

## Zoning Amendment for Demolition Review Process:

### 16.5.3 Procedure:

When an application for a demolition permit, or a building permit involving demolition, or a site plan review involving demolition is made, or a formal written application is submitted to the Building Inspector or Code Enforcement Officer for a determination under this article, the Code Enforcement Officer will determine if the building, or section of the building, meets the above criteria. If it does, the Code Enforcement Officer shall:

- a. Forward a copy of the application to the demolition review committee.
- b. Within five business days of its receipt of a copy of the application, the committee shall issue a preliminary recommendation regarding the granting of a demolition permit. If the committee issues a recommendation in favor of the granting of such a permit, a demolition permit shall be issued. If the committee determines the building to be potentially significant, no permit shall be issued until a more thorough investigation is undertaken and a final written recommendation is provided by the committee to the Code Enforcement Officer. Investigation and recommendation shall be completed within 60 calendar days of the committee's receipt of a copy of the application **(Rev 3/18)**.
- c. During the maximum 60 calendar-day-period, the committee shall meet with the property owner and conduct such public hearings and investigations as it may determine to be necessary in the formulation of its written recommendation regarding the granting of such permit. The committee shall consider the following criteria in its deliberation **(Rev. 3/18)**:
  - i. The building or structure is of such interest or quality that it would meet national, state or local criteria for designation as a historic, cultural, or architectural landmark.
  - ii. The building or structure is of such unusual or uncommon design, texture, or materials that it could not be reproduced or could be reproduced only with great difficulty and expense.
  - iii. The building or structure is of such architectural or historic interest that its removal would be to the detriment of the public interest.
  - iv. Retention of the building or structure would help preserve and protect a historic place or area of historic interest in the town.

***d. In the event of a change of property ownership or expiration of a demolition permit, full compliance with Section 16.5 shall be required.***