



Historic Preservation Commission

APPLICATION DEMOLITION REQUEST

PROPERTY ADDRESS: DATE:

APPLICANT'S NAME:

APPLICANT'S MAILING ADDRESS: CITY: ZIP:

TELEPHONE # HOME/CELL: WORK: EMAIL:

PROPERTY OWNER'S NAME:

PROPERTY OWNER'S MAILING ADDRESS:

1. Describe in detail each proposal, use additional paper if necessary. Note, on following pages, submittal items and demolition standards.

2. Is there any pending action by another City Department or Regulatory Agency? (Housing Inspection, Zoning, Etc.) YES NO If yes, please specify:

3. What are the approximate start and finish dates of the demolition? Start: Completion:

4. If approved will the lot be leveled and seeded?

APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

APPLICANT'S SIGNATURE:

NOTE: Pay special attention to the FILING DEADLINES for Demolition applications as they are four weeks prior to a meeting to allow for public notification requirements.

ATTENDANCE AT THE COMMISSION MEETING IS STRONGLY RECOMMENDED, SEE ATTACHED INSTRUCTIONS. The Commission meets once a month in the 2nd Floor Conference Room at 1120 Monroe Ave NW at 5:00P.M. The applicant may call (616) 456-3451 for assistance in completing this application and for available meeting dates.

FEEES: A FEE DOES APPLY TO DEMOLITION APPLICATION REVIEWS AND ARE DUE WITH APPLICATION. PLEASE SEE THE ATTACHED FEE SCHEDULE FOR AMOUNTS.

OVER

IMPORTANT

Please note that in order for the HPC to consider a demolition request the proposal must meet at least one of the four standards.

DEMOLITION STANDARDS

All demolition requests must meet at least one of the demolition standards and it is the responsibility of the applicant to prove their request meets one.

- (a) The resource constitutes a hazard to the safety of the public or to the structures' occupants.
- (b) The resource is a deterrent to a major improvement program that will be a substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- (c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
- (d) Retaining the resource is not in the interest of the majority of the community.

FOLLOWING MATERIALS MUST BE SUBMITTED WITH THE APPLICATION AND FEE TO BE ACCPETED

_____ Photograph(s) of the entire structure(s) in its present condition. Photos can be submitted in hardcopy or electronic format. Current close-up photographs of areas of deterioration if pertinent to the argument as well as full images of the structure. Each photograph should be labeled to indicate what is shown, address, and date of photograph.

_____ Clear narrative outlining which of the Demolition Criteria(s) applies to your request and a full explanation, complete with factual data and information, of how your request meets that criteria(s).

_____ Criteria A - applications arguing this Criteria must include:

- 1) A minimum of two reports from qualified professionals describing the current condition of the structure with emphasis on structural matters rather than cosmetics.
 - a. For structures of over 750 square feet a minimum of two engineering reports from two unassociated (different companies) will be required. These reports must include a full professional analysis of the structure as well as the professionals credentials.
 - b. For structures under 750 square feet two standard reports for a qualified professionals will suffice.
- 2) A minimum of two reports from qualified professionals outlining what it would take to stabilize and save the structure. These reports can be combined as part of the condition reports outlined under item 1.
- 3) Site plan, materials list, drawings and narrative explaining how the lot will be treated after the building is removed. Will it seeded for grass?

_____ Criteria B – applications arguing this Criteria must include:

- 1) Complete narrative describing the proposed improvement program/project.
 - a. Prove that the program/project is of substantial benefit to the Community and that the Community is in support, the community being district and adjacent/immediate neighborhood and neighbors.
 - b. The building is in the way of this program and no other means exist to remedy the situation such as incorporating the building into the program, moving the building, utilizing a different site for the program.
- 2) Provide evidence of financing and compliance with all City Code requirements.
- 3) Submit complete, scaled architectural drawings of the proposed program/project including site plan, materials list, renderings in-situ.
- 4) Time line for beginning and completing the program/project. Typically the building if approved for demolition, cannot be removed until work is ready to commence on the new project.

_____ Criteria C – applications arguing this Criteria must include:

- 1) Narrative explaining: the hardship; how the hardship was not caused by the owner/applicant; what has been done to remedy the hardship.
 - a. owned property
- 2) Disclosure of complete financial status as to prove a financial hardship one must prove the hardship exists.
 - a) Personal income; company income if applicable; assets both private and corporate; all owned property and their value. Value of subject property; income generated from owned property, etc.

_____ Criteria D – applications arguing this Criteria must include:

- 1) Narrative providing clear evidence that the community is not interested in retaining the resource. This is done through public support in person or via letter to at the HPC meeting and a petition with signatures from the community but **more heavily from the immediate neighborhood**. This needs to include both occupants and owners.
- 2) It is strongly recommended that applicants seek out the affected neighborhood association and business groups that are affiliated with the neighborhood in question and meet with them prior to submittal. Include evidence of this meeting and any outcomes as part of the application.

NOTE: All photos, drawings and physical samples, etc., become the property of the HPC/City of Grand Rapids. These may be returned to the applicant upon request after no longer needed by the Commission/City. ALL WORK MUST BE COMPLETED WITH GOOD WORKMANSHIP, MEETING CONSTRUCTION INDUSTRY STANDARDS.

RETURN THIS FORM AND SUPPORTING MATERIALS TO:
HISTORIC PRESERVATION COMMISSION
1120 MONROE AVE NW
GRAND RAPIDS MI 49503
PHONE: 616-456-3451
EMAIL: rbaker@grcity.us

CITY OF GRAND RAPIDS INSTRUCTIONS TO APPLICANTS

1. An application **must** be submitted and approved before commencement of any work or change within a Historic District or upon a designated Historic Landmark. The Historic Preservation Department, 1120 Monroe Ave NW, must receive a complete application packet on or before the listed filling date (see attached meeting schedule). **NOTE THE FILING DATES!** Filing dates for demolition will differ from those applications not requiring a public hearing. All demolitions as defined in the Public Hearing Procedures for the Grand Rapids Historic Preservation Commission, require a public hearing and as such have an early filing date. **Filing dates for Demolitions are four weeks prior to the HPC meeting. Please be advised that meetings can fill up prior to the filing deadlines and that only two public hearings are heard at any single meeting. Please contact staff for information on meetings.**
2. The Commission follows the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications. See demolition standards on previous page.

Historic Preservation Specialist
(616) 456-3451

FEE SCHEDULE

Fees must be included at the time the application is submitted and are non-refundable.

Certificate of Appropriateness

Staff Reviewed Applications

FEE

\$25.00

OR

Historic Preservation Commission Reviewed Applications
For Standard Project Application Reviews

\$76.00

Demolition Application Reviews (includes garages)

\$1,022.00

New Construction Application Review
(does not include standard 1 & 2 stall garages)

\$1,022.00

Large Scale Addition Application Review
(For additions over 1200 square feet)

\$357.00



2018 MEETING SCHEDULE – FOR NEW CONSTRUCTION AND DEMOLITION REQUESTS HISTORIC PRESERVATION COMMISSION

Please **TAKE NOTICE** that the HPC meets at the Development Center, Public Meeting Room 201, 1120 Monroe Avenue NW, at **5:00p.m.** **NOTE:** Applications for Certificates of Appropriateness must be submitted **BY** the filing date **PRIOR TO** the meeting. Incomplete applications **will not** be scheduled until all necessary information has been received. **NOTE MEETING AGENDA CAN FILL UP BEFORE THE FILING DEADLINE & WE LIMIT THE NUMBER OF THESE APPLICATIONS PER MEETING.** Applications must be returned to: **Historic Preservation Commission, 1120 Monroe Ave NW, Grand Rapids MI 49503**

| MONTH | FILING DATE | MEETING DATE |
|---------------------|--------------------------|-------------------------------|
| JANUARY | December 21 | January 17 |
| FEBRUARY | January 11 | February 7 |
| MARCH | February 8 | March 7 |
| APRIL | March 9 | April 4 |
| MAY | April 5 | May 2 |
| JUNE | May 10 | June 6 |
| JULY | June 21 | July 18 |
| AUGUST | July 19 | August 15 |
| SEPTEMBER | August 9 | September 5 |
| OCTOBER | September 6 | October 3 |
| | NO BUSINESS HEARD | Oct. 17, ONLY TRAINING |
| NOVEMBER | October 11 | November 7 |
| DECEMBER | November 8 | December 5 |
| JANUARY 2019 | December 20, 2018 | January 16, 2019 |