017

MEETINGS BEGIN AT 7:30 PM

Thursday, January 12th 2017 7:30 p.m.

Thursday, February 9th 2017 7:30 p.m.

Thursday, March 9th 2017 7:30 p.m.

Thursday, April 13th 2017 7:30 p.m.

Thursday, May 11th 2017 7:30 p.m.

Thursday, June 8th 2017 7:30 p.m.

Thursday, July 13th 2017 7:30 p.m.

Thursday, August 10th 2017 7:30 p.m.

Thursday, September 14th 2017 7:30 p.m.

Thursday, October 12th 2017 7:30 p.m.

Thursday, November 9th 2017 7:30 p.m.

Thursday, December 14th 2017 7:30 p.m.

Thursday, January 11th 2018 7:30 p.m.

MENDHAM TOWNSHIP ZONING BOARD OF ADJUSTMENT INSTRUCTIONS

Applicant must be 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 to the Zoning Board of Adjustment:

- *1. Original and seventeen (17) copies of the Application (Form #1).
- *2. Original and seventeen (17) copies of the application checklist.
- *3. Original and seventeen (17) 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 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 7 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 complement of 17 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 property 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 Collector's Office located in Township Hall.

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 Collector, and on all others by **certified mail** or personal service.

- C. Public Notice: State Law requires a 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 bona fide 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 11:00 pm.

Form 1

**Township of Mendham
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:

- | | |
|--|--|
| <input type="checkbox"/> Concept Plan | <input type="checkbox"/> Appeal of Ruling (40:55D-70a) |
| <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Interpretation (40:55D-70b) |
| <input type="checkbox"/> Minor Site Plan | <input type="checkbox"/> Bulk Variance (40:55D-70c) |
| <input type="checkbox"/> Major Subdivision - Preliminary | <input type="checkbox"/> Use Variance (40:55D-70d) |
| <input type="checkbox"/> Major Subdivision - Final | <input type="checkbox"/> Extension of Time |
| <input type="checkbox"/> Major Site Plan - Preliminary | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Major Site Plan - Final | <input type="checkbox"/> Other _____ |

1. Applicant's Name _____ Phone _____ Fax _____
Address _____

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.

Name _____ Address _____
Name _____ Address _____

Attach sheet if necessary.

2. Owner's Name _____ Phone _____ Fax _____
Address _____

3. Attorney's Name _____ Phone _____ Fax _____
Firm and Address _____

Note: Corporation must be represented by a N.J. attorney.

4. Name(s) and address(es) of person(s) preparing plans
Name _____ Profession _____ N.J. Lic. No. _____
Address _____ Phone _____ Fax _____

Name _____ Profession _____ N.J. Lic. No. _____
Address _____ Phone _____ Fax _____

Attach sheet if necessary.

5. Location of Property: Tax Map Block _____ Lot Nos. _____ Total Tract Area _____
Street Address _____ Zone District _____
Are the premises fronting on a Twp. Street _____ County Road _____ State Highway _____

6. Name of subdivision or development (if any) _____
For subdivisions, number of proposed lots _____ For site plans, floor area of building(s) in sq. ft. _____

7. Existing use(s) now located on premises _____

8. Proposed use(s) of premises _____

9. 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 _____

10. 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. _____

11.(a) Deed Restrictions that exist. (If no restrictions, state "none", if "yes" attach copy.) _____

(b) Proposed Deed Restrictions _____

12. 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.

13. 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 _____, 201 ____

Notary Public of New Jersey

ITEM No.	SUBMISSION REQUIREMENTS										ITEM DESCRIPTION	APPLICANT MARK	STATUS	TOWNSHIP MARK	NOTES / LAND USE ORDINANCE REFERENCE
	PLANNING BOARD OR BOARD OF ADJUSTMENT					BOARD OF ADJUSTMENT									
	MINOR		MAJOR			VARIANCE 40:55D-70									
	SUBDIVISION	SITE PLAN	PRELIM.	FINAL	SUBDIVISION	SITE PLAN	(3) A, (b)	(c)	(d)						
1											Twenty (20) copies of completed application forms for PB	COMPLIES			
											Sixteen (16) copies for BOA	N.A.			
												WAVER			
2											20 copies to Planning Board, 16 copies to Board of Adjustment of requisite plats prepared, signed and sealed by N.J. licensed professional in compliance with N.J. A.C.19:40-7.1 et sec. folded with title block exposed to view. Plat sheets shall be no larger than 24"x36"	COMPLIES			
												N.A.			
												WAVER			
3											20 copies to Planning Board, 11 copies to Board of Adjustment of documents other than plats necessary to accompany the application.	COMPLIES			
												N.A.			
												WAVER			
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.			
												WAVER			
5											Certification issued by the Tax Collector that no taxes or assessments for local improvements are due or delinquent on the subject property.	COMPLIES			
												N.A.			
												WAVER			16-5.8
6											Certification of submittal to the Morris County Planning Board and the Morris County Soil Conservation District as applicable.	COMPLIES			
												N.A.			
												WAVER			16-5.4
7											Title block placed in the lower right corner of each sheet containing all information drawn in a format shown in Appendix 2.	COMPLIES			
												N.A.			
												WAVER			16-8.5g; 16-8.1a, 1a,b,d
8											Name(s) and address(es) of the owner(s) and applicant(s) of the subject tract.	COMPLIES			
												N.A.			
												WAVER			16-8.5g; 16-8.1a, 1e, f
9											North arrow and graphic scale appearing on all plat sheets as applicable.	COMPLIES			
												N.A.			
												WAVER			16-8.1.a.2
10											Key Map showing the subject tract and its relation to the surrounding area at a scale of not less than 1"=500'.	COMPLIES			
												N.A.			
												WAVER			16-8.1.a.9
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			
												N.A.			
												WAVER			16-8.1.a.10
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			
												N.A.			
												WAVER			16-8.1.a.8
13											Plat Signature Box as applicable and illustrated by Appendix 3.	COMPLIES			
												N.A.			
												WAVER			16-8.1.a.1.g
14											Plat Signature Boxes as applicable and illustrated by Appendix 4.	COMPLIES			
												N.A.			
												WAVER			16-8.5a

Adopted: _____

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	PLANNING BOARD OR BOARD OF ADJUSTMENT					BOARD OF ADJUSTMENT													
	MINOR		MAJOR			VARIANCE 40:55D-70													
	SUBMISSION	SITE PLAN	SUBMISSION	PRELIM.	FINAL	SUBMISSION	SITE PLAN	SUBMISSION	(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	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	N.A.	WAIVER	
17	•	•	•	•	•	•	•	•	•	•	•	•	•	•	The bearing, length, or arc description of each course of the tract boundary.	COMPLIES	N.A.	WAIVER	
18	•	•	•	•	•	•	•	•	•	•	•	•	•	•	The dimensions of each course of all lots, easements and rights-of-way comprising 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	N.A.	WAIVER	
20	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Any protective covenants and/or deed restrictions applying to the subject tract.	COMPLIES	N.A.	WAIVER	
21	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Required front, side and rear setback 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	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	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	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	N.A.	WAIVER	
26	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Wooded areas indicating predominant species and sizes, and any areas to be cleared in and within 200' of subject tract.	COMPLIES	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	N.A.	WAIVER	
28	•	•	•	•	•	•	•	•	•	•	•	•	•	•	Wetlands and wetland transition areas delineated by qualified professional on tract and within 150' thereof and described by notes and bounds, (unless an absence of wetlands determination by N.J.D.E.P.E. is furnished).	COMPLIES	N.A.	WAIVER	

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	PLANNING BOARD OR BOARD OF ADJUSTMENT					BOARD OF ADJUSTMENT									
	MINOR		MAJOR			VADIANCF 40:55D-70									
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	FOREIGNER	SITE PLAN	(a) & (b)	(c)	(d)	(e)					
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			
												N.A.			
												WAIVER			16-8.1.b.7; 16-5.9
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			
												N.A.			
												WAIVER			16-8.1.b.7; 16-5.9
31											Soil types based on Soil Survey of Morris County as prepared by the Soil Conservation Service.	COMPLIES			
												N.A.			
												WAIVER			16-8.1.d.1
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			
												N.A.			
												WAIVER			16-8.1.d.1
33											Location of all existing and proposed water supply wells on the subject tract and those existing within 100 feet thereof.	COMPLIES			
												N.A.			
												WAIVER			16-8.1.d.2
34											Location of all existing and proposed sewerage disposal systems on the subject tract and those existing within 100 feet thereof.	COMPLIES			
												N.A.			
												WAIVER			16-8.1.d.2
35											Environmental Impact Study as required by Chapter XVII. of the Land Use Ordinance.	COMPLIES			
												N.A.			
												WAIVER			16-8.1.e.1; 16-8.4.g
36											Environmental Constraints Map with all details required by 17-3.1(f) shown for the subject tract and within 200' thereof.	COMPLIES			
												N.A.			
												WAIVER			17-3.1(f);
37											Soil Erosion and Sediment Control Plan as required by Chapter XIX. of the Land Use Ordinance.	COMPLIES			
												N.A.			
												WAIVER			16-8.1.e.2; 16-8.4.h
38											Site Grading Plan as required by section 16-8.4 (f) of the Land Use Ordinance.	COMPLIES			
												N.A.			
												WAIVER			16-8.1.e.3; 16-8.4.i
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 hazard.	COMPLIES			
												N.A.			
												WAIVER			Chapter XVII.
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"=50' (A scale of 1"=100' may be used in instances when the standard 24"x36" sheet size will not properly accommodate the tract.)	COMPLIES			
												N.A.			
												WAIVER			16-8.2; 16-8.4

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	PLANNING BOARD OR BOARD OF ADJUSTMENT					BOARD OF ADJUSTMENT										
	MINOR		MAJOR			VARIANCE 40-55D-70										
	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	SUBDIVISION	SITE PLAN	(b)±(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				
												N.A.				
												WAIVER			16-8.1.a.4	
44	•	•	•	•	•						Engineering details of any proposed improvements at an appropriate scale and, where mandated, in compliance with Mendham Township "Standard Construction Details."	COMPLIES				
												N.A.				
												WAIVER				10-8.4.k
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				
												N.A.				
												WAIVER				16-8.4.b
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				
												N.A.				
												WAIVER				16-8.4.c
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 a scale of 1"=30' horizontal and 1"=5' vertical.	COMPLIES				
												N.A.				
												WAIVER				16-8.4.c
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				
												N.A.				
												WAIVER				16-8.4.e.2
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				
												N.A.				
												WAIVER				16-8.4.i
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				
												N.A.				
												WAIVER				16-8.4e; 16-10.9
51	•	•	•	•							Slope Analysis Map and tabulation as required by Section 16-10.8 in a format illustrated by Appendix 6.	COMPLIES				
												N.A.				
												WAIVER				16-10.8
52		•	•	•	•						Landscaping plan showing existing and proposed vegetation and screening, including plant material schedule identifying species, number, spacing and sizes.	COMPLIES				
												N.A.				
												WAIVER				16-8.6a.4; 8.6b.6
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				
												N.A.				
												WAIVER				16-8.6a.5; 8.6b.4
54		•	•	•	•						Location, dimension and setbacks of all existing and proposed signs, including details of materials, finishes, mounting, illumination, lettering and message.	COMPLIES				
												N.A.				
												WAIVER				16-8.6b.3
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				
												N.A.				
												WAIVER				16-8.6b.8
56	•	•	•	•							Statement of facts in support of a conditional use pursuant to Section 21-4.6.	COMPLIES				
												N.A.				
												WAIVER				21-4.6.

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	PLANNING BOARD OR BOARD OF ADJUSTMENT					BOARD OF ADJUSTMENT									
	MINOR		MAJOR			VARIANCE 48-550-78									
	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		•			•						The location and identification of all existing and proposed monuments.	COMPLIES			
												N.A.			
												WAIVER		16-8.5c	
59							•	•			Construction drawings entitled "Improvement and Utility Plans" pursuant to Section 10-4.2.	COMPLIES			
												N.A.			
												WAIVER		16-8.5f	
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 protection 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			
												N.A.			
												WAIVER		16-8.4e	
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 backyard development.	COMPLIES			
												N.A.			
												WAIVER		16-8.1.a.12; 16-8.5e	
63		•	•	•	•		•				Landscape Plan and Plant Material Schedule in accordance with Chapter XXIII of the Land Use Ordinance.	COMPLIES			
												N.A.			
												WAIVER		16-8.1.(b)8;	
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 NameType of Application.....

Location: Block #.....Lot #.....Street Address.....

Signature of Applicant..... Date.....

**TOWNSHIP OF MENDHAM
FILING FEE/PROFESSIONAL FEE CALCULATION SHEET**

Type of Application	Fees per LUO		Calculated Fees	
	App. Fee	Tech Review Fee	App. Fee	Fee
Concept Plan				
Minor (1 - 3 lots)	\$0	\$2,500.		
Major (4 + lots)	\$0	\$5,000.		
Subdivision				
Minor (incl. 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	\$1,050.	\$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 1000 sq. ft. floor area		\$200.		
PLUS per 10,000 sq. ft. lot area affected		\$200.		
Major Final	\$1,000.	\$5,000.		

Residential - per dwelling					
Non-Residential - per 1000 sq. ft. floor area		\$150.			
PLUS per 10,000 sq. ft. lot area affected		\$150.			
Variance		\$150.			
Pursuant to subsection 15-8c	\$200.	\$1,000.			
Pursuant to subsection 15-8d(1)	\$600.	\$2,000.			
Pursuant to subsection 15-8d(2-6)	\$400.	\$3,000.			
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					
Subdivision	\$250. Plus \$50. Per acre				
Other purpose	\$250. Plus \$50. Per Lot				
Land Disturbance Permit*	\$250.				
Soil Extraction Permit*	\$50. Per acre affected	\$2,500.			
Special Flood Hazard Development Permit*	\$1. Per cu. ft. soil removed	\$2,500.			
Lot Development Permit	\$150.	\$2,500.			
Direction for issuance of permit (15-8e or f)	\$150.	\$1,250.			
Conditional Use Chapter XXI	\$200.	\$2,000.			
Residential per dwelling unit		\$2,000. Plus			
Non-Residential per 1,000 sq. ft. floor area	\$100.	\$250.			
Plus per 10,000 sq. ft. lot area affected	\$150. plus	\$300. Plus			
Wireless Tele. Towers and Antennas Chapter XXI	\$150.	\$300.			

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 mo and 1 yr after original app.	25% of original	100% of original		
1 yr after original application	as new	as new		
Other - any app. Requiring board/tech. review	\$0	\$2,000.		
*For project not related to an application for subdivision or site plan approval.				
TOTAL CALCULATED FEES				

Township of Mendham

INCORPORATED MARCH 29, 1749

P.O. BOX 520

BROOKSIDE, NEW JERSEY 07926

(973) 543-4555 / FAX (973) 543-6630

FORM # 2 CERTIFICATION OF TAXES PAID

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.

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 NJSA 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 reply 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.

FORM #3: REQUEST FOR AND LIST OF PROPERTY OWNERS WITHIN 200 FEET OF
PROPERTY AFFECTED BY APPLICATION BEFORE THE
ZONING BOARD OF ADJUSTMENT

To: Tax Collector
Township of Mendham

Date:

Please provide a certified list of property owners within 200 feet of
Lot _____ in Block _____, pursuant to N.J.S.A. 40:55D-12 (c)
and section 13-7 of the Township of Mendham Revised General Ordinances.

Signature of Applicant

A fee of \$10.00 is required when requesting this certified list.

Print Name: _____

Mailing Address: _____

Phone: ()

FORM # 3A: TOWNSHIP OF MENDHAM
ZONING BOARD OF ADJUSTMENT

LIST OF PROPERTY OWNERS

The applicant shall list the names and addresses of all owners of property within 200 feet of any part of the entire property affected by this application or appeal and when and how each owner was notified according to the New Jersey Revised Statutes. Block and Lot numbers and the names and addresses can be secured from the Tax Collector's Office, Township Hall, Brookside (P.O. Box 520, Brookside, NJ 07926). See Form#2.

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 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.

<u>Block/Lot</u>	<u>Name/Address</u>	<u>Manner Served*</u>	<u>Date Served</u>

*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 Collector at least ten (10) days before the date of the hearing.

FORM 4:

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 preceding statements contained in the application submitted herewith are true.

Sworn and Subscribed to before me this ____ day of _____, 201 .

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. _____ in Block No. _____ and that

_____ is hereby authorized to make the within application or appeal.

Sworn and Subscribed to before me this ____ day of _____, 2012 .

Notary Public of New Jersey

Signature of Owner

FORM #5: 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 Thursday, _____, 201_ at 7:30 pm
in Township Hall, Brookside, NJ.

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.

Linda Brusco
Secretary to the Board

FORM #6: NOTICE OF HEARING
TOWNSHIP OF MENDHAM ZONING BOARD

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:D55D-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 Hall, 2 West Main Street, Brookside, NJ at 7:30 pm on Thursday, _____, 201 . 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 9:00 am and 5:00 pm, Monday through Friday.

This notice is sent to you as required by law.

Signature of Applicant: _____ Date: _____

FORM #7: 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 Collector, 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 #2) 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 _____, 201 .

Notary Public of New Jersey

FORM #8 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:

Date: _____

Signature of Zoning Officer

FORM #9: 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 of the Township of Mendham.

The public hearing will be held on _____ at 7:30 pm
(date)

in Mendham Township Hall, located at 2 West Main Street, Brookside, New Jersey. 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 (address above) between the hours of 9:00 am and 5:00 pm, Monday through Friday.

(Name of Applicant)

(Address of Applicant)

_____ (Date)

N.J.S.A. 40:55D-12 NOTICE OF APPLICATIONS

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 review 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.

CHECKLIST INSTRUCTIONS FOR BOARD OF ADJUSTMENT APPLICATIONS FOR “c” and “d” VARIANCE REQUESTS

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 will be 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.

<u>Item #</u>	<u>Clarification</u>
1	15 copies
2	15 copies
3	15 copies
4	
5	
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 1/4 inch scale.
57	
60	

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		
PROFESSIONAL OR FIRM WHO PREPARED PLAT 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		
FILE NO.	SIGNATURE	SEAL IMPRINT
	SCALE: 1" = 50'	DRAWING NO. 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