



ARCHITECTURAL REVIEW BOARD (ARB)
DEMO of NON-CONTRIBUTING STRUCTURE/RESOURCE CHECKLIST

Purpose: The property owner/applicant shall demonstrate that one of the criteria in Section 153.176(J)(5)(b) of the Historic District Code can be met. 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 shall include project summaries, photographs, along with items listed below. 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. Project Narrative

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

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

- Provide the 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 the existing zoning district, jurisdictional boundaries, and general location of adjacent streets.
- Show site boundaries, including property lines, total acreage, and dimensions.
- Delineate the existing historic/cultural features on the site; annotate features to be demolished and those to be 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.