

DEMOLITION CHECKLIST

GENERAL INFORMATION

This checklist outlines the materials required for the review of building demolition in the Neighborhood Conservation Overlay District (NCOD). This checklist is required as part of a related Certificate of Appropriateness application, either form NCOA or CCOA. In the NCOD, a complete application submittal for the subsequent development after the demolition or movement has occurred must accompany any request for demolition. The subsequent development would require either form NCOA if residential or CCOA if commercial. The subsequent development must be approved before a demolition or moving permit may be issued. For assistance, see more information through the following link:
<http://www.bozeman.net/government/historic-preservation>

DEMOLITION APPLICATION CHECKLIST

Certain information shall be provided for review prior to a decision on a certificate of appropriateness that includes the proposed demolition of a principal/ primary building. The extent of documentation to be submitted on any project shall be dictated by the scope of the demolition and the information reasonably necessary for the City to make its determination on the application.

1. Project narrative providing a thorough description of what is being proposed including a list of all alterations proposed to buildings, structures and site layouts on the property.
2. Historical information, such as pictures, plans, authenticated verbal records and similar research documentation which describe the property’s historic significance that may be relevant to the proposed changes to the property. A current Montana Property Record Form may be used to document the existing conditions on the site and determine the property’s historic significance.
3. Project narrative providing a thorough description of what is being proposed including a list of all alterations/changes proposed on the property.
4. Historical information such as pictures, plans, authenticated verbal records and similar research documentation that may be relevant to the proposed changes to the property.
5. One current picture of each elevation of each structure planned to be altered that will clearly express the nature and extend of the changes planned. Except where otherwise recommended, no more than eight pictures should be submitted. All pictures should be printed on or attached to 8.5” x 11” paper with the property address, elevation direction, and relevant information on the proposed changes.
6. Site plan showing), parking, driveways, fencing, landscaping, setbacks
 - a. Property dimensions
 - b. Location of building(s) and changes proposed
 - c. Setbacks
 - d. Pedestrian and vehicular circulation
 - e. Location of utilities
7. One exhibit or illustration shall include all the internal and external elements of a structure to be removed or altered by a project. All elements to be removed or altered, and to what extent, shall be clearly identified and shall include those elements to be removed and reinstalled.
8. For any non-conforming structure, an analysis of demolition to determine whether the threshold for loss of protected non-conforming status per Section 38.280.040 BMC has been met or surpassed.
9. Completed and signed property adjoiners certificate form N1 and materials.
10. If the property is classified as historic, whether by listing on the National Register of Historic Places, identification as “eligible” or “contributing,” identification as a Landmark or in a local district, definitive evidence shall be provided in support of demolishing the structure under Section 38.340.090.C and Section 38.340.100 including:
 - a. The structure or site has no viable economic or useful life remaining, based on evidence supplied by the applicant. This may include a structural analysis and cost comparison evaluating the cost to repair and/ or rehabilitate versus the cost of demolition and redevelopment using the International Existing Buildings Code.
 - b. The structure or site is a threat to public health or safety, and that no reasonable repairs or alterations will remove such threat; any costs associated with the removal of health or safety threats must exceed the value of the structure.

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REQUIRED FORMS:	A1, NCOA, CCOA, DEM, N1	

DEMOLITION CHECKLIST

APPLICATION FEE

Residential Demolition	\$132
Commercial Demolition	\$375

CONTACT US

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