



**A GUIDE TO DEMOLITION REVIEW
IN THE CITY OF FREDERICK**
*Planning Department * 140 West Patrick Street
Frederick, MD 21701 * 301-600-1499*

What is Demolition Review?

Demolition review was adopted by the Aldermen in February 2013 as a way of ensuring that potentially significant historic resources are not demolished without notice to the community and the opportunity to be protected if appropriate. Simply being subject to the review does not mean that demolition will be prevented.

What triggers Demolition Review?

Demolition Review is required as part of the sketch plan or minor site plan if the plans depict the demolition of an entire structure; the removal of a roof for the purposes of raising the overall height of the roof, rebuilding the roof to a different pitch, or adding another story to a structure; the removal of one or more exterior walls or partitions of a structure; the removal of more than 25% of a structure's overall gross square footage; or the relocation or moving of a structure from its existing location. The same applies to building or demolition permits unless a Certificate to Demolish Without Delay has been issued for the structure.

Certificate to Demolish Without Delay

If a Certificate to Demolish Without Delay has been issued for the structure according to Section 423(a) of the Land Management Code, a copy shall be submitted with the permit application and no additional review will be required. Certificates will be issued if the structure is determined to be less than 50 years old, the Historic Preservation Commission does not make an application for designation or does not recommend designation and if the Mayor and Board do not designate the structure. Certificates are good for five years.

Requesting Demolition Review

If you are considering a project and are not sure how demolition review will affect it or you are just not ready to apply for your permit, you can request demolition review from the Planning Department at any time according to Section 423(a)(1)(A) of the Land Management Code.

How long does Demolition Review take?

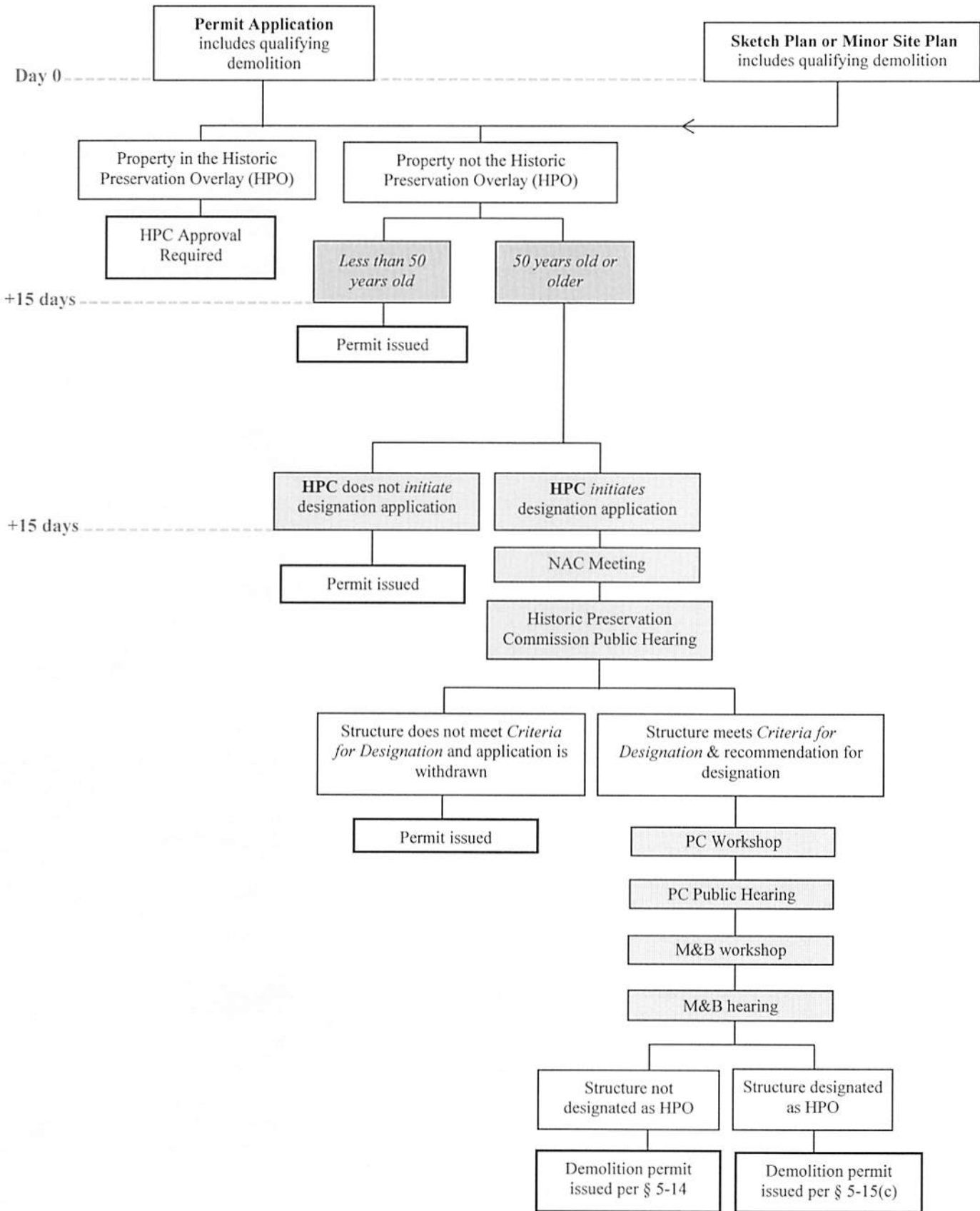
Within 15 days the Planning Department will determine if the structure is 50 years old or older. If the structure is not, the permit will be issued. If it is 50 years old or older, the demolition review period will be extended an additional 15 days for Historic Preservation Commission input. The review period will typically not extend beyond 30 days except for those structures with great architectural or historical significance.

DEMOLITION REVIEW APPLIES TO:

- The demolition of an entire structure.
- The removal of a roof for the purposes of raising the overall height of the roof, rebuilding the roof to a different pitch, or adding another story to a structure.
- The removal of one or more exterior walls or partitions of a structure.
- The removal of more than 25% of a structure's overall gross square footage.
- The relocation or moving of a structure from its existing location.

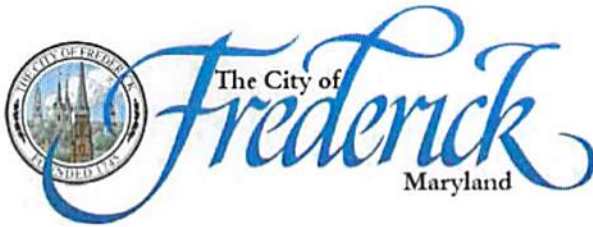
PLEASE CALL THE PLANNING DEPARTMENT AT 301-600-1499 FOR MORE INFORMATION.

DEMOLITION REVIEW PROCESS



PLEASE CALL THE PLANNING DEPARTMENT AT 301-600-1499 FOR MORE INFORMATION.

Request for Demolition Review



For Official Use Only
Demolition Review Case #:
Application submitted:
Application complete:

Planning Department * 140 W. Patrick Street * Frederick, Maryland 21701 * 301.600.1499

Instructions: This form must be completed in its entirety, with attachments, before it will be considered complete. Incomplete applications will not be accepted. For further information, contact the Planning Department at 301 600-1499.

PROJECT NAME:	
Project Address:	
City/State/Zip:	
Tax ID:	Lot(s) Number:
PROJECT CONTACT INFORMATION	
Owner:	Agent (if applicable):
Firm/Company:	Firm/Company:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Fax:	Fax:
Email:	Email:
SKETCH/MINOR SITE PLAN CASE # (if applicable):	
PROPOSED DEMOLITION (check all that apply):	
<input type="checkbox"/> The sketch plan or minor site plan application <i>does not</i> include the demolition of an entire structure; the removal of a roof for the purposes of raising the overall height of the roof, rebuilding the roof to a different pitch, or adding another story to a structure; the removal of one or more exterior walls or partitions of a structure; the removal of more than 25% of a structure's overall gross square footage; or the relocation or moving of a structure from its existing location. I understand that if plans change to include any of these items during review of or after approval by the Planning Commission or Mayor and Board of Aldermen, the property may be subject to demolition review under §5-15 of City Code unless otherwise requested by the owner or agent. _____ (initial)	
<input type="checkbox"/> This application is at the request of the property owner (no sketch plan, minor site plan, or permit).	Attachments Required
<input type="checkbox"/> This application includes the demolition of an entire structure.	
<input type="checkbox"/> This application includes the removal of a roof for the purposes of raising the overall height of the roof, rebuilding the roof to a different pitch, or adding another story to a structure.	
<input type="checkbox"/> This application includes the removal of one or more exterior walls or partitions of a structure.	
<input type="checkbox"/> This application includes the removal of more than 25% of a structure's overall gross square footage.	
<input type="checkbox"/> This application includes the relocation or moving of a structure from its existing location.	

Property Owner or Agent Signature

Date

Request for Demolition Review

REQUIRED ATTACHMENTS:

The following materials must be submitted. Check items that are attached. Applicants will be notified if submitted material is inadequate.

- Demolition summary.** Identify each structure that will be affected by demolition and describe the type and extent of demolition in detail. Include the age of each structure, if known, and the source for determining age. Please note that the State Department of Assessments and Taxation (SDAT) is generally not accurate for older buildings.
- Photos of existing conditions.** At least one overall image of the site must be submitted. Large properties with several structures must include multiple images of the overall site from different vantage points. Detail images of each structure that will be affected must be submitted. Images must be clear and must cover the front of the building, the rear of the building, and any site or elements directly affected by the demolition. Please label each photo with the address of the property, the date, and the elevation or view.
- Plot plan.** The plot plan must show the footprint of all structures, lot lines, adjacent streets and alleys, and site features such as fences and parking. The plot plan must indicate if a structure is to be relocated or moved and identify the new location. Plans must be drawn to scale.
- Detailed plans.** Detailed floor plans must be provided for any structure where demolition is limited to one or more exterior walls or partitions removed or more than 25% of its overall gross square footage removed. The plans must indicate the portions to be removed. Plans must be drawn to scale.

OPTIONAL ATTACHMENTS. The following items are not required but may streamline the review process if they are available and included with the application.

- Documentation from the Maryland Inventory of Historic Properties
- Documentation from the National Register of Historic Places or Determination of Eligibility (DOE) Forms
- Historic photographs
- Aerial photographs or maps
- Chain of title



The City of Frederick, Maryland

Building Department

140 W. Patrick St., Frederick, MD 21701 - 301-600-3808 - Fax. 301-600-3826

www.cityoffrederick.com

FOR OFFICE USE ONLY

Appl. # _____

Appl. Type Code: _____

Tax ID #: 02- _____

Appl. Date: _____

BUILDING DEMOLITION PERMIT APPLICATION

Residential OR Commercial

SECTION 1 - Complete in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.

Location	Address:	Unit #
	Subdivision:	Bldg #

APPLICANT	Name:		
	Address:		State: Zip:
	Phone No:	Fax:	E-Mail:

Demo Contractor	Name:		
	Address:		State: Zip:
	Phone:	FAX:	E-Mail:

General Information BUILDING DEMO INTERIOR DEMO UNDERGROUND TANK REMOVAL

Type Building/Structure: _____ Building Square Footage: _____

Construction Type: _____ Stories: _____ Height: _____ Use Group: _____

Is this demolition in preparation for new improvement plans to the property? YES NO **Total Sq. Ft. of Disturbed Area: _____

** For disturbed area of over 5,000 Sq. Ft. AND demolition is in preparation for new improvement plans to the site, SEC measures are required to be in place)

Description of demolition work being performed _____

For Building and Tank Removal Demos: Site Plan required identifying building location AND distances from property lines and all other structures.

HISTORIC DISTRICT? Yes No HPC Case # _____ HPC Approval Letter Attached? Yes No Other _____

MD. D.O.E.	ASBESTOS	FUEL STORAGE TANK
	Is there asbestos located on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, provide a copy of MDE permission for Removal) (If No, provide owner's affidavit to such affect)	Is there fuel storage tanks located on the property? <input type="checkbox"/> Yes <input type="checkbox"/> No IF YES, are they: <input type="checkbox"/> Above-Ground <input type="checkbox"/> Underground
	MDE Approval Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Will these tanks be removed: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Owner Affidavit Attached <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	

UTILITIES

Indicate types of utilities supplied to the structure by checking the appropriate boxes. Attach a copy of letter and/or receipt from each public utility that indicates that the service has been disconnected, or if a private utility, submit a letter from licensed contractor certifying that the service has been disconnected and/or capped.

COMPLETE THE FOLLOWING REGARDING UTILITIES & OTHER AUTHORIZATIONS

				Attachments		Other Comments
	Yes	No	N/A	Yes	No	
<input type="checkbox"/> Gas	Have gas lines been disconnected?					
<input type="checkbox"/> Electric	Have electric lines disconnected?					
<input type="checkbox"/> Cable	Have cable lines been disconnected?					
<input type="checkbox"/> Telephone	Have telephone lines been disconnected?					
<input type="checkbox"/> Asbestos	If none, did owner complete required affidavit?					
<input type="checkbox"/> Asbestos	If yes, did MDE provide letter w/ guidelines to remove?					
<input type="checkbox"/> Sprinkler	Has Fire Marshal's office been notified?					
<input type="checkbox"/> Fire Alarm	Has Fire Marshal's office been notified?					
<input type="checkbox"/> Well	Has well be disconnected and/or capped?					
<input type="checkbox"/> Septic	Has septic system been disconnected and/or capped?					
<input type="checkbox"/> Structure has no utilities to disconnect						

PLUMBING DEMO PERMITS REQUIRED

Water* Has water connect been Permanently capped off? Temporarily vacated? N/A

Sewer* Has sewer connect been Permanently capped off? Temporarily vacated? N/A

*NOTE: A Plumber, licensed with the City, is required to obtain a plumbing permit to cap off both water and sewer if the entire building is to be razed.

Applicant/Owner Initial: _____

Date: _____

The City of Frederick, Maryland
Demolition Permit Application
(Page Two)

FOR OFFICE USE ONLY

Appl. No.: _____

APPLICANT/OWNER CERTIFICATION: The Applicant/Owner hereby certifies and agrees as follows:

That I am the owner, or authorized by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all work being done under this application will comply with all applicable Federal, State and Local regulations. That work will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc. unless otherwise approved by the Division Manager of the Building Department. That the Division Manager of the Building Department can revoke the building permit or stop work being done under the building permit for non-compliance with this agreement in part or in whole and that ***all fees are non-refundable and non-transferable***. I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued, however, I assume ultimate responsibility for compliance of all codes, regulations, etc.

*Property Owner's Signature: _____ Print _____ Title _____

****PROVIDE NOTARIZED AFFIDAVIT FROM PROPERTY OWNER*** if signed by anyone other than Property Owner

Property Owner/Corporate Name: _____ Date: _____
 (Name listed on Deed)

Mailing Address: _____
 City: _____ State: _____ Zip: _____

Phone # _____ Cell # _____ Fax # _____

E-mail Address: _____

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

SECTION II (For Office Use Only)

Residential Demolition Fee \$ _____
 Commercial Demolition Fee \$ _____
 Other _____ \$ _____
 Other _____ \$ _____

Date Paid: _____ Received by: _____
 Date Paid: _____ Received by: _____
 Date Paid: _____ Received by: _____
 Date Paid: _____ Received by: _____

SECTION III (For Staff Use Only)

Review Comments: (please write legibly)

REVIEWED BY: _____ APPROVAL DATE: _____

-Building (Blue) -Planning (Green) -Engineering (Salmon) -Fire Code Review (Yellow) -Other _____ -Other _____

Applicant/Owner Initial: _____

Date: _____