



CITY OF NEVADA CITY

317 Broad Street • Nevada City, California 95959 • (530) 265-2496

OFFICE USE ONLY		
Filing Fees		
Check	Cash	Online

APPLICATION FOR STRUCTURE DEMOLITION

APPLICANT/PROPERTY OWNER		REPRESENTATIVE	
Name		Name	
Mailing Address		Mailing Address	
City, State, ZIP		City, State, ZIP	
Phone		Phone	
Email		Email	
BUILDING INFORMATION			
Street Address		Size of Structure (sq. ft.)	
Original Date of Construction (if unknown, provide evidence as to estimation of construction date: i.e., contractor review, Assessor's Records, etc.).		Date of any additions to the home	
Is the building inside Historical District (or adjacent to Historical District?) To determine if it is in the HD, you can contact the City Planner, or use the GIS My Neighborhood Map tool online by entering your address and checking the zoning. If it has the -HD overlay, it is in the Historic District. You can also check the zoning map PDF online. www.nevadacityca.gov/maps		Yes	No
DESCRIBE THE PROJECT			
Provide a brief summary of the project (a detailed Demolition Plan of the project is also to be attached; see below)			
BRIEFLY DESCRIBE REASON FOR DEMOLITION OF BUILDING:			

ATTACH A DETAILED *DEMOLITION PLAN* TO INCLUDE SPECIFIC DETAILS OF THE PROJECT AND ANSWERING THE FOLLOWING:

1. What materials are being removed?
2. Explain the need for removal of materials, providing evidence that the building has become so damaged or dilapidated that it is unusable and cannot reasonably be repaired or restored.
3. Are any of these materials being re-used in the project? Clearly list what materials will be re-used and indicate where in the project they will be utilized.
4. If no materials are being re-used, please indicate reasons.
5. What replacement materials are being used? Do they match those being removed? If not, explain why.
6. Explain how the exterior appearance and materials will be preserved, to the extent of the alteration.
7. Indicate how the replacement structure will reflect the style or character of the building being demolished.

ATTACHMENTS Include as attachments the following information:

	Elevations – Provide elevations clearly indicating the areas to be demolished. This information will be used with any approval as an exhibit clearly designating areas to be demolished. Include an 8.5” by 11” copy of these elevations. NOTE: Any additional requests for demolition beyond that approved will require returning to the Planning Commission for further approvals.
	List percentages of walls, windows, and doors to be removed.
	Evidence as to the condition of the materials (include photographs).
	Evidence of the structural condition of the building (i.e., include structural analysis by professionals, contractor bids, etc.)

I am the owner or authorized agent for the subject property. If agent, submit letter from property owner.

Signature

Date



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CHECKLIST FOR DEMOLITION APPLICATIONS

This packet contains filing forms and instructions for completing an application for demolition of a building within Nevada City. This application applies to projects that include:

1. Demolition inside the Historical District or property adjacent to the historical district (check map at City Hall or contact City Planner)
2. Demolition or exterior alteration to any building inside the Historical District or any pre-World War II buildings located outside the historical district (constructed before 1942)
3. **Major Projects** defined as:
 - a. Whenever 25% or more of the siding will be replaced or 25% of the doors and windows will be replaced
 - b. Whenever 25% of the foundation will be replaced

The City's policy has been to discourage demolition of structures wherever possible. The City's zoning ordinance states:

"No building of special historical or architectural interest or value, or of the Mother Lode type of architecture...shall be torn down, demolished or removed unless such building shall be or becomes so damaged or dilapidated, whether from damage by fire or other elements or from natural deterioration that it is unusable and cannot reasonably be repaired or restored."

The Planning Commission acts as the Architectural Review Committee for all applications for architectural changes to any buildings and structures, or the removal or demolition of any structures. **The Commission adopted Resolution 2013-01 (attached) which reaffirms the City's policy in reviewing demolition or major projects. This Resolution also includes the standards the Commission applies to such projects; please review this information carefully.**

PROCESS: Once a complete application and DEMOLITION PLAN has been submitted, it will be scheduled for Planning Commission review. Some applications, such as new construction or major renovations, will require distribution by the City Planner to staff such as the City Engineer, Director of Public Works, Police Chief and the Fire Chief. This can take up to two or three weeks for their review and to provide comments and any conditions. Notification of any demolition will be given to property owners within 300-feet of this property. **The City Planner will then schedule the application before the Planning Commission, who meets on 3rd Thursday of each month at 1:30 p.m. at City Hall.** The applicant or their representative **MUST** be present to discuss the application at this meeting. The applicant will receive a copy of the agenda and staff report prior to the meeting.

Checklist for application submittal: Please include the following items as applicable:

- _____ 1. Demolition Application, signed by owner. If signed by a representative, include a letter of authorization from the property owner(s).
- _____ 2. **DEMOLITION PLAN** – See application for information to be included.
- _____ 3. Pay filing fee. There are different fee amounts for demolition of an accessory and primary buildings (refer to current Master Fee Schedule).
- _____ 4. One copy of Site Plan and Elevations – see "*Guidelines for Submitting Site Plans*"
- _____ 5. Photographs of structure (to be included with Demolition Plan)
- _____ 6. All Material specifications, especially windows and siding