Montclair Historic Preservation Commission
205 Claremont Avenue, Montclair, NJ 07042
Telephone: 973 509-4955 Fax: 973 509-4943

# APPLICATION FOR TOTAL DEMOLITION OF A HISTORIC STRUCTURE

Date Received: _____ Application Number: _____

## Applicant Data*

Applicant Name: _____

Business Name (if applicable): _____

Applicant Address: _____

Phone Number: _____ E-mail: _____

Relationship to Property:

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

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

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## Property Data

Property Address:_____ Zone District:_____

Block and Lot Number:_____

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## 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 for inspection purposes.*

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**Applicant Signature** **Print Name** **Date**

**Property Owner Signature** **Print Name** **Date**

## Submission checklist

All applications must include fifteen hard copies and one digital copy of the completed application form and the checklist items listed below:

| | **Submission Requirement** |
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| | a. Complete photographic record of all exterior elevations, interior spaces, and details of all existing buildings, sites or structures and any adjacent properties pertinent to the history of the building, site, structure or surrounding neighborhood. |
| | b. Statement of the need/purposes for the proposed total demolition or removal. |
| | c. Written documentation by a qualified historic preservation architect or other design professional as defined by the Secretary of the Interior of: 1) the estimated cost and timing of restoration or rehabilitation of the building, site or structure so as to allow for its reasonable use; 2) evidence of good-faith offers of the historic building, site or structure for sale at a price that does not exceed its reasonable and comparable value to purchasers willing to remove and relocate the historic building, site or structure, at the purchaser's expense, to another location within the Township and/or to preserve, rehabilitate or restore the building, site or structure, and 3) the time frame for such alternatives to take place. A reasonable and comparable price shall be demonstrated by the applicant by providing evidence such as recent appraisals, comparable sales of buildings similar in location, character, and condition to the building, site or structure proposed to be totally demolished or removed or such other evidence as the Historic Preservation Commission determines to be a reasonable indication of its value. At the request of the applicant, the HPC shall grant a waiver of this requirement upon a finding of good cause, including, but not limited to, instances the property's historic use as a non-profit institution or charitable organization is proposed to continue on-site, or continuous ownership since the period of significance. |
| | d. Written and pictorial record of the building's, site's or structure's history and architectural features for archival purposes, including, without limitation, all exterior facades as a whole, a street view with surrounding properties, pictures of all features identified in all historical/architectural surveys of the property on file with the Township, the dates of original construction of the building, site or structure to be totally demolished or removed; original documents, maps, drawings, and photographs; the square footage or dimensions of the building or structure to be totally demolished or removed; a brief description of the materials, configuration and use of the existing building, site or structure; significant events and occupants associated with the history of the building or property who are historically significant; architectural features; and a description of the building, site or structure through photographs, plans, and maps. |
| | e. Archaeological study of the land that is the subject of the building, site or structure 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. |
| | f. Preservation or salvage of architectural elements that are proposed for removal and photographic documentation. The Department of Planning and Community Development will |

| | Submission Requirement |
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| | provide applicants with local service directories of centers. |
| | g. Cost estimate of the proposed total demolition or removal, categorized by site preparation, abatement, physical demolition work, disposal of materials and any other relevant costs. |
| | h. Conceptual, design or other plans for any building or structure proposed or planned by the applicant to replace the historic building, site, or structure sought to be totally demolished or removed, including a design of the replacement building or structure, and a statement of how the replacement structure will affect the character of the neighborhood. At the request of the applicant, the HPC shall grant a waiver of this requirement upon a finding of good cause. |

## Application Fee:

A check must be submitted in the amount of $150 payable to the Township of Montclair.

## Escrow Fee:

A completed W-9 form and a separate check in the amount of $1,000 payable to the Township of Montclair must also accompany the application.