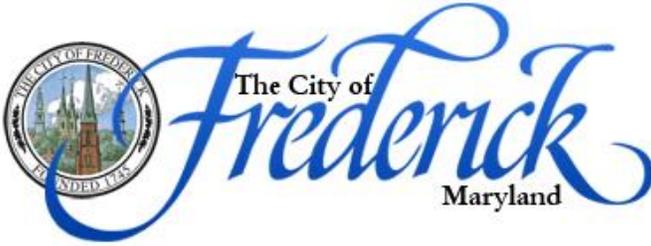


Demolition



For Official Use Only	
HPC Case Number:	Hearing Date:
Date Submitted:	Amt. Paid:
Fee Schedule	
Complete or partial demolition of secondary structure	\$200.00
Complete demolition of secondary structure less than 150 sq. feet	\$50.00
Partial demolition of principal structure	\$200.00
Complete demolition of principal structure	\$500.00

Planning Department * 140 West Patrick Street * Frederick, Maryland 21701 * 301.600.1499

HISTORIC PRESERVATION COMMISSION APPLICATION FOR DEMOLITION

Owners proposing demolition should be familiar with the demolition procedures described in the *Frederick Town Historic District Guidelines*. The guidelines are available on the City's website (www.cityoffrederick.com/preservation), at the C. Burr Artz Library, and in the Planning Department at the Municipal Office Annex, 140 West Patrick Street.

Instructions: Submit the original application, required fees, and FIFTEEN (15) copies of the application and all supporting documents no later than 1:00 p.m. on the first or third Thursday of the month, in order to be heard at the next workshop and hearing. Applications for work that can be approved by staff (administrative approvals) can be submitted at any time and only ONE (1) copy needs to be submitted. **DIGITAL SUBMISSIONS ARE NOT ACCEPTED AT THIS TIME.** **This form must be completed in its entirety, with attachments, before it will be considered by the HPC or reviewed for administrative approval. Hearing attendance is mandatory for cases reviewed by the Historic Preservation Commission (HPC). For further information, contact the Planning Department at 301-600-1499.**

PROPERTY ADDRESS:	Tax ID:	Lot Number:
OWNER INFORMATION		
Name:		
Address:		
City/State/Zip:		
Phone:	<input type="checkbox"/> Check here if you would like to receive HPC newsletters & information regarding workshops & special events by e-mail.	
Email:		
AGENT INFORMATION		
Contact Name:		
Firm/Company:		
Address:		
City/State/Zip:		
Phone:	<input type="checkbox"/> Check here if you would like to receive HPC newsletters & information regarding workshops & special events by e-mail.	
Email:		
OWNER OR AGENT SIGNATURE		
<p>I hereby certify that the owner or his/her agent will make every effort to attend the Historic Preservation Commission workshop and hearing for which this application is scheduled. I understand that should the owner or his/her agent fail to attend this meeting, the HPC will continue this case until the next regular public meeting. This certification constitutes my agreement to an extension of the 45-day review period, as set forth in Md. Land Use Code Ann. § 8-307 and § 423(b)(4)(D)(iii) of the Land Management Code, in the event that I fail to attend the aforementioned meetings. My application may be continued no more than two (2) times. If I fail to attend the meeting following the second continuance, I understand that my application will be deemed to be withdrawn and no further action will be taken by the Commission.</p> <p>I/we have reviewed the <i>Frederick Town Historic District Guidelines</i> _____ (initial)</p> <p>I/we agree to post a copy of the Certificate of Approval (COA) along with the required building and/or zoning permit on the subject premises in a place of public view _____ (initial)</p> <p><input type="checkbox"/> Please check here if the HPC and staff have permission to enter the yard to view the project.</p> <p><input type="checkbox"/> Please check here if this case has been cited by Code Enforcement and attach a copy of the NOV/citation letter.</p>		
_____ Property Owner or Agent Signature		_____ Date

PRIOR HPC CASES		
Hearing Date	Case Number	Work Approved

CURRENT CASE SUMMARY *(Use additional sheets if necessary)*

SUMMARY OF PROPOSED DEMOLITION:
CURRENT CONDITION OF SITE OR BUILDING:
REASONS FOR DEMOLITION:
ALTERNATIVES TO DEMOLITION & EXPLANATION OF WHY THEY MAY NOT BE FEASIBLE:
DESCRIPTION OF THE PROPOSED REPLACEMENT PLAN:
<p>If a new building or new addition will replace the current structure, then identify the purpose of the replacement and describe its appearance and scale. Please note: A separate <i>application for the replacement plan</i> will need to be submitted for HPC review.</p>

REQUIRED MATERIALS CHECKLIST

The following material must be submitted by the application deadline. Applicants will be notified if submitted material is incomplete or inadequate. **FIFTEEN (15) copies of each item are required. COPIES MUST BE COLLATED. ALL PLANS AND DRAWINGS MUST BE FOLDED TO 8 ½ x 11”.**

Check box if item is included to the application.

- Complete Application form.** Include information regarding any known prior HPC cases and a summary of the current application.
- Complete history of the resource to be demolished.** A thorough history of the property must be submitted. The history must include the date of construction, former uses, former owners and dates of ownership, and major changes to the building over time. Sources of information for all historical information must be cited.
- Complete photographic coverage of the resource to be demolished.** Images must be clear and comprehensive and must show all sides of the building and building details. Include interior views. Only one original, color photo of each view is required. The other 14 copies can be black-and-white or color photocopies. Please label each photo with the address, identification of the view, and date.
- Photographs of all buildings and structures on the lot where demolition is proposed.** Images must be clear and must cover the front, rear, and side elevations of all buildings and structures and the site from various angles. Only one original, color photo of each view is required. The other 14 copies can be black-and-white or color photocopies. Please label each photo with the address, identification of the view, and date.
- Existing site plan.** A site plan illustrating the entire site as it presently exists, including adjacent buildings, streets, and sites. The plan must include all buildings and structures on the site, and site features such as fences, landscaping, walks, and parking. All buildings and features must be labeled.
- Proposed site plan.** Submit a site plan showing the proposed new construction and landscape treatment. If a replacement building or structure is not proposed, describe how the site will be treated after demolition. Forest conservation requirements may be stipulated by the Planning Department or the Planning Commission.

SUPPLEMENTAL MATERIALS THAT MAY BE REQUIRED

- A report from an engineer licensed in the State of Maryland addressing the structural soundness of the structure and its potential for rehabilitation. Any dangerous conditions must be identified.
- Fair market value of the property to be determined through an appraisal by a qualified expert.
- An itemized breakdown from an architect or contractor experienced in rehabilitation regarding the economic feasibility of rehabilitation of the building or structure proposed for demolition.
- The following financial proof of the ability to complete the replacement project including, but not limited to: performance bond, letter of credit, trust for completion of improvements or, letter of commitment from a financial institution.
- A building and/or zoning permit is required in order to begin work on any item approved by the HPC. You may be required to comply with additional codes and regulations in order to obtain a building and/or zoning permit. This includes, but is not limited to, building codes and/or right-of-way (ROW) encroachment agreements. **Contact the Building Department at 301-600-3827** for questions regarding building codes. **Contact the Engineering Department at 301-600-1406** if any aspect of the work will be in the public ROW or to find out if a ROW encroachment agreement is required. Failure to do so may cause delays in the issuance of the building and/or zoning permit. _____ (initial)

**IF DEMOLITION IS APPROVED, DOCUMENTATION OF THE RESOURCE TO BE DEMOLISHED
WILL BE REQUIRED BEFORE A PERMIT WILL BE ISSUED.**

For detailed instructions on requirements for contributing and non-contributing resources, please see page four on “Archival Documentation for Resources to be Demolished in the Frederick Town Historic District” on the following page.

ARCHIVAL DOCUMENTATION FOR SIGNIFICANT OR CONTRIBUTING RESOURCES TO BE DEMOLISHED IN THE HISTORIC PRESERVATION OVERLAY

The documentation listed below must be submitted prior to the demolition of resources that are determined by the Historic Preservation Commission to be significant or contributing resources. A demolition permit will not be issued if any documentation is outstanding.

Documentation Requirements

1. A site plan drawn to appropriate scale (not less than 1:20) illustrating the entire site as it presently exists and any resources to be removed. The site plan must cover the subject property, as well as all adjacent properties.
2. Photographic images showing the site and setting of the subject property. Images must include photographs taken at close range, showing the individual property site, as well as from a distance, including the relationship to all adjacent properties and the block streetscape.
3. Images showing all elevations of the subject property to be removed. Elevations that are partially obscured by adjacent buildings or vegetation may require several photographs taken from multiple angles.
4. Images documenting any other historic resources that will be affected by the proposed demolition, such as outbuildings or buildings across the street.

Approved Photographic Formats

- Photographic prints must be at least 4" x 6" and must be accompanied by digital files on a disk.
- Prints may be produced from either film or digital photography. All photographs and digital files on disk shall be in accordance with the National Park Service's National Register of Historic Places Photograph Policy. For more information please refer to http://www.nps.gov/nr/publications/bulletins/photopolicy/Photo_Policy_update_2013_05_15.pdf
- Prints must be unmounted and labeled on the back side with a soft leaded pencil, archival photo-labeling pen, or a super fine point sharpie (in black) with the name and address of the property, the date of the photograph, and the name of the photographer.