



A GUIDE TO DEMOLITION REVIEW IN THE CITY OF FREDERICK

What is demolition review?

Demolition review was adopted by the Aldermen in February 2013 as a way of ensuring that potentially significant historic resources are not demolished without notice to the community and the opportunity to be protected if appropriate. Simply being subject to the review does not mean that demolition will be prevented. The outcome of demolition review is either the issuance of a Certificate to Demolish without Delay or designation of the structure as a Historic Preservation Overlay (HPO). Alternatively, plans may be amended to retain the structure and the request for demolition review withdrawn.

What triggers demolition review?

Demolition review is required as part of the sketch plan or minor site plan if the plans depict the demolition of an entire structure; the removal of a roof for the purposes of raising the overall height of the roof, rebuilding the roof to a different pitch, or adding another story to a structure; the removal of one or more exterior walls or partitions of a structure; the removal of more than 25% of a structure's overall gross square footage; or the relocation or moving of a structure from its existing location. The same applies to building or demolition permits unless a Certificate to Demolish without Delay has been issued for the structure.

Certificate to Demolish Without Delay

If a Certificate to Demolition without Delay has been issued for a structure, the demolition review process is complete. A copy of the certificate shall be filed with all development plans and/or building permits. Certificates are valid for five (5) years from the date of issue.

Requesting Demolition Review

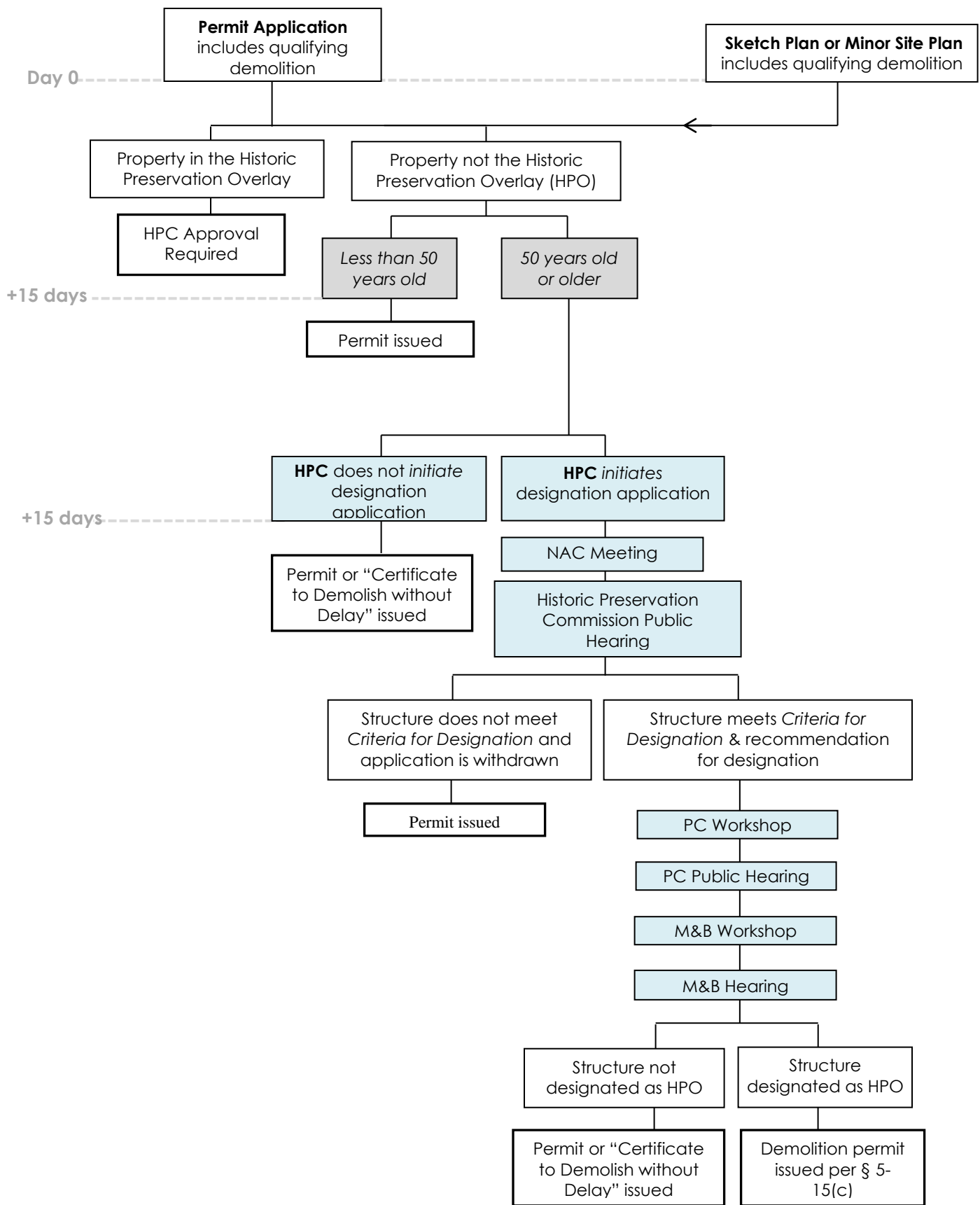
If you are considering a project and are not sure how demolition review will affect it or you are just not ready to apply for your permit, you can request demolition review from the Planning Department at any time according to Section 423(a)(1)(A) of the Land Management Code.

How long does Demolition Review take?

Within 15 days the Planning Department will determine if the structure is 50 years old or older. If the structure is not, the permit will be issued. If it is 50 years old or older, the demolition review period will be extended an additional 15 days for Historic Preservation Commission input. The review period will typically not extend beyond 30 days except for those structures with great architectural or historical significance.

DEMOLITION REVIEW APPLIES TO:

- The demolition of an entire structure.
- The removal of a roof for the purposes of raising the overall height of the roof, rebuilding the roof to a different pitch, or adding another story to a structure.
- The removal of one or more exterior walls or partitions of a structure.
- The removal of more than 25% of a structure's overall gross square footage.
- The relocation or moving of a structure from its existing location.





FREDERICK PLANNING

For Official Use Only	
Demolition Review Case #:	
Application submitted:	
Application complete:	

Request for Demolition Review

Instructions: This form must be completed in its entirety, with attachments, before it will be considered complete. Incomplete applications will not be accepted. Complete submissions should be e-mailed (PDF only) to HPCdigital@cityoffrederickmd.gov. You must remove any images from your email signature before submitting.

PROJECT NAME:	
Project Address:	
City/State/Zip:	
Tax ID:	Lot(s) Number:
PROJECT CONTACT INFORMATION	
Owner:	Agent (if applicable):
Firm/Company:	Firm/Company:
Address:	Address:
City/State/Zip:	City/State/Zip:
Phone:	Phone:
Email:	Email:
SKETCH/MINOR SITE PLAN CASE # (if applicable):	
PROPOSED DEMOLITION (check all that apply):	
<input type="checkbox"/> The sketch plan or minor site plan application <i>does not</i> include the demolition of an entire structure; the removal of a roof for the purposes of raising the overall height of the roof, rebuilding the roof to a different pitch, or adding another story to a structure; the removal of one or more exterior walls or partitions of a structure; the removal of more than 25% of a structure's overall gross square footage; or the relocation or moving of a structure from its existing location. I understand that if plans change to include any of these items during review of or after approval by the Planning Commission or Mayor and Board of Aldermen, the property may be subject to demolition review under §5-15 of City Code unless otherwise requested by the owner or agent. _____ (initial)	
<input type="checkbox"/> This application is at the request of the property owner (no sketch plan, minor site plan, or permit).	Attachments Required
<input type="checkbox"/> This application includes the demolition of an entire structure.	
<input type="checkbox"/> This application includes the removal of a roof for the purposes of raising the overall height of the roof, rebuilding the roof to a different pitch, or adding another story to a structure.	
<input type="checkbox"/> This application includes the removal of one or more exterior walls or partitions of a structure.	
<input type="checkbox"/> This application includes the removal of more than 25% of a structure's overall gross square footage.	
<input type="checkbox"/> This application includes the relocation or moving of a structure from its existing location.	

Property Owner or Agent Signature

Date

REQUIRED ATTACHMENTS:

The following materials must be submitted. Check items that are attached. Applicants will be notified if submitted material is inadequate.

- Demolition summary.** Identify each structure that will be affected by demolition and describe the type and extent of demolition in detail. Include the age of each structure, if known, and the source for determining age. Please note that the State Department of Assessments and Taxation (SDAT) is generally not accurate for older buildings.
- Photos of existing conditions.** At least one overall image of the site must be submitted. Large properties with several structures must include multiple images of the overall site from different vantage points. Detail images of each structure that will be affected must be submitted. Images must be clear and must cover the front of the building, the rear of the building, and any site or elements directly affected by the demolition. Please label each photo with the address of the property, the date, and the elevation or view.
- Plot plan.** The plot plan must show the footprint of all structures, lot lines, adjacent streets and alleys, and site features such as fences and parking. The plot plan must indicate if a structure is to be relocated or moved and identify the new located. Plans must be drawn to scale.
- Detailed plans.** Detailed floor plans must be provided for any structure where demolition is limited to one or more exterior walls or partitions removed or more than 25% of its overall gross square footage removed. The plans must indicate the portions to be removed. Plans must be drawn to scale.

OPTIONAL ATTACHMENTS. The following items are not required but may streamline the review process if they are available and included with the application.

- Documentation from the Maryland Inventory of Historic Properties
- Documentation from the National Register of Historic Places or Determination of Eligibility (DOE) Forms
- Historic photographs
- Aerial photographs or maps
- Chain of title



The City of Frederick, Maryland

Building Department

140 W. Patrick St., Frederick, MD 21701 - 301-600-3808 - Fax. 301-600-3826

www.cityoffrederick.com

FOR OFFICE USE ONLY

Appl. # _____

Appl. Type Code: _____

Tax ID #: 02- _____

Appl. Date: _____

BUILDING DEMOLITION PERMIT APPLICATION

Residential OR Commercial

SECTION 1 - Complete in its entirety. Application will NOT be accepted unless all spaces are FULLY completed.

Location Address: _____ Unit # _____
Subdivision: _____ Bldg # _____

APPLICANT Name: _____
Address: _____ State: _____ Zip: _____
Phone No: _____ Fax: _____ E-Mail: _____

Demo Contractor Name: _____
Address: _____ State: _____ Zip: _____
Phone: _____ FAX: _____ E-Mail: _____

General Information BUILDING DEMO INTERIOR DEMO UNDERGROUND TANK REMOVAL

Type Building/Structure: _____ Building Square Footage: _____

Construction Type: _____ Stories: _____ Height: _____ Use Group: _____

Is this demolition in preparation for new improvement plans to the property? YES NO **Total Sq. Ft. of Disturbed Area: _____

** For disturbed area of over 5,000 Sq. Ft. AND demolition is in preparation for new improvement plans to the site, SEC measures are required to be in place)

Description of demolition work being performed _____

For Building and Tank Removal Demos: Site Plan required identifying building location AND distances from property lines and all other structures.

HISTORIC DISTRICT? Yes No HPC Case # _____ HPC Approval Letter Attached? Yes No Other _____

MD. D.O.E. ASBESTOS Is there asbestos located on the property? Yes No
FUEL STORAGE TANK Is there fuel storage tanks located on the property? Yes No

UTILITIES

Indicate types of utilities supplied to the structure by checking the appropriate boxes. Attach a copy of letter and/or receipt from each public utility that indicates that the service has been disconnected, or if a private utility, submit a letter from licensed contractor certifying that the service has been disconnected and/or capped.

COMPLETE THE FOLLOWING REGARDING UTILITIES & OTHER AUTHORIZATIONS

Table with columns: Yes, No, N/A, Attachments (Yes, No), Other Comments. Rows include Gas, Electric, Cable, Telephone, Asbestos, Sprinkler, Fire Alarm, Well, Septic, and Structure has no utilities to disconnect.

PLUMBING DEMO PERMITS REQUIRED

Water* Has water connect been Permanently capped off? Temporarily vacated? N/A
 Sewer* Has sewer connect been Permanently capped off? Temporarily vacated? N/A

*NOTE: A Plumber, licensed with the City, is required to obtain a plumbing permit to cap off both water and sewer if the entire building is to be razed.

Applicant/Owner Initial: _____

Date: _____

The City of Frederick, Maryland
Demolition Permit Application
(Page Two)

FOR OFFICE USE ONLY

Appl. No.: _____

APPLICANT/OWNER CERTIFICATION: The Applicant/Owner hereby certifies and agrees as follows:

That I am the owner, or authorized by the owner to act in their behalf as the owner's agent to make this Application. That the information given herein is true and correct and that all work being done under this application will comply with all applicable Federal, State and Local regulations. That work will be in accordance with and as indicated on the approved site and building plans, review comments, agreements, specifications, etc. unless otherwise approved by the Division Manager of the Building Department. That the Division Manager of the Building Department can revoke the building permit or stop work being done under the building permit for non-compliance with this agreement in part or in whole and that ***all fees are non-refundable and non-transferable***. I further understand and agree that plans will be reviewed, inspections made and occupancy certificates issued, however, I assume ultimate responsibility for compliance of all codes, regulations, etc.

*Property Owner's Signature: _____ Print _____ Title _____

****PROVIDE NOTARIZED AFFIDAVIT FROM PROPERTY OWNER*** if signed by anyone other than Property Owner

Property Owner/Corporate Name: _____ Date: _____
 (Name listed on Deed)

Mailing Address: _____
 City: _____ State: _____ Zip: _____

Phone # _____ Cell # _____ Fax # _____

E-mail Address: _____

105.3.2 Time limitation of application. An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

SECTION II (For Office Use Only)

Residential Demolition Fee \$ _____
 Commercial Demolition Fee \$ _____
 Other _____ \$ _____
 Other _____ \$ _____

Date Paid: _____ Received by: _____
 Date Paid: _____ Received by: _____
 Date Paid: _____ Received by: _____
 Date Paid: _____ Received by: _____

SECTION III (For Staff Use Only)

Review Comments: (please write legibly)

REVIEWED BY: _____ APPROVAL DATE: _____

-Building (Blue) -Planning (Green) -Engineering (Salmon) -Fire Code Review (Yellow) -Other _____ -Other _____

Applicant/Owner Initial: _____

Date: _____

BUILDING DEMOLITION PERMITS **Policies, Procedures and Requirements**

- Before any building can be torn down or razed, a Request for Demolition Review must be applied for and approved. If approved, then a building Demolition Permit must be applied for and approved.
- If the demolition is in preparation for new construction improvement plans to the property, sediment/erosion control is required to be in place for any area disturbance of over 5,000 Sq. Ft.
- If the building or structure is in the Historic District, approval from the Historic Preservation Commission is required prior to application submission. Call the Planning Department at 301-600-1499 for information relating to HDC Approval.
- Interior demolition will require a Building Demolition Permit if structural elements are involved.

MAKING APPLICATION:

- Complete Form, as applicable
 - If property is in the Historic District, provide a letter of approval for this demolition from the HDC
 - Provide detailed description of property being demolished (size, height, etc.)
 - If the disturbed area of demolition is over 5,000 SF, grading and sediment/erosion control must be approved. Contact the Engineering Department (301-600-1405) for further information.
 - Provide four (4) copies of a site plan identifying building location and distances from property line and all other structures.
 - Note any plumbing, electric and/or gas connections that exist.
 - Note any asbestos located in the building.
 - If there is no asbestos, a written affidavit (signed by the owner) to this effect must be filed with the permit application
 - If there **IS** asbestos, see 2nd page: ASBESTOS
 - Identify any sprinkler or alarm system involved within the building.
 - Identify any underground or above-ground fuel tanks.

DEMOLITION PERMIT FEES:

- Fee Residential Demolition (Flat \$64.00)
- Fee for Commercial Demolition (Flat \$128.00)

DEMOLITION PERMIT ISSUANCE: Once a Demolition Permit is approved, it is the applicant's responsibility to make sure that the following items are in place, secured and/or completed BEFORE a call may be made for a "Preliminary Inspection" for final approval to demolish to building. *(Note that all of these items may not apply to each building being razed. Please read carefully and utilize this check list to assure that all directives for items pertaining to your particular permit are followed):*

- WATER/SEWER CONNECTIONS:** It must be verified with the City that water and sewer has been disconnected (capped off) to the building site.
 - Water: Contact: City Water Department @ 301-600-1182
 - Sewer: Contact: City Sewer Department @ 301-600-1176
- PLUMBING DEMO PERMIT REQUIRED:** A Plumbing Contractor, licensed with the City of Frederick, must obtain a plumbing permit to cap off both the water and sewer if the entire building is to be razed. An inspection for this work must be completed and approved by the Plumbing Inspector.

- UTILITIES:** All applicable utility companies must be notified to cut off power and/or service to the building
 - Electric (*Contact Potomac Edison @ 1-800-686-0011*)
 - Gas (*Contact Frederick Gas Company @ 301-662-2151*)

- SPRINKLER SYSTEMS/FIRE ALARMS:** If there are sprinkler systems and/or fire alarms associated with the building to be razed, it is the Owner’s responsibility to notify the Frederick County Fire Marshal’s Office at 301-600-1626.

- FUEL STORAGE TANKS:** It is the owner’s responsibility to notify the Maryland Department of the Environment (MdDOE) prior to removing any underground or above-ground fuel tanks. Contact: MdDOE @ 1-410-537-3443 or see: http://textonly.mde.state.md.us/Programs/LandPrograms/Oil_Control/USHome/index.asp

- STREETS AND SIDEWALKS:**
 - Blocking of Street/Sidewalk: If any street, sidewalk or metered parking space, or portion thereof, needs to be blocked off, permission must be obtained from the City Engineering Department. Contact the Traffic Engineer @ 301-600-1443 for approval. Proper flagmen, barricades, etc., are to be in place on the day demolition is to occur.
 - Dumpsters and/or Trucks on streets/sidewalks/metered parking spaces: Contact the Traffic Engineer @ 301-600-1443 for approval.

- ASBESTOS (in any quantity):**
 - **COPY OF MDE APPROVAL and/or GUIDELINES FOR REMOVAL MUST BE SUBMITTED WITH YOUR APPLICATION.** If there is asbestos located on the property, in any quantity, you must contact the Maryland Department of the Environment (MDE) at 1-410-631-3859 for permission and/or guidelines on removal. (Note that the MDE requires that a minimum 10-day notice be given to them prior to expected demolition so they may have time to inspect, if needed).
 - (*Note: If there is no asbestos located on or within the building being razed, a written affidavit, signed by the Owner, MUST be filed with the Building Permits Office at time of Demolition Permit Application.*)

- PROTECTION OF AREA:**
 - Protection for the general public from demolition debris, etc., must always be provided. The following protective measures are to be used (*Per adopted International Building Code*).

TABLE 3306.1 PROTECTION OF PEDESTRIANS		
HEIGHT OF CONSTRUCTION	DISTANCE FROM CONSTRUCTION TO LOT LINE	TYPE OF PROTECTION REQUIRED
8 feet or less	Less than 5 feet	Construction railings
	5 feet or more	None
More than 8 feet	Less than 5 feet	Barrier and covered walkway
	5 feet or more, but not more than one-fourth the height of construction	Barrier and covered walkway
	5 feet or more, but between one-fourth and one-half the height of construction	Barrier
	5 feet or more, but exceeding one-half the height of construction	None
For SI: 1 foot = 304.8 mm.		

3306.1 Protection required. Pedestrians shall be protected during construction, remodeling and demolition activities as required by this chapter and Table 3306.1. Signs shall be provided to direct pedestrian traffic.

3306.2 Walkways. A walkway shall be provided for pedestrian travel in front of every construction and demolition site unless the authority having jurisdiction authorizes the sidewalk to be fenced or closed. Walkways shall be of sufficient width to accommodate the pedestrian traffic, but in no case shall they be less than 4 feet (1219 mm) in width. Walkways shall be provided with a durable walking surface. Walkways shall be accessible in accordance with the Maryland Accessibility Code and shall be designed to support all imposed loads and in no case shall the design live load be less than 150 pounds per square foot (psf) (7.2 kN/m²).

3306.3 Directional barricades. Pedestrian traffic shall be protected by a directional barricade where the walkway extends into the street. The directional barricade shall be of sufficient size and construction to direct vehicular traffic away from the pedestrian path. See Section 3306.3 for barrier design requirements

3306.4 Construction railings. Construction railings shall be at least 42 inches (1067 mm) in height and shall be sufficient to direct pedestrians around construction areas.

3306.7 Covered walkways. Covered walkways shall have a minimum clear height of 8 feet (2438 mm) as measured from the floor surface to the canopy overhead. Adequate lighting shall be provided at all times. Covered walkways shall be designed to support all imposed loads. In no case shall the design live load be less than 150 psf (7.2 kN/m²) for the entire structure.

3306.9 Adjacent to excavations. Every excavation on a site located 5 feet (1524 mm) or less from the street lot line shall be enclosed with a barrier not less than 6 feet (1829 mm) high. Where located more than 5 feet (1524 mm) from the street lot line, a barrier shall be erected when required by the building official. Barriers shall be of adequate strength to resist wind pressure as specified in Chapter 16.

[F] **3309.1 Where required.** All structures under construction, alteration or demolition shall be provided with not less than one approved portable fire extinguisher in accordance with Section 906 and sized for not less than ordinary hazard as follows:

1. At each stairway on all floor levels where combustible materials have accumulated.
2. In every storage and construction shed.
3. Additional portable fire extinguishers shall be provided where special hazards exist, such as the storage and use of flammable and combustible liquids.

3311.4 Water supply. Water supply for fire protection, either temporary or permanent, shall be made available as soon as combustible material accumulates.

3311.2 Buildings being demolished. Where a building is being demolished and a standpipe exists within such a building, such standpipe shall be maintained in an operable condition so as to be available for use by the fire department. Such standpipe shall be demolished with the building but shall not be demolished more than one floor below the floor being demolished.

SECTION 3307 PROTECTION OF ADJOINING PROPERTY

3307.1 Protection required. Adjoining public and private property shall be protected from damage during construction, remodeling and demolition work. Protection must be provided for footings, foundations, party walls, chimneys, skylights and roofs. Provisions shall be made to control water runoff and erosion during construction or demolition activities. The person making or causing an excavation to be made shall provide written notice to the owners of adjoining buildings advising them that the excavation is to be made and that the adjoining buildings should be protected. Said notification shall be delivered not less than 10 days prior to the scheduled starting date of the excavation.

INSPECTIONS:

- **PRELIMINARY INSPECTION:** Prior to any demolition activity, a Preliminary Inspection is required to be performed by the Building Inspector to ensure that structure is ready to be razed. *(Contact the Building Department at 301-600-3819 or 3801).*

DEMOLITION: Once inspection has been completed and approval given for demolition to begin, the following procedures are to be adhered to:

- **CENTRAL ALARM:** The owner is responsible for notifying Central Alarm before demolition of the structure can begin. *Contact Central Alarm at 301-600-1478.*
 - **DUST:** Any dust must be contained. Water down is acceptable. A hose bib must control backflow. *(Note: It is ILLEGAL to connect to a fire hydrant).*
 - **DEBRIS:** Debris be removed and disposed of in accordance with all local laws.
 - **FOUNDATION:** The foundation shall be immediately filled after cleanup and the lot shall be graded, seeded and returned to a mow able lawn.
 - **GRADING, SEEDING & LAND RESTORATION:** All shall be done in accordance with City Specifications.
- **FINAL INSPECTION:** Once demolition has been completed, a final inspection is to be performed. *(Contact the Building Department at 301-600-3819 or 3801).*
- **CONTACTS:**

Permits Coordinator	301-600-3829
Building Inspector	301-600-3819 or 3801
Plumbing Inspector	301-600-3820 or 3821
Electrical Inspector	301-600-3822 or 3823
City Planning Department	301-600-1499
City Water Dept	301-600-1182
City Sewer Dept	301-600-1176
City Engineer's Office	301-600-1405
City Traffic Engineer	301-600-1443
Frederick Co Fire Marshal	301-600-1626
Central Alarm	301-600-1478
MD Dept of Environment	410-537-3000
Potomac Edison	1-800-686-0011
Frederick Gas Company	301-662-2151

PLEASE NOTE: It is the Applicant's responsibility to meet all codes. Proceeding without following the required steps may result in the issuance of citations for any violation.