

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

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The Planning/Zoning Board's Administrative Officer should be the principal contact for those who want to bring matters before either Board. The Administrative Officer may be reached at the Mountain Lakes Borough Hall, 400 Boulevard, 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 that should receive careful review. All forms are available online at [www.mtnlakes.org](http://www.mtnlakes.org), select Borough, then Form Center. All application documents are under "Planning Board Applications". If applying to the Zoning Board, please fill out their application and check list as well. Both can be found in the Forms Center under "Zoning Board Application".

1. Instructions
2. Checklist for Subdivision or Site Plan
3. Required Application Forms for Site Plan, Subdivision, Change in Permitted Use and Home Occupation. Also, Floor Area Ratio and Improved Lot Coverage Worksheets.
4. Escrow Agreement (W-9 needs to be included)
5. Notice Form
6. Proof of Service

The Borough Ordinances can be found on the Borough website. [www.mtnlakes.org](http://www.mtnlakes.org) , select Borough, then "Ordinance Database". They can also be found on [www.ecode.com](http://www.ecode.com) .

1. "Fees" - Section 111-3 F & G
2. "Penalties" - Chapter 1 Article III
3. "Shade Tree Ordinance" - Chapter 102 Article VII
4. Morris County Review Application Form
5. Soil Moving Permit Chapter 102 Article III

### 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.