



ARCHITECTURAL REVIEW BOARD (ARB)  
**DEMOLITION of LANDMARK STRUCTURE/RESOURCE CHECKLIST**

**Purpose:** The property owner/applicant shall demonstrate by credible evidence that economic hardship will result without the demolition. The project shall demonstrate consistency with the review criteria in Section 153.176(J)(5)(a) of the Historic District Code. Feedback from the ARB will be binding. **This checklist does not replace the requirements of the Code.**

I. Meet with Staff prior to submitting documents for tailored feedback and guidance, information on project timing and due dates, and items that need clarification.

II. Electronic Submittal: Submit all documents digitally into the Documents folder on ProjectDox/Citizens' Access Portal. These documents consist of multiple pages and include project summaries, photographs, and the following items. All required items uploaded to the Drawings folder must be uploaded as single sheets. **Incomplete applications cannot be processed. Projects that are incomplete for 60 days shall be closed.**

III. Submittal Documents

Project Narrative

- Describe the proposed demolition, outlining the basic scope and intent of the project.
- Explain how the proposed demolition meets all of the review criteria requirements for the ARB listed in Section 153.176(J)(5)(a).

Structural Analysis

- Include an official letter (on letterhead with seal) from a certified structural engineer describing the condition and safety of the structure.

Financial Statements

- Provide a minimum of two statements from lenders stating the financial feasibility of the restoration of the structure.

Cost Estimates

- Provide professional cost estimates (from licensed contractor) to maintain and to restore the existing structure. Indicate the level to which the structure could be maintained/restored.

Additional Documents

- Indicate the property owner's current level of economic return.
- Provide any listing of the subject property for sale/rent, price asked, and offers received, if any, within the previous two years, including testimony and relevant documents.
- Discuss the feasibility of alternative uses for the property that could earn a reasonable economic return.
- Provide evidence of self-created hardship through deliberate neglect or inadequate maintenance of the property.

## IV. Scaled Plans and Drawings

### Cover Page

- Project title, address.
- Owner name, phone number, email, and address.
- Project representative name, phone number, email, and address.

### Vicinity and Context

- Depict a general location of the site and surrounding thoroughfares within the context of the City, along with adjacent jurisdictional boundaries if applicable.
- Provide context photos of the project site showing adjacent sites from all four directions, including across any streets.
- If the project is adjacent to any residential uses, provide evidence of contact with those residents regarding the proposal.

### Existing Conditions Plan

- Provide existing zoning district, jurisdictional boundaries, and general location of adjacent streets.
- Show site boundaries, including property lines, total acreage, and dimensions.
- Delineate existing historic/cultural features on the site; annotate features to be demolished and preserved.
- Depict existing easements, public/private utility systems, public improvements, and permanent facilities.
- Provide annotated photos of structure's existing conditions.

### Other

- Provide any additional information necessary to adequately justify the request for demolition.