



# LOCAL HISTORIC AND CONSERVATION DISTRICTS HISTORIC PRESERVATION COMMISSION

## Board Review Checklist for Demolition of a Contributing Building in a Conservation District

Detailed checklists of items required to be submitted for each type of project are supplemental to this application. Each item must be checked off and a page number where the item is located must be noted and included with the application in **PDF format**. The applicant must sign the affidavit, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification prior to submitting the application.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Commission or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Commission hearing may be continued to the following month's hearing. The Commission reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

Submissions will only be accepted when emailed to [historic@thempc.org](mailto:historic@thempc.org). Ensure the PDF file size does not exceed 10 MB. For questions, email [preservationquestions@thempc.org](mailto:preservationquestions@thempc.org) or call 912-651-1440.

Do not email questions to [historic@thempc.org](mailto:historic@thempc.org). If email is not available, contact the office for alternate arrangements.

### DEMOLITION OF A CONTRIBUTING BUILDING.

☐ **REQUIRED** Pre-Application Conference (Sec. 3.18.4.a. of the zoning ordinance):

Date attended and with which staff member: \_\_\_\_\_

☐ Provide electronic payment receipt and indicate amount: \$ \_\_\_\_\_

☐ Provide one (1) electronic copy of the entire submittal packet.

☐ Page No. \_\_\_\_\_: Written project description including the extent of demolition.

☐ Page No. \_\_\_\_\_: Color photographs of the building proposed to be demolished from each façade and interior photographs. Clearly label the photographs and show areas of structural deterioration.

☐ Page No. \_\_\_\_\_: Information documenting the construction date, history, and development of the property (including the original architect or building).

☐ Page No. \_\_\_\_\_: Detailed explanation for the demolition and why it cannot be avoided.

### Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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A complete application submission consists of:

1. Complete, signed application
2. Complete, signed checklist(s) for each request
3. Checklist documentation
4. Payment receipt

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