

**BOROUGH OF MOUNTAIN LAKES**  
**CHECKLIST FOR DEMOLITION PERMIT**  
**FOR CONTRIBUTING DWELLING**

Demolition permits for certain historic homes in the Borough of Mountain Lakes that qualify as "Contributing Dwellings" are subject to special requirements under the Borough's Land Use Ordinances. See Chapter 40, Land Use Administration, Article VI, "Historic Preservation," § 40-50A.

Contributing Dwellings are defined under the ordinance, and are listed on a website maintained by the Mountain Lakes Historic Preservation Committee (HPC). See <http://mtnlakes.org/historic-preservation-incentives/contributing-dwellings/>.

In order to submit an application for a demolition permit for a Contributing Dwelling, the applicant must:

1. First, make a nonrefundable payment of \$500 to the Borough of Mountain Lakes and obtain proof of payment.
2. After the \$500 payment has been made, deliver notice of intent to demolish to the HPC in person at the Borough Hall or by certified mail and complying with § 40-50A(1)(a), including --
  - A statement of the applicant's intent to demolish, including a description of the subject property (by block and lot as well as by physical location) and a description of the contributing dwelling to be demolished;
  - The anticipated time frame(s) associated with the demolition; and
  - Proof of payment of the \$500 nonrefundable fee.
3. After delivery of notice of intent to demolish to the HPC, cooperate with HPC in complying with the requirements under § 40-50A(1)(c) for documenting the Contributing Dwelling. The HPC will send a letter confirming the applicant's compliance with these requirements.
4. At any time beginning 90 days after delivery of the applicant's notice of intent to demolish to HPC, the applicant may submit the following in order to obtain a demolition permit for the contributing dwelling:
  - A completed application for a demolition permit.
  - An affidavit of delivery establishing that notice has been delivered to the HPC complying with § 40-50A(1)(a), including a copy of the notice and proof of delivery in person at the Borough Hall or mailing by certified mail. [NOTE: The date of delivery of the notice as shown in the affidavit must be at least 90 days prior to the date of the application.]
  - A letter from the HPC confirming that the applicant has complied in all respects with its obligations pursuant to § 40-50A(1)(c).

5. Pay the required fee. For Contributing Dwellings, the permit fee for a demolition permit is the standard fee for a demolition permit plus \$500.

NOTE:

- Rights granted by a demolition permit to demolish a Contributing Dwelling are not assignable.
- A demolition permit to demolish a Contributing Dwelling shall be valid for one year from the date of expiration of the 90-day notice period (that is, 90 days after delivery of the applicant's notice of intent to demolish to HPC). The one year period shall not be extended.