

**BOROUGH OF MOUNTAIN LAKES**  
**CHECKLIST AND CERTIFICATION FOR**  
**ELIGIBILITY FOR BULK INCENTIVES**

**This Checklist and Certification must be completed, sealed and certified by a licensed architect.**

**ELIGIBILITY FOR BULK INCENTIVES**

Applicant \_\_\_\_\_

Address \_\_\_\_\_

Owner \_\_\_\_\_

Address \_\_\_\_\_

Block Number \_\_\_\_\_ Lot(s) \_\_\_\_\_

Application Number \_\_\_\_\_

This Checklist and Certification is intended to assist the certifying architect in confirming that any **alterations** (including any proposed **alterations**) made to the **contributing dwelling** after the applicable **Bulk Incentives Effective Date** comply with all of the requirements of § 40-49B. The certifying architect remains fully responsible for ensuring the applicant is eligible for the **bulk incentives**. Certain terms are used as defined in the Mountain Lakes Land Use Administration Ordinance, including those in boldface type. For purposes of this Checklist and Certification, (1) all questions relating to “alterations” refer to all **alterations** (including any proposed **alterations**) made to the **contributing dwelling** after the **Bulk Incentives Effective Date**, and (2) any **alterations** approved under § 40-49B(5) shall be deemed for all purposes to have been made prior to the **Bulk Incentives Effective Date**. Eligibility for the **bulk incentives** is confirmed where all responses are checked to confirm the statement is correct, except where otherwise indicated:

1. \_\_\_\_\_ The principal **dwelling** located on the applicant’s property is currently listed as a **contributing dwelling** on the Mountain Lakes Historic Preservation Committee’s historic preservation incentives website, is not a replacement constructed after 1938 for a **dwelling** that has been **demolished** on such property, and otherwise satisfies all of the requirements in the definition of **contributing dwelling** in the Mountain Lakes Land Use Administration Ordinance.

2. \_\_\_\_\_ The applicable **Bulk Incentives Effective Date** for the **contributing dwelling** on the property is:  
\_\_\_\_\_ August 11, 2012 \_\_\_\_\_ April 1, 2017

3. \_\_\_\_\_ The **contributing dwelling** has more than one **street-facing façade**. If this is checked, please fill in the blank in the following statement: The **primary street-facing facade** of the **contributing dwelling** is located \_\_\_\_\_ (describe location).

4.1 \_\_\_\_\_ Check here if the following statement is applicable. [If this item has been checked, you may skip all remaining questions except Questions 20 and 21.]

4.2 \_\_\_\_\_ Check here if the following statement is not applicable and continue with the next question.

No **alterations** have been (or are proposed to be) made to the **contributing dwelling** after the **Bulk Incentives Effective Date**. [This should only be checked where the application does not involve proposed **alterations** to the **contributing dwelling** -- for example, where the application only involves an improvement to the property unrelated to the **contributing dwelling** (including but not limited to accessory structures, garages, swimming pools, terraces and driveways) -- and there have been no **alterations** to the **contributing dwelling** since the **Bulk Incentives Effective Date**.]

5.1 \_\_\_\_\_ Check here if the following statement is applicable. [If this item has been checked, you may skip Questions 6 through 9 and continue with Question 10 below.]

- 5.2 \_\_\_\_\_ Check here if the following statement is not applicable and continue with the following questions.  
No **alterations** have been (or are proposed to be) made to any **street-facing facade** of the **contributing dwelling** (including side additions or enclosures or extensions of side porches) after the **Bulk Incentives Effective Date**.
6. \_\_\_\_\_ The **alterations** to any **street-facing facade** are **compatible** with the **existing** or **original structure**. (§ 40-49B(1))
7. \_\_\_\_\_ The proportion between the width and height of the **alterations** is **compatible** with the **primary street-facing facade** of the **existing** or **original structure**. (§ 40-49B(1)(a))
8. \_\_\_\_\_ The proportions and relationships between doors and windows in the **primary street-facing facade** are **compatible** with the **existing** or **original structure**. (§ 40-49B(1)(b))
9. \_\_\_\_\_ (If the following is applicable, check here and confirm below that one of the requirements below applies. If not applicable, please write "NA.")  
The **alterations** include side additions to the **primary street-facing facade**.
- 9.1 \_\_\_\_\_ Any **alterations** consisting of side additions to the **primary street-facing facade** have a minimum setback of 12 inches from the plane of the **existing primary street-facing facade**, and any associated roofline will have a minimum setback of 12 inches from the **existing** roof line. (§ 40-49B(1)(c))
- 9.2 \_\_\_\_\_ (If the following is applicable, check here and confirm below that one of the requirements below applies. If not applicable, please write "NA.")  
There was, on the **Bulk Incentives Effective Date**, an **existing** side addition or side porch to the **primary street-facing facade** (§ 40-49B(1)(d)):
- 9.2.1 \_\_\_\_\_ an open-air porch that existed on the **Bulk Incentives Effective Date** and does not comply with the 12-inch setback requirement has been (or will be) enclosed within the **existing** plane of the porch, and overall bulk requirements will be complied with. (§ 40-49B(1)(d)[1])
- 9.2.2 \_\_\_\_\_ a side addition that existed on the **Bulk Incentives Effective Date** and does not comply with the 12-inch setback requirement has been (or will be) extended no more than a further five feet to the side of the same plane as the **existing** side addition, and overall bulk requirements will be complied with. (§ 40-49B(1)(d)[2])
10. \_\_\_\_\_ The height of the **alterations** is **compatible** with the **existing structure**. (§ 40-49B(2))
11. \_\_\_\_\_ The design of the roof and any dormers will be **compatible** with the **existing** roof and dormers. (§ 40-49B(2))
12. \_\_\_\_\_ The **alterations** preserve the **existing** or **original** roof ridge, roof pitch and overhangs of the **existing** or **original structure**. (§ 40-49B(2))
13. \_\_\_\_\_ (If the following is applicable, check here and confirm that the requirement below applies. If not applicable, please write "NA.")  
**Alterations** include new or altered dormers.
- 13.1 \_\_\_\_\_ Any new or altered dormers are **compatible** with the typical styles of dormers associated with the **original structure**. (§ 40-49B(2))

- 14. \_\_\_\_\_ Architectural details and materials are incorporated as necessary to relate the new with the old and to preserve and enhance the character-defining features of the **existing or original structure**. (§ 40-49B(3))
- 15. \_\_\_\_\_ (If the following is applicable, check here and confirm that the requirement below applies. If not applicable, please write "NA.")  
 Windows will be **replaced** or have been **replaced** since the **Bulk Incentives Effective Date**.  
 15.1 \_\_\_\_\_ The **replacement** windows contain real or simulated divided lights, grille patterns, sizes and shapes that are **compatible** with the typical styles of windows associated with the **original structure** and otherwise comply with the requirements of this subparagraph (3). (§ 40-49B(3))
- 16. \_\_\_\_\_ After completion of the **alterations**, 100% of the **existing primary street-facing facade** width and height is retained intact consistent with the other requirements of this Checklist and Certification. (§ 40-49B(4)(a))
- 17. \_\_\_\_\_ After completion of the **alterations**, at least 75% of the floor area of the **original structure** as it existed on December 31, 1938 remains. (Interior renovations and any **restoration** to match the **original** will not be deducted in determining compliance with the 75% requirement.) (§ 40-49B(4)(b))
- 18. \_\_\_\_\_ I have read and am familiar with the publication entitled, "Historic Mountain Lakes – Restoration and Renovation Handbook." (Available on the Mountain Lakes Historic Preservation Committee website, or upon written request to the Mountain Lakes Historic Preservation Committee.)
- 19. \_\_\_\_\_ To the best my knowledge, any **alterations** to the **contributing dwelling** that were performed after the **Bulk Incentives Effective Date** and prior to the date of this Checklist and Certification, together with any proposed **alterations** (in each case excluding **alterations** that are deemed to have been made prior to the **Bulk Incentives Effective Date** pursuant to an approval granted under § 40-49B(5)), fully comply with the requirements of § 40-49B.

MUST BE COMPLETED FOR ALL CERTIFICATIONS:

- 20. \_\_\_\_\_ I have printed and submitted with each copy of this application (1) true and correct color copies of photographs of the **contributing dwelling** located on the property that are currently available on the Mountain Lakes Historic Preservation Committee's historic preservation incentives website representing the condition of the property as of the **Bulk Incentives Effective Date**, and (2) color copies of photographs of the **contributing dwelling** located on the property that accurately represent corresponding views of the **contributing dwelling** as of the date of this certification.
- 21. \_\_\_\_\_ I have caused to be delivered to the Mountain Lakes Historic Preservation Committee, in care of the Mountain Lakes Borough Hall, at least one additional complete copy of the applicant's application, including this Checklist and Certification and the photographs required under Question 20.

Certified by: \_\_\_\_\_ Print Name: \_\_\_\_\_  
 License #: \_\_\_\_\_ Date: \_\_\_\_\_

**I have reviewed and accepted the Checklist and Certification for Eligibility for Bulk Incentives.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Mountain Lakes Zoning Officer