

WEST VINCENT TOWNSHIP

Demolition of Historic Resources Checklist

Responsibility	Section	Requirement	Done
	§2404.A.	Class I, II, III historic resources cannot be demolished, in whole or in part, without a Zoning Permit from the Township Zoning Officer.	
ZONING OFFICER	§2404.B.	Zoning Officer will review the zoning application against the Historic Resources Map.	
APPLICANT	§2404.C.	In addition to Township Building and Fire Codes requirements, Zoning Permit Application shall also include: <ol style="list-style-type: none"> 1. Owner of Record 2. Historic Resources Map Classification 3. Site plan showing all buildings and structures on property. 4. Recent photographs of the structure/resource proposed for demolition. 5. Method of demolition 6. Future uses of the site and of the materials removed during demolition. Also, a proposed site plan. 	
APPLICANT	§2404.D.	At the time of application, the applicant shall notify all property owners within 500 feet of the property line by certified mail with return receipt. Notice must include: <ul style="list-style-type: none"> • The Parcel number of historic resource, • Name of resource (if applicable), • The scheduled meeting date where the Historical Commission (HC) will review and accept public comment on the application. 	Date mailed: Attach copies of receipts.
ZONING OFFICER	§2404.E.	Within 5 days of acceptance of a completed application and fee, the Z.O. shall notify the HC of the application. If HC recommends immediate approval, Zoning Officer will issue Zoning Permit.	Date:
HC	§2404.E.	The HC must consider the application at a scheduled or special meeting within 45 days of application date. HC must consider: <ol style="list-style-type: none"> 1. Effect of demolition on historical significance and architectural integrity of neighboring resources. 2. Feasibility of adaptively reusing the structure considered for demolition. 3. All conceivable alternatives to demolition, including relocation. 4. Expert testimony such as a structural engineer; 5. Archeological potential of the site. 6. Cogent public comment regarding resource and surrounding resources which may be impacted by demolition. Applicant should be prepared to discuss rationale of demolition compared to other alternatives.	Meeting date:
HC	§2404.F.	Initial recommendation of the Historical Commission (HC) <ol style="list-style-type: none"> 1. HC may recommend immediate approval and notify Zoning Officer who shall issue a demolition permit in accordance with Fire and Building Codes. 2. HC may elect to use additional time to allow for documentation and discussion (from application date: max. 45 days for Class III, max. 60 days for Class II, max. 90 days for Class I); 3. HC can then recommend approval or denial. If approval, Zoning Officer must be notified and then may issue a demolition permit in accordance with Fire and Building Codes. If denial, see 2404.G. below. 	

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HC	§2404.G.	If HC chooses to recommend denial to the application, written report containing evidence must be given to the Board of Supervisors.	
BOARD OF SUPERVISORS	§2404.H.	Final Decisions on Class I, II, or III demolition applications: Board of Supervisors will consider application at a public meeting within 30 days of receipt of HC report. Property owners within 500 feet of property containing resource need 10 days' notice by regular mail prior to meeting. Decision must be rendered within 21 days of meeting.	Meeting date: Notice date:
HC AND APPLICANT	§2404.I.	If a demolition permit is granted, the Commission may require applicant to provide documentation such as: <ul style="list-style-type: none"> • Photographs • Floor plans • Measured drawings • Archeological survey Any other comparable form of documentation.	
APPLICANT	§2404.J.	Demolition by Neglect - With the exception of proven financial hardship, demolition by neglect is not a viable nor permitted form of demolition.	N/A
APPLICANT	§2404.K.	The Applicant will reimburse the Township for any reasonable costs associated by the Commission to review plans or studies and that of consultants retained for this purpose.	

Date Application filed: _____

Signature of Applicant: _____

Signature of Zoning Officer confirming application completeness: _____