



Article 85 Demolition Delay Signature Page

REQUIRED DOCUMENTATION: The following is a list of documents that **MUST** be submitted with this application.

Failure to include adequate documentation will cause a delay in the review process.

1. **PHOTOGRAPHS:** *Current, clear, high-quality color photographs of the property, properties affected by the proposed demolition, and surrounding areas must be labeled with addresses and dates.* Major elevations of the building(s) and any deterioration or reason for demolition should be documented. Photographs of the subject property seen from a distance with neighboring properties are required. All photographs must be keyed to a map (see below) to provide a thorough location description. **Images from the internet are not acceptable. There are no file size limits in the application, but a file size less than or equal to 20MB per photograph is preferred.**
2. **MAP:** A *current* and *clear* map showing the location of the property affected by the proposed demolition must be submitted with this application. The map must be a full-page-sized street map, such as from a BPDA locus map or an internet mapping site.
3. **PLOT PLAN:** A plot plan showing the existing building footprint and those of buildings in the immediate vicinity must be submitted with this application. Assessing parcel maps will be accepted, if the footprint of the relevant structure(s) is illustrated.
4. **PLANS and ELEVATIONS:** If a new structure is being planned, a site plan, building plans and elevations of the new structure(s) must be submitted. If no new building is planned, submit plans for site improvements and a written narrative describing the proposed use and treatment of parcel. (Parking, landscaping, clear debris, fill excavations, etc.)
5. **PROOF OF OWNERSHIP:** Proof of ownership must be submitted with the application. A copy of a property deed, property tax assessment bill, or other official documentation of property ownership is required.

NOTE: Copies of all documentation submitted with this application (photographs, maps, plot plans, etc.) should be retained by the applicant should additional copies be necessary for a commission hearing. Additional materials will be requested if a hearing is required.

NOTARIZED* SIGNATURES: Both the applicant's and the legal property owner's signatures must be notarized. In cases of multiple ownership, the chair of the condominium or cooperative association or authorized representative (such as a property manager) shall sign as owner; in cases of institutional ownership, an authorized representative of the organization shall sign as owner.

The facts set forth above in this application and accompanying documents are a true statement made under penalty of perjury.

APPLICANT _____ OWNER* _____
*(If building is a condominium or cooperative, the chairman must sign.)

PRINT _____ PRINT _____

On this ___ day of _____, 20___, before me, the undersigned
Notary Public, personally** appeared _____
(name of document signer), proved to me through satisfactory evidence
of identification, which were _____,
to be the person whose name is signed on the preceding or attached
document in my presence.

(official signature and seal of Notary)
My Commission expires:

On this ___ day of _____, 20___, before me, the undersigned
Notary Public, personally** appeared _____
(name of document signer), proved to me through satisfactory evidence
of identification, which were _____,
to be the person whose name is signed on the preceding or attached
document in my presence.

(official signature and seal of Notary)
My Commission expires

**During the declared state of emergency due to COVID-19, digital notarization is allowed.

Environment Department personnel cannot be responsible for verifying the authority of the above individuals to sign this application. Misrepresentation of signatory authority may result in the invalidation of the application.

Please review all instructions and documentation requirements carefully before submitting your application. It is your responsibility to ensure the application is complete before submittal. **Incomplete applications will not be accepted.**

Once you have submitted the application, staff will review for completeness and will be in touch about next steps.