



Town of Duxbury Historical Commission

HISTORIC STRUCTURE DEMOLITION APPLICATION

Provide with related Building Permit Application, if completed.

Applicant and Structure Information

1. Name of Applicant _____ Contact Telephone: _____

2. Address of Building _____ Date of Construction: _____

3. Scope of building demolition: Not Total Substantial/Move Total
To be completed by Zoning Enforcement Officer (Building Inspector) only.

Description of SPECIFIC demolition work to be performed – *please provide dimensions.*

4. Is the property is located in a Local Historic District? Yes No

Signature of Owner _____ Date of Application _____

Historical Commission Preliminary Assessment

Site Visit (Date _____) (A) Not Regulated (No action)
 (B) Not Total or Move (see below) (C) Total Demolition (see below)

Assessed by _____ Signature _____ Date _____

Application Materials – Complete column (B) OR (C) as checked above.

(B) Not Total Demolition / Move:

- Letter of intent describing the work
- Assessor's Record
- Photographs of all sides (9 sets)
- Demolition plans (scale drawings) showing specifically all walls, floors, and/or roofs to be removed

(C) Total Demolition:

- Letter of intent describing the work
- Assessor's Record
- Photographs of all sides (9 sets)
- Chain of title back to the earliest deed with "and buildings thereon" to establish or verify the date of construction. *(Optional)*

INITIAL DETERMINATION WITHIN 30 DAYS OF RECEIPT OF COMPLETE APPLICATION

Historical Commission Determination

Commission Action	Signature	Date

Duxbury's Demolition Bylaw was enacted to protect historically significant properties in the Town. Homeowners who want to renovate or demolish a house 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 whose offices are 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: Preliminary Assessment of the Application. Applicant completes Part I of the Historic Structure Demolition Application and submits it to Municipal Services. The applicant is responsible for all fees and expenses as listed in the Municipal Services' fee schedule that are incurred in connection with the Historic Structure Demolition Application. The Zoning Enforcement Officer (the Building Inspector) determines whether a demolition is partial or total. The Historical Commission Chairman may request permission for a site visit of the property prior to initial determination.

Step 2: Application Materials. Municipal Services forwards the application to the Historical Commission, which will determine whether the proposed demolition needs further review. If further review is needed, the applicant must submit nine copies of the Historic Structure Demolition Permit Application and nine copies of the following materials to Municipal Services:

- Cover letter describing the proposed demolition
- One set of original 8" x 10" photographs of all sides of the building printed on photo paper, and nine duplicate sets
- 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 3: Initial Determination. The Historical Commission meets on the first and third Wednesday of each month. Complete applications received at least 5 days before the meeting are processed. All applications must be processed within 30 business days of receipt. At the meeting, the Historical Commission determines whether the property is a regulated structure. See Demolition Bylaw Section 609.2 for the definition of a regulated structure. If it is not regulated, the process is complete. If it is a regulated structure, a public hearing will be held within 20 business days from the date of this determination. Municipal Services notifies the applicant of the Commission's decision.

Step 4: 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 Bylaw, the Commission will make a final determination within ten business days after the hearing is closed.

Step 5: Final Determination. The Historical Commission notifies the applicant in writing stating its reasons for the final determination on whether a twelve-month Demolition Delay should be imposed, with a copy to the Zoning Enforcement Officer and Planning Director.

Step 6: Reducing the Demolition Delay. The Commission may 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)