



CERTIFICATE OF DEMOLITION

COD _____

PLEASE COMPLETE THE FOLLOWING INFORMATION (REQUIRED):

PROJECT ADDRESS _____

DATE STRUCTURE BUILT _____ ZONE CLASSIFICATION _____

NAME OF HOA: _____ PROJECT FILED WITH ARB (DATE): _____

APPLICANT(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

PROPERTY OWNER(S) NAME _____

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

E-MAIL ADDRESS _____

TELEPHONE NO. _____

THE APPLICANT AND PROPERTY OWNER HEREBY DECLARE UNDER PENALTY OF PERJURY THAT ALL THE INFORMATION SUBMITTED FOR THIS APPLICATION IS TRUE AND CORRECT.

APPLICANT'S SIGNATURE

DATE

PROPERTY OWNER'S SIGNATURE

DATE

ACTION TAKEN

☐ **APPROVED**

☐ **DENIED**

☐ **CONDITIONALLY APPROVED** _____

NOTE: A DEMOLITION PERMIT WILL NOT BE ISSUED PRIOR TO ISSUANCE OF A BUILDING PERMIT FOR A NEW RESIDENCE.

BY: _____ **DATE:** _____ **EXPIRATION:** _____

THERE IS A TEN (10) CALENDAR DAY APPEAL PERIOD FOR THIS APPLICATION. APPEALS MUST BE SUBMITTED IN WRITING TO THE COMMUNITY DEVELOPMENT DIVISION WITH A \$811.00 APPEAL FEE BY _____ P.M. ON _____.

DATE FILED _____ RECEIPT NO. _____ PAID _____ RECEIVED BY _____

FILING REQUIREMENTS

In order for this application to be processed without delay, the application must include all of the following materials. To ensure that your application package is complete, please check-off the boxes next to the required application materials.

- ☐ Completed application form
- ☐ An Ownership Disclosure is required if the property is owned by a corporation, partnership, trust, or non-profit. The disclosure must reveal the agent for service of process or an officer of the ownership entity. The disclosure must list the names and addresses of all the owners, and you must attach a copy of the current corporate articles, partnership agreement, trust, or non-profit document, as applicable.
- ☐ Filing Fee - \$239 (Director's Review)
Filing Fee - \$1,618 (Referred to Planning Commission)
- ☐ Full Evaluation (Primary Record (DPR 523A) form, Building Structure and Object form (523B), and Location Map (DPR 523J).
- ☐ A demolition plan (**maximum plan size 11"x17" and provided on a USB**) that shows the location of the existing structure(s).
- ☐ The following items are required if the projects consist of demolishing a multi-family project that has more than 6 units, 3 or more commercial structures on a property; or it is not exempt per CEQA (consult with Planning Staff).
 - ☐ Environmental Assessment Form – \$25
Additional CEQA fees may apply if Planning Staff determines that there could be potential impacts to historic resources.

The forms must be completed by an Accredited Architectural Historian or Historian that meets the Secretary of Interior's minimum professional qualifications. A list of Architectural Historian and Historian is available from Planning Services.