



**APPLICATION
ARTICLE 85
DEMOLITION DELAY REVIEW**

Mailing Address:
Environment Dept
Boston City Hall, Rm 709
Boston, MA 02201

For Office Use Only

APPLICATION # _____

RECEIVED _____

SIGNIFICANT _____

HEARING DATE _____

SCAN AND EMAIL TO BLC@BOSTON.GOV AND MAIL HARD COPY

I. PROPERTY ADDRESS _____

NAME of BUSINESS/PROPERTY _____

The names, phone numbers, postal and email addresses requested below will be used for all subsequent communications relating to this application. Environment Department personnel cannot be responsible for illegible, incomplete or inaccurate contact information provided by applicants.

II. APPLICANT _____

CONTACT NAME	RELATIONSHIP TO PROPERTY
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MAILING ADDRESS	CITY	STATE	ZIP CODE
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PHONE	EMAIL
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PROPERTY OWNER	CONTACT NAME
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MAILING ADDRESS	CITY	STATE	ZIP CODE
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PHONE	EMAIL
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III. DOES THIS PROPOSED PROJECT REQUIRE ZONING RELIEF? _____

IF YES, PLEASE INDICATE STATUS OF ZBA PROCESS _____
(If necessary, attach additional pages to provide more information.)

IV. DESCRIPTION OF PROPOSED DEMOLITION:

A BRIEF OUTLINE OF THE PROPOSED WORK **MUST** BE GIVEN IN THE SPACE PROVIDED BELOW, OR THE APPLICATION WILL **NOT** BE ACCEPTED. This description should describe the structure(s) to be demolished and the proposed condition of the site after demolition, including any proposed new construction or site improvements. Additional pages may be attached if necessary to provide more detailed information. See also 4. on page two.

V. 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 and may result in a rejected application. No documents should be larger than 11x17.

1. **PHOTOGRAPHS: 3x5 or larger current 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.**
2. **MAP:** A map showing the location of the property affected by the proposed demolition must be submitted with this application. The map must be an 8 ½ x 11 portion of a 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.) **Do not submit sheets larger than 11x17.**
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.

VI. 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.