



APPLICATION FOR TOTAL DEMOLITION OF HISTORIC STRUCTURE

Date Received: _____ Application Number: _____

Applicant Data*

Applicant Name: _____

Business Name (if any): _____

Applicant Address: _____

Phone Number: _____

Email Address: _____

Relationship of Applicant to Property:

- Owner
- Attorney
- Builder/Contractor
- Architect/Designer
- Other: _____

*Unless otherwise requested in writing by the owner, all correspondence will be with the above-named applicant.

Property Data

Property Address: _____ Zone District: _____

Block & Lot Number: _____

Signature

By signing this application, I hereby certify that the owner of record authorizes the proposed work and I have been authorized by the owner to make this application as his/her authorized agent. By signing this application, the owner hereby grants authorization to the Commission members, and its professional and support staff to enter the property in question for inspection purposes.

Applicant Signature _____ Print Name _____ Date _____

Property Owner Signature _____ Print Name _____ Date _____

Required Submission Materials

All applications should include the following, as required under Montclair Code § 347-142.1.4.2 Fifteen (15) printed color copies and one (1) electronic copy (PDF, secure file share, USB) must be submitted.	
	Complete photographic record of all exterior elevations, interior spaces, and details of all existing structures and any adjacent properties pertinent to the history of the structure or surrounding neighborhood.
	Statement of the need/purposes for the proposed total demolition.
	In any instance where there is a claim of no other alternative to total demolition, the applicant shall provide written documentation of good- faith attempts to sell the building at a reasonable and comparable amount or to offer it without charge to purchasers willing to move the building to another location and preserve, rehabilitate, relocate, or restore the building. A reasonable and comparable sales price shall be indicated by providing evidence such as recent appraisals, comparable values of properties similar to the building proposed to be totally demolished or other evidence the Historic Preservation Commission deems acceptable.
	Written and pictorial record of the building' s history and architectural features for archival purposes, including, without limitation, the dates of original construction of the building or structure to be totally demolished; original documents, maps, drawings, and photographs; the square footage or dimensions of the building or structure to be totally demolished; a brief description of the materials, configuration and use of the existing building or structure; significant events and occupants associated with the history of the building or property; architectural features; and a description of the building through photographs, plans, and maps.
	Archaeological study of the property before and/or during total demolition if the property falls within the area demonstrated to have a medium or high probability to contain archaeological resources.
	Preservation or salvage of architectural elements and photographic documentation.

Application Fee (All checks payable to Township of Montclair)

Application Fee: \$150

Escrow Fee: \$350