

**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. See <http://www.mtnlakes.org/Borough/HPIncentives/ContributingDwellings.php>.

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

1. A completed application for a demolition permit.
2. An affidavit of delivery establishing that notice has been delivered to the Mountain Lakes Historic Preservation Committee 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.
3. 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.
4. Provide confirmation that the applicant has complied in all respects with the applicant's obligations pursuant to § 40-50(1)(c), relating to documentation of Contributing Dwellings prior to issuance of a demolition permit.
  - a. If the Historic Preservation Committee has requested access to perform documentation of the Contributing Dwelling pursuant to § 40-50(1)(c)[1], provide confirmation that such access was provided to the Committee.
  - b. If the applicant has elected to provide documentation of the Contributing Dwelling to the Committee pursuant to § 40-50(1)(c)[2], provide a copy of a letter from the Committee confirming that the applicant has complied with the requirements of § 40-50(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 issuance of the permit. The one year period shall not be extended.