



Demolition and Relocation Application Checklist

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Applicants for all demolition/relocation for single family residences and accessory buildings/dwellings greater than 200 sf must complete this checklist and submit it with the application. Non-historic accessory buildings less than 200 sf are exempt from this process. Refer to the referenced Municipal Code sections (Article 14, Chapter 16) for additional information. Contact the Community Development Department.

1. Completed and signed **Demolition/Relocation Application** _____
(Include written description of proposal, including zone)
2. **Limited Power of Attorney** _____
3. **Statement of Authority** (for LLC's and other entities) _____
4. **Ownership & Encumbrance (O&E) or Property Report** _____
5. Provide a copy of the **Recorded Conveyance Deed** _____
6. **Payment** for publication _____
(Please see current fee schedule for more information)
7. **Written narrative**, describing: _____
 - a. Reason(s) for requesting demolition or relocation of the existing building or structure.
 - b. Architectural style/era and any distinguishing characteristics or features of the existing building or structure, photos of the streetscape are encouraged.
 - c. If there are existing deed restricted housing units on the property.
8. **Floor Area Ratio** calculation _____
9. **Condition assessment report** for the existing building/structure _____
Prepared by one of the following:
 - Licensed architect
 - Building systems engineer
 - Building contractor
 - Other qualified person, proof of qualification should be provided
 Document should address the following, photographic evidence furthering the explanations for each is encouraged:
 - a. Condition of existing **site and grounds**, including:

- i. Site drainage
 - ii. Pavement
 - iii. Walkways
 - iv. Patios
 - v. Decks
 - vi. Walls
 - vii. Fencing/railings
 - viii. Landscaping
 - ix. Any exterior amenities
- b. Type and condition of existing **foundations and structural framing of walls, columns, intermediate floors and roofs**, including:
- i. Summary of any cracks in the foundation and/or walls
 - ii. Evidence of leakage or water damage
 - iii. If relocation is proposed, a determination should be made as to whether the building/structure can withstand impacts of relocation.
- c. Type and condition of existing **building envelope**, including:
- i. Roofing systems
 - ii. Exterior finishes
 - iii. Insulation
 - iv. Stairs/steps
 - v. Exterior doors
 - vi. Windows
- d. Type and condition (including estimated efficiency and estimated remaining lifespan) of **mechanical systems**, including:
- i. Electrical
 - ii. Heating
 - iii. Ventilation
 - iv. Plumbing
 - v. Conveyance systems
- e. Type and condition (including estimated efficiency and estimated remaining lifespan) of **building components**, including:
- i. Interior finishes
 - ii. Fireplaces/heating stoves
 - iii. Appliances
 - iv. Fixtures
- f. **Evidence of disease-causing organisms:**
- i. Mold
 - ii. Lead
 - iii. Asbestos
 - iv. Chemicals
 - v. Biological substances and/or radioactive material, including the existence of any hazardous or dangerous conditions or materials
- g. **Regulatory compliance**, any issues concerning:
- i. Zoning (i.e. setbacks, height, floor area, parking, etc.)
 - ii. Life safety

- iii. Fire
 - iv. Other building code matters
- h. **Final summary**, which recommends whether the structure should be demolished or relocated; or whether the estimated lifespan of the building’s systems and elements could be reasonably upgraded, remodeled, renovated and/or expanded to be more functional, energy efficient, livable and code compliant.
10. If Demolition is proposed, **Recycle plan**, including: _____
- A written response that details how the applicant intends to comply with Chapter 18, Article 15 “Deconstruction and Recycle Plan” and an estimate of cubic yards of demolition material that will be permanently disposed.
11. If Relocation is proposed, **Relocation plan**, including: _____
- a. Transportation route
 - b. Identification of structural and/or physical constraints
 - c. Methods of resolution for these constraints
 - d. Proposed site plan with the subject building/structure located on the receiving site in conformance with specific zoning requirements, easements/covenants or neighborhood context
12. **Replacement Housing**, including: _____
- Written response with description of satisfying Replacement Housing Requirements in Section 16-14-200
13. **Plans** – Pdf version _____
- *Note – If you are using plans from the file in our office, these must be field verified by an architect or designer. If they are found to be inaccurate or changes/additions have happened, new as-built drawings will be required.*
- a. **Exterior elevations** (*existing*), including: _____
 - Graphic scale on each page
 - Natural grade
 - Dimensions and elevation datums
 - North arrow
 - Window wells including dimensions
 - Ridge heights above natural and finished grades
 - Roof pitches
 - b. **Floor Plans** (*existing*) including: _____
 - All existing levels (including below grade)
 - Graphic scale on each page
 - Dimensions
 - North arrow
 - Window wells including dimensions
 - Door & window operation
 - Window sizes

- Room function labels

c. **Plot/Site Plan:** including: _____

- An ILC or topographical survey for existing conditions. Topographical information should be included for adjacent town rights-of-way and alleyways.
- Include all adjacent Town rights-of-way to scale.
- Natural grade with one foot contour intervals.
- Existing easements (*both apparent and of record*), per a title search.
- Building eaves and overhangs
- Existing vegetation (*individual trees larger than 4" trunk diameter*)
- Delineated wetlands
- Significant natural features (*roads, rock outcrops, waterways, wet areas, etc.*)
- Visible and buried utility connections
- Property lines
- Snow storage
- Walkways and driveways
- Setbacks, dimensioned to closest piece of the structure (*typically the eaves*)
- Site improvements (*including, but not limited to, retaining walls, fences, exterior lighting, decks, hot tubs and trash enclosures*)
- Landscape plan (*including the existing conditions, clearly identifying when significant landscaping will be removed*)
- Open space calculation

Applicant Agreement:

It is the applicant's responsibility to submit a complete application according to the Municipal Code requirements for each type of development. Any outstanding items should be discussed with the Community Development Director. My signature below indicates that I have completed this checklist to the best of my ability.

Applicant Signature: _____ **Date:** _____