



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: Recent changes in processing procedures for Demolition were adopted by the HPC in March of 2010. Pay special attention to the FILING DEADLINES for Demolition applications as they have been increased from two weeks to 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 the first and third Wednesday of each 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.

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

OVER

## **IMPORTANT**

Many demolition requests include the construction of a new building. If your project includes New Construction you will need to include all materials listed below. If your project only entails demolition and does not include new construction your application will only need to include the \* materials in **addition to any information that will assist in proving that your request meets at least one of the four demolition standards**. Please note that in order for the HPC to consider a demolition request the proposal must meet at least one of the four standards.

### **MATERIALS TO BE SUBMITTED BY APPLICANT**

- \_\_\_\_\_ \*Photograph(s) of the entire structure(s) in its present condition. The photographs should be labeled with the address and date of photo. Photos can be submitted in hardcopy or electronic format. Current close-up photographs of areas of deterioration if pertinent to the argument. Each photograph should be labeled to indicate what is shown, address, and date of photograph. Photos can be submitted in hardcopy or electronic format.
  
- \_\_\_\_\_ Elevation drawings (to scale) of all elevations of the new construction, showing complete architectural details, including insets of details if needed.
  
- \_\_\_\_\_ Materials list, including size, texture, finish and type of material.
  
- \_\_\_\_\_ Recommended but not required are Physical samples of materials, items or devices to be installed, or manufacturer's brochures. Illustrations/pictorial information which accurately depict color, texture and scale of all new materials, items or devices.

### **DEMOLITION STANDARDS**

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

- (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.

**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 filing date to ensure review at the next scheduled meeting (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.**
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.
3. Demolition applications must clearly show (with evidence) that the request meets a minimum of one of the four demolition criteria.

Historic Preservation Specialist  
(616) 456-3451

**FEE SCHEDULE**

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

|  |                 |
|--|-----------------|
| <b>Certificate of Appropriateness</b>  | <b>FEE</b>      |
| <u>Staff Reviewed Applications</u>   | \$10.00         |
| <u>Historic Preservation Commission Reviewed Applications</u>                          |                 |
| Standard Application Reviews   | \$50.00         |
| <b>Demolition Application Reviews (includes garages)</b>                               | <b>\$150.00</b> |
| New Construction Application Review<br>(does not include standard 1 & 2 stall garages) | \$300.00        |
| Large Scale Addition Application Review<br>(For additions over 1200 square feet)       | \$150.00        |



## 2012 MEETING SCHEDULE 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 to ensure a place on the agenda. Incomplete applications **will not** be scheduled until all necessary information has been received. Applications must be returned to: **Historic Preservation Commission, 1120 Monroe Ave NW, Grand Rapids MI 49503.**

| MONTH        | FILING DATE       | MEETING DATE                  |
|--------------|-------------------|-------------------------------|
| JANUARY      | -                 | -                             |
|              | -                 | -                             |
| FEBRUARY     | -                 | -                             |
|              | -                 | -                             |
| MARCH        | -                 | -                             |
|              | -                 | -                             |
| APRIL        | -                 | -                             |
|              | -                 | -                             |
| MAY          | -                 | -                             |
|              | April 19          | May 16                        |
| JUNE         | May 10            | June 6                        |
|              | May 24            | June 20                       |
| JULY         | June 21           | July 18                       |
|              |                   |                               |
| AUGUST       | July 5            | August 1                      |
|              | July 19           | August 15                     |
| SEPTEMBER    | August 9          | September 5                   |
|              | August 23         | September 19                  |
| OCTOBER      | September 6       | October 3                     |
|              | September 20      | October 17                    |
| NOVEMBER     | October 11        | November 7                    |
|              | Meeting Canceled  | November 17 –Meeting Canceled |
| DECEMBER     | November 8        | December 5                    |
|              | November 22       | December 19                   |
| JANUARY 2011 | Canceled          | Canceled                      |
|              | December 20, 2012 | January 16, 2013              |