

ADDRESS OF PROPERTY _____
DATE APPLICATION RECEIVED _____

DEMOLITION REVIEW CHECKLIST

Review Criteria

- _____ Demolition is greater than 500 s.f.
- _____ Building is more than 50 years old before the date of the application

Application

- _____ Application received with payment
- _____ Applicant notification in writing or by email by Building Inspector ("BI") within 5 business days that application must be reviewed and the delay will not exceed 49 days
- _____ Demolition Review Committee notification in writing or by email by BI immediately upon receipt of application, but no more than 5 business days

Review Process

- _____ Put notice of meeting on website within 48 hours of meeting date
- _____ Hold in person meeting to determine significance within 10 business days of receipt of application (may include a site visit)
- _____ If building is not significant, notify BI within 3 business days of committee decision
- _____ If building is deemed potentially significant:
 - _____ Notify BI within 3 days of determination
 - _____ Schedule public hearing within 12 business days of determination
- _____ Notice to applicant within 5 business days of decision to hold public hearing and requirement to post a sign

Hearing Process

- _____ Applicant to post hearing sign on property within 5 business days of notification received from the BI
- _____ Hold hearing within 49 days of receipt of completed application:
 - _____ Hold meeting with owner or owner's representative within 10 business days after the public hearing to discuss alternatives to demolition if building is determined to be significant
 - _____ Notify BI within 3 business days of the public hearing if building is determined not to be significant
- _____ Whole process cannot take more than 49 days unless:
 - _____ Owner delays in posting a sign which shall extend the 49 days by an equal number of days
 - _____ Owner or owner's representative is unable or unwilling to meet which shall extend the period until such a meeting is held and for 20 days following the date of the meeting

Demolition Process

- _____ If no alternatives to demolition have been identified and agreed to by applicant after the meeting above, applicant can proceed with demolition
- _____ However, the Demolition Review Committee, if the applicant agrees, can photographically document the building and request donations of any parts of the building or items found in the building that are deemed to be historically significant or valuable
- _____ Immediate demolition is permitted where the public safety is at stake and the BI has determined that it is a public hazard and demolition is the only recourse