



Town of Duxbury
Historical Commission
HISTORIC STRUCTURE DEMOLITION APPLICATION
Provide with Building Permit Application, if available

Owner/Applicant Information

1. Name _____
2. Address _____
3. Contact Telephone _____ Email address _____
4. Date Original Structure Built _____
5. Is the property in a Local Historic District? Yes _____ No _____
6. Brief description of demolition work to be performed _____

7. For Partial Demolition, please attach the following:

- ☐ Letter of Intent describing work
- ☐ Assessor's record
- ☐ Photographs of all sides
- ☐ Demolition plans showing sections to be removed

8. For Total Demolition or move, attach all of the above plus a Chain of Title back to earliest deed.

Signature of Owner _____ Date of Application _____

INITIAL DETERMINATION TO BE MADE WITHIN 30 DAYS OF COMPLETED APPLICATION

To be Completed by Historical Commission

Date of Site Visit _____

Determination:

- ☐ Total Demolition
- ☐ Historically Significant
- ☐ Demolition Delay Waived

_____ Not Regulated (**no action**)

_____ Regulated.

Public Hearing: ☐ No

☐ Yes: Date _____

Historical Commission Action:

Signature _____

Date _____

Duxbury's Demolition Bylaw protects historically significant properties in the Town. Homeowners who want to renovate or demolish a house or outbuilding that is more than 75 years old must complete the Historic Structure Demolition Permit, which is included in the Building Permit Application Packet. This packet is available from Municipal Services, located on the second floor of Town Hall. For more information, visit

http://www.town.duxbury.ma.us/Public_Documents/DuxburyMA_InspctBuild/buildingpermits.

Homeowners should also know if their property is located in a Local Historic District.

Step 1: Application and Walk-Around. Please complete the Owner/Applicant Information section of the Historic Structure Demolition Application, numbered 1 through 8. The application fee, as listed in the Municipal Services' fee schedule, is due at this time. The Historical Commission will contact you to schedule a site visit.

Application Materials. Municipal Services staff will forward the application to the Historical Commission. Please submit the following materials to Municipal Services along with the form:

- Cover letter describing the proposed demolition
- One set of original 8" x 10" photographs of all sides of the building printed on photo paper (or more commonly included electronically)
- Tax Assessor's record of the property, available at <http://gis.vgsi.com/DuxburyMA/Search.aspx>
- Scale drawing showing the existing footprint of the building, or plot plan if available
- In the case of a partial demolition of the existing structure, a clear diagram of the proposed demolition and changes to the existing building (for example, a change in the roofline)
- In the case of moving the building or total demolition, a chain of title is helpful but not required

Step 2: Initial Determination. This takes place at a scheduled Historical Commission meeting, held on the first and third Wednesday of each month. Complete applications received at least 5 days before a meeting will be considered at that meeting. Your application will be processed within 30 business days of receipt. The process will either end there, or go to a public hearing. In either case, municipal Services staff will notify you of the Commission's decision if you are not in attendance.

At the Initial Determination meeting, the Historical Commission will determine whether the property is a regulated structure as defined in the Demolition Delay Bylaw Section 609.2. If the structure is not regulated, the process is complete. If it is a regulated structure, a public hearing will be scheduled within 20 business days from the date of this determination. You will be asked to pay an additional fee for the public hearing.

Step 3: Public Hearing for Demolition of a Regulated Structure. Applicants and members of the public are invited to comment on the proposed demolition of the regulated property at the public hearing. In accordance with the Demolition Delay Bylaw, the Commission may make a final determination any time within ten business days after the hearing is closed. In some cases, a hearing may be continued consistent with the bylaws.

Step 4: Final Determination. Following its final determination after the public hearing, the Historical Commission will notify Municipal Services if a demolition delay is imposed. If a delay is imposed, within 45 days the Commission will schedule a meeting with you to discuss alternatives to demolition. In attendance will be a design review board member, the town planner, and the building inspector.

Step 5: Reducing the Demolition Delay. You may, at your option, engage in ongoing correspondence with the Commission, by which the Commission may move to reduce a demolition delay if it finds the intent and purpose of the Bylaw have been served. For additional information, see Demolition Bylaw Section 609.3