

Historic Demo Submittal Checklist

All proposals must contain sufficient information for adequate review and documentation. Please supply the following information as it applies to your design proposal.

Partial Demolition – The dismantling, razing, or destruction of a portion of a building or structure, or the removal of architectural elements which define or contribute to the character of the structure.

Total Demolition – The dismantling, razing, or destruction of an entire building or structure.

I. DEMOLITION *(Check box if completed)*

- | | | |
|--------------------------|--------------------------|--|
| Y | N | |
| <input type="checkbox"/> | <input type="checkbox"/> | A. Is this a full demolition? |
| <input type="checkbox"/> | <input type="checkbox"/> | B. Provide description of structure, items or features to be removed from property exterior. |
| <input type="checkbox"/> | | C. Identify reasons for removing structure, items or feature. |
| <input type="checkbox"/> | | D. If this is a full demolition, submit photos of each elevation of the affected properties |
| <input type="checkbox"/> | | E. If this is a partial demolition and will include new construction or replacement of features, please follow Section II. |

II. NEW CONSTRUCTION OR REPLACEMENT *(Check box if completed)*

- A. Site plan drawn to scale.
- B. Scale drawing or construction document to include:
 - Building elevation(s) showing proposed work;
 - Dimensions of existing building;
 - Dimensions of proposed work;
 - Notation of all changes to structure and features to be removed;
 - Proposed materials to be used.**(if plans are larger than 11"x17", submit one set of 11"x17" reductions)**
- C. Photos of existing building and area of proposed work.
- D. Color sample(s) or chip(s) of proposed paint colors for features not already painted and/or new materials is helpful.

V. ACKNOWLEDGMENT

I acknowledge this is a complete application, ready for Historic Preservation Commission review. Each information requirement (described above) has been checked off, as it applies to this proposal. I understand incomplete submittals will be returned to me for completion.

Signature of Person Submitting Package

Date of Submittal

Printed Name of Person Submitting Package

*If you have questions about completing this application, please call
Community & Strategic Planning Staff at 970-962-2745 or 970-962-2721.*