

APPLICANT INSTRUCTIONS  
for  
SUBDIVISION AND SITE PLAN REVIEW  
by  
Mountain Lakes Planning Board and  
Zoning Board of Adjustment

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References

The Planning Board's Administrative Officer (Secretary) should be the principal contact for those who want to bring matters before the Board. The Administrative Officer may be reached at the Mountain Lakes Borough Hall on Monday 8:30 to 4:30 and Thursday afternoons 12:30 to 4:30.

To initiate the application procedure the Administrative Officer will make available to the applicant the following forms and ordinances that should receive careful review:

1. Instructions
2. Checklist for Subdivision or Site Plan
3. Application Forms Site Plan, Subdivision, Change in Permitted Use and Home Occupation
4. Copy of Land Use Ordinances with amending ordinances (available for sale)
5. "Fees" - Section 111-3 F & G
6. "Penalties" - Chapter 1 Article III
7. "Shade Tree Ordinance" - Chapter 102 Article VII
8. Notice Form
9. Proof of Service Form
10. Morris County Review Application Form
11. Soil Moving Permit Chapter 102 Article III

**The above items are also available on line at: [mtnlakes.org](http://mtnlakes.org) under BOROUGH, "Ordinance Database".**

### Timing Requirements

Ordinances and the Municipal Land Use Law should be reviewed for timing and procedure.

Notice by mail to property owners within 200 feet and others as required by Municipal Land Use Law must be given by the applicant at least ten days prior to a public hearing on the application. With one week's notice, the Administrative Officer will furnish to the applicant a list of property owners and others required to be given notice (\$10.00 fee). The Applicant is also responsible for publishing notice of the hearing in the "Official" newspaper and providing the Board Administrator Proof of Service at least three days prior to the hearing.

### Note

This material is intended as a condensed and paraphrased guide for applicants of some of the principal provisions of Planning Board procedures. It does not relieve the applicant from the requirement for thorough familiarization and compliance with the applicable sections of appropriate ordinances and the Municipal Land Use Law.