



FREDERICK

PLANNING

For Official Use Only
Demolition Review Case #:
Application submitted:
Application complete:

Request for Demolition Review

Instructions: This form must be completed in its entirety, with attachments, before it will be considered complete. The application material shall be submitted (PDF files only) to HPCdigital@cityoffrederickmd.gov. You must remove any images from your email signature. Incomplete applications will not be reviewed. For further information, contact the Planning Department at 301 600-1499.

PROJECT NAME:	
Project Address:	
City/State/Zip:	
Tax ID:	Lot(s) Number:
PROJECT CONTACT INFORMATION	
Owner:	Agent (if applicable):
Firm/Company:	Firm/Company:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Email:	Email:
SKETCH/MINOR SITE PLAN CASE # (if applicable):	
PROPOSED DEMOLITION (check all that apply):	
<input type="checkbox"/> This application is at the request of the property owner as an optional review (no sketch plan, minor site plan, or permit).	
<input type="checkbox"/> This application includes the demolition of an entire structure.	
<input type="checkbox"/> This application includes the removal of a roof for the purposes of raising the overall height of the roof, rebuilding the roof to a different pitch, or adding another story to a structure.	
<input type="checkbox"/> This application includes the removal of one or more exterior walls or partitions of a structure.	
<input type="checkbox"/> This application includes the removal of more than 25% of a structure's overall gross square footage.	
<input type="checkbox"/> This application includes the relocation or moving of a structure from its existing location.	

Property Owner or Agent Signature

Date

REQUIRED ATTACHMENTS:

The following materials must be submitted. Check items that are attached. Applicants will be notified if submitted material is inadequate.

- Demolition summary.** Identify each structure that will be affected by demolition and describe the type and extent of demolition in detail. Include the age of each structure, if known, and the source for determining age. Please note that the State Department of Assessments and Taxation (SDAT) is generally not accurate for older buildings.
- Photos of existing conditions.** At least one overall image of the site must be submitted. Large properties with several structures must include multiple images of the overall site from different vantage points. Detail images of each structure that will be affected must be submitted. Images must be clear and must cover the front of the building, the rear of the building, and any site or elements directly affected by the demolition. Please label each photo with the address of the property, the date, and the elevation or view.
- Plot plan.** The plot plan must show the footprint of all structures, lot lines, adjacent streets and alleys, and site features such as fences and parking. The plot plan must indicate if a structure is to be relocated or moved and identify the new located. Plans must be drawn to scale.
- Detailed plans.** Detailed floor plans must be provided for any structure where demolition is limited to one or more exterior walls or partitions removed or more than 25% of its overall gross square footage removed. The plans must indicate the portions to be removed. Plans must be drawn to scale.

OPTIONAL ATTACHMENTS. The following items are not required but may streamline the review process if they are available and included with the application.

- Documentation from the Maryland Inventory of Historic Properties
- Documentation from the National Register of Historic Places or Determination of Eligibility (DOE) Forms
- Historic photographs
- Aerial photographs or maps
- Chain of title