Reading Historical Commission
Application for Demolition Delay Hearing
Town of Reading, General Bylaw, Section 7.2, General Information

Property Address: _____

Date built (age) : _____

Owner(s) : _____

Tel (h): _____ (w) _____ (fax) _____

Email: _____

Owner's Address: _____

Applicant (if not Owner) : _____

Tel (h): _____ (w) _____ (fax) _____

Email: _____

Applicant's Address (if different from Owner's):_____

Applicant's Relationship to Owner: _____

Contractor: _____

Tel (h): _____ (w) _____ (fax) _____

Email: _____

Architect: _____

Tel (h): _____ (w) _____ (fax) _____

Email: _____

Description of Proposed Work: (attach additional pages as necessary)

_____

_____

_____

_____

_____

Note: "RHC" denotes Reading Historical Commission

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Required Documentation

The Owner shall be responsible for submitting seven sets of the following information as a completed application prior to the scheduling of the public hearing (Reading General Bylaws sec. 7.2.4.1), see attached "Procedures for Demolition Delay Bylaw - Step-by-Step Guide for Owners". Failure to provide sufficient documentation could delay action upon application.

- A certified list of abutters of all properties within 300 feet (Reading General Bylaws sec. 7.2.4), along with stamped and addressed envelopes for abutter notification (no return address);
- Completed Application for Demolition Delay Hearing form;
- Description of the structure to be demolished (the Inventory is an acceptable document for this purpose);
- A demolition plan;
- Assessor's map or plot plan showing the location of the structure to be demolished on its property with reference to the neighboring properties;
- Photographs of all façade elevations;
- Statement of reasons for the proposed demolition and data supporting said reasons;
- Description of the proposed reuse of the premises on which the structure to be demolished is located;
- If applicable, the name and contact information of the Legal Representative.

I have read the attached instructions and, to the best of my knowledge, the Information contained in this application is accurate and complete. I also give Permission for members of the RHC to access the property for the purpose of reviewing this application.

Owner's Signature(s): _____ Date: _____

Owner Authorization to be completed when Owner's agent, Legal Representative, or Contractor applies for a permit.

I, as Owner of the subject property, hereby authorize _____ to act on my behalf, in all matters relative to work authorized by this application

_____

Print Owner's Name

_____ _____

Sign Owner's Name **Date**

Please Submit to the Town Planner's Office, Reading Town Hall:
-SEVEN (7) COPIES OF COMPLETED APPLICATION AND SUPPORTING MATERIALS AS DESCRIBED ABOVE

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Procedures for Demolition Delay Bylaw- Step by Step Guide for Owners			
Step	**Responsibility**	**Timeframe**	**Date Complete**
1. Demolition Permit Application submitted to Building Inspector. Click here for Demolition Permit Application.	Owner	NA	
2. Building Inspector evaluates Demolition Permit Application for Completeness. _____ Building Inspector Signature for Completeness	Building Inspector	As Soon as Possible	
3. Notify Owner building is on the List and subject to Demolition Delay Bylaw	Building Inspector (Clerk, KS)	30 days from determination that Demolition Permit Application is Complete	
4. Provide Owner with: Application, Copy of Demolition Delay Bylaw, and Request for Abutters List (Packet) to Apply to RHC for Demolition Approval	Building Inspector (Clerk, KS)	Upon Complete Demolition Permit Application	
5. Submit Request for Abutters List to Building Department Clerk. The request form may be picked up in the Community Services Department at Town Hall or click here.	Owner		
6. Submit 7 (seven) sets of Application for Demolition Approval to the Staff Planner at the Community Services Department, that includes: • A certified list of abutters of all properties within 300 feet (Reading General Bylaws sec. 7.2.4), along with stamped and addressed envelopes for abutter notification (no return address); • Completed Application for Demolition Delay Hearing form; • Description of the structure to be demolished (the Inventory is an acceptable document for this purpose); • A demolition plan; • Assessor's map or plot plan showing the location of the structure to be demolished on its property with reference to the neighboring properties; • Photographs of all façade elevations; • Statement of reasons for the proposed demolition and data supporting said reasons; • Description of the proposed reuse of the premises on which the structure to be demolished is located; • If applicable, the name and contact information of the Legal Representative.	Owner		

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Step	**Responsibility**	**Timeframe**	**Date Complete**
7. RHC Chair Signature for Completeness (if via email, attached correspondence)	Chair RHC	Within 1-3 days	
8. Upon determination of Application completeness, the RHC will schedule a Public Hearing.	Chair RHC	Not sooner than 7 days nor more than 21 days from submission of Complete Application	
9. Arrange payment for legal notice which must be published at least 14 (fourteen) days prior to Hearing date.	Owner		
10. Abutter Notification	Building Dept Staff	Send abutter notices 7 days prior to Public Hearing.	
11. Attend Public Hearing	Owner	To be closed 30 days from initial hearing	
12. If affirmative vote of 4 (four) members, Demolition Delay Imposed	RHC	Delay up to 6 months beginning the date of the vote.	
13. If negative vote of the RHC, Building Inspector may issue Demolition Permit.	RHC	Demolition Permit may be issued following decision received by Building Inspector	

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