



INSTRUCTIONS FOR COMPLETING AN ARTICLE 85 / DEMOLITION REVIEW APPLICATION

The Boston Zoning Code was amended in 1995 to include a demolition delay policy called Article 85. The article provides a predictable process for reviewing requests to demolish buildings by: establishing a waiting period to consider alternatives to the demolition of a building of historical, architectural, cultural or urban design value to the City; providing an opportunity for the public to comment on the demolition of a particular building; and minimizing the number and extent of building demolition where no immediate re-use of the site is planned.

Designated (landmarked) buildings are reviewed through a different process, either by the Boston Landmarks Commission or the appropriate local historic district commission

Before demolishing a building in Boston you must submit an Article 85 application. An online application form is required for all proposed demolitions in the City of Boston.

Please read all instructions carefully before filling out an application on our website. To access the online application directly, navigate to the Landmarks Commission page at boston.gov/landmarks, scroll down, and click on the “Boston Landmarks Commission Online Portal” button.

BLC staff will review all COMPLETE applications in the order they are received. This review is completed in ten calendar days once staff has determined that your application is complete. Staff signs off on properties determined to be not significant; these do not require a hearing. Properties found by staff **to be significant** must go through a separate public BLC hearing process.

BLC staff will notify you when the Landmarks Commission’s Article 85 process has been completed. At that time, the Inspectional Services Department can issue a demolition permit.

Review all instructions and requirements carefully before submitting your application. It is your responsibility to submit a complete application.



Article 85 ONLINE APPLICATION OVERVIEW

BEGINNING AN APPLICATION Navigate to the Landmarks Commission page by going to boston.gov/landmarks. Click on the small blue “Get Started” menu button or scroll down to the section labeled “Get Started.” Next, click on “Article 85 Demolition Delay.” Then, click on the blue button labeled “Apply for Demolition Review Online” on the right under the contact and hours information. If this is your first time submitting an online application through the BLC, you should **create a free account**. If you have submitted an online application before, you will need to login to your account. Then, you can begin a new application.

FORGOT PASSWORD: If you forgot your password, click the “forgot password” link and the system will email you a form to reset your password. If you no longer have access to the email address that was used to sign up for the account, please contact our office.

FILLING OUT THE APPLICATION: Fill out the application as directed online. **Fields marked with an asterisk (*) are required for initial submission. ALL fields are required for an application to be considered complete.** See below for detailed instructions on each section of the application and all required materials. Please note - the application is broken into FIVE PARTS. **Please make sure you have all required information before beginning the application.**

ADDING SUPPORTING DOCUMENTS: Add supporting documents to your online application in the ‘**Required Documentation**’ section. There is a separate place to upload each of the following attachments: photographs, a map, proof of ownership, a plot plan, and plans and elevations. A notarized signature page must also be printed out and uploaded as well. See the ‘Required Documentation’ section of this document for detailed instructions on all required documentation.

COMMON PROBLEMS WITH SUBMISSIONS Verify that all fields marked with a red “*” are completed.



EDITING APPLICATIONS Once you have submitted an application, you may edit it at any time by logging into the application portal and clicking the 'Edit' button listed next to your application information.

NOTE THAT THERE IS A TEN-DAY REVIEW PROCESS FOR COMPLETE APPLICATIONS.

APPLICATION STATUS

APPLICANTS will be notified via email of any updates to the application status. After receiving an email update, log in to the application portal to view the updated application status and any notes from BLC Staff. It is the responsibility of the applicant to keep track of the application status. Once a final decision has been made on your application, be sure to store a copy of the application in your files. The Boston Landmarks Commission reserves the right to clear applications from its online application program annually to conserve space on its servers.

STATUS DEFINITIONS:

Application Submitted An application has successfully been submitted, but BLC staff has not yet reviewed it. The applicant will also receive an email confirmation.

Application Received/Under Review This status indicates that the application has been received and is under review by the appropriate staff person. You will be notified shortly if more information is required to make the application complete.

Incomplete/Missing Information If an application is marked with this status, log in to the online application portal and add any missing information. Notes on missing information will be under the 'Staff Notes to Applicant' section of the application. Update the application using this information. If a document is missing, upload the document using the "Missing Information" upload field. This will automatically notify staff that the missing information has been received.

Application Completed Once an application has been reviewed by staff and determined to be complete, the ten-day review period starts. BLC staff have TEN (10) DAYS FROM THIS POINT TO DETERMINE THE SIGNIFICANCE OF THE PROPERTY.



Determination Completed/Sent Staff have determined whether or not the property is significant and have sent a determination notice to the applicant.

Hearing Scheduled When an application proposes to demolish a significant property, the application will be scheduled for a BLC hearing.

Withdrawn This status indicates that the applicant has decided not to continue to pursue demolition and the Article 85 application has been removed.

No Delay Invoked by BLC The property was determined to be significant and the applicant has attended a hearing, but the BLC did NOT invoke a Demolition Delay.

90-Day Delay Invoked The property has been determined to be significant and the BLC invoked a 90-Day Demolition Delay at a hearing. The delay expires three months after the hearing date.

Delay Expired This status indicates that the BLC had issued a 90-Day Demolition Delay, but that it has expired.

APPLICATION FORM DETAILED INSTRUCTIONS

PART I: GENERAL INFORMATION

We use the names, phone numbers, email and postal addresses in the application form for all communications about the application, including hearing notices and commission decisions. Please provide accurate information. **The applicant will be considered the primary contact for pertinent communications.**

Fields marked with an asterisk (*) are required for initial submission. ALL fields are required for an application to be considered complete. After initial submission, log back in to the online application system and edit your application to fill in any remaining fields.



PROPERTY LOCATION* Provide the legal property address (street number, street name, city, and zip code). If there is more than one address for the property, please provide all addresses. The primary address should be the one associated with the parcel in the Online Assessing database (see above). If necessary, please put an additional secondary address in the “Alternate Address” field. Regardless of the neighborhood in which the property is located, enter “Boston” as the city. PLEASE ENSURE THAT THE ZIP CODE IS CORRECT.

PROPERTY OWNER INFORMATION* Provide name of the legal property owner (and contact person if applicable), daytime phone number, email address and complete mailing address. "Property owner" is the owner of the ENTIRE BUILDING SITE, not the owner of a business or unit inside the building. 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.

APPLICANT INFORMATION* Provide name of contact person, relationship to property, daytime phone number, email address and complete mailing address. Anyone can act as an applicant: property owner or representative (such as a property manager or attorney), tenant, architect, contractor, etc. **Please Note - The Applicant is the person who will receive all communications from BLC Staff.**

PART II: PROJECT DETAILS

MACRIS INVENTORY NUMBER Navigate to <https://maps.mhc-macris.net/> and fill in the Street Address and the Town/City. Then, select the correct full address beneath the Street Address and Town/City fields. This address may be connected with an inventory point on the map on the left side of the screen. Each inventory point is labeled with letters and numbers in the format BOS.#####. This is the Inventory Number. If the existing building(s) to be demolished do not appear in



MACRIS, enter “Not In MACRIS.” For more information on using MACRIS, see the Help tools on the MHC’s website: <https://mhc-macris.net/Help>.

YEAR PROPERTY BUILT* Enter the year the existing property was built. Please use MACRIS to find this information. To do so, follow the instructions for the MACRIS Inventory Number field above. Then, instead of writing down the Inventory Number, click on it to see more information on the property and scroll down to “Constructed” and write down the year provided. If the property is not found in MACRIS, enter the year built to the best of your knowledge.

TOTAL PROPERTY SQUARE FOOTAGE* Total square footage of existing property to be demolished.

NUMBER OF BUILDINGS* Total number of buildings to be demolished on existing property.

TOTAL NUMBER OF STORIES* Total number of stories of existing property to be demolished.

DESCRIPTION OF DEMOLITION* Please describe the proposed demolition in detail. Describe the elements that will be removed in the process of demolition, and provide detailed information about the site conditions following the demolition.

ZONING RELIEF* Please indicate if the proposed project requires zoning relief. Please refer to the [BPDA](#) for more information.

NUMBER OF HOUSING UNITS* Please list the number of housing units in the existing property to be demolished and the number of housing units to be added in the proposed development, respectively. If not a residential property, enter “0.”

SIGNIFICANT TREES The City of Boston defines a Significant Tree as any living trees that are not Invasive and are eight inches (8”) or more in Diameter at Breast Height (DBH). For more information please see the [City’s Tree Ordinance](#). If no trees are planned to be removed, enter “0.”



PART III: BUILDING MATERIALS

PLEASE NOTE - THIS SECTION REFERS TO THE MATERIALS OF THE BUILDING TO BE DEMOLISHED ONLY.

BUILDING DIMENSIONS* Estimate the length, width, and height of the existing building you are proposing to demolish. Please use feet (ft) as the units. If there are multiple buildings on the site, please add the measurements together to list the total length, width, and height of all buildings.

BUILDING MATERIALS* Use the dropdown menu to select the materials used in the foundation, building frame, facade, and roof. You may select multiple materials for each field.

WASTE MANAGEMENT PLAN Indicate if you will consider Deconstruction, which seeks to encourage adaptive reuse and deconstruction efforts in the City of Boston, as opposed to Demolition. To learn more about the City's Deconstruction Initiative, please visit [Zero Waste Boston's Information Page](#). Then, estimate the total amount of waste (in cubic feet) the project will produce by using the measurements you provided in the Building Dimensions section. Then, explain how you intend to manage the waste generated by the proposed demolition. Use the dropdown menu to indicate if the waste will be reused, recycled, sent to a Construction and Demolition Processing Facility, or some combination.

YOUR PROJECT'S UPFRONT EMBODIED CARBON (UEC) After reviewing your application, BLC staff will provide you with an information sheet on your project's upfront embodied carbon. The calculations will be based on the waste management and building materials information you provide in this section. Upfront Embodied Carbon (UEC) refers to the greenhouse gas emissions before a building or infrastructure is used. Learn more about other ways the City is working to reduce emissions by visiting the [Carbon Free Boston](#) initiative.

PART IV: SUPPORTING DOCUMENTATION

Note that only one attachment is allowed per section. Please combine all of your documents for each section into one PDF and submit that file where indicated.



PHOTOGRAPHS* Current, clear, high-quality color photographs of the property, all properties abutting 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.

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) and parcel(s) are marked.

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.

PLANS & ELEVATIONS* If a new replacement 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 the parcel (parking, landscaping, clear debris, fill excavations, etc.).

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.

ADDITIONAL SUPPORTING DOCUMENTS Add any additional documents to your application.

MISSING INFORMATION If your application is marked as missing information after it is reviewed by Staff, use this section to upload the missing information.



PART V: SIGNATURE & APPLICANT AGREEMENTS

APPLICATION AGREEMENTS* Read the application terms and agreements and initial to acknowledge that you have read them and agree to them.

NOTARIZED SIGNATURES* You can find the signature page on our Landmarks Commission Online Portal under the Demolition Review section. You may sign electronically or print, scan, and reattach the form to the application. The signature page must be notarized. A PDF of the signature page can also be found by going to boston.gov/landmarks, navigating to the “Get Started” section, and then going to the “Article 85 Demolition Delay” page.

NEXT STEPS

Once your application has been submitted, Staff will review it for completeness. Once your application is determined to be complete, Staff will evaluate the significance of the property. The determination of significance will be delivered to the applicant electronically through the online application system.

For more information, please take a look at the following resources:

[BLC Website Article 85 Page](#)