



Historic District Commission
Application for Notice to Proceed – Demolition

Case No. _____

Planning & Zoning Dept. – City Hall
301 Washington Ave • Suite 211 • Bay City • MI 48708

www.baycitymi.org • 989-894-8179 • smckillop@baycitymi.org

Authorization for demolition of buildings in the city’s historic districts is permitted by Historic District Commission issuance of a *Notice to Proceed* that authorizes the city’s Building Department to issue a demolition permit. The party filing this application must present evidence demonstrating that issuance of a Notice to Proceed is necessary to substantially improve or correct any one of the four following conditions:

- 1) *The building constitutes a hazard to the safety of the public or to the structure’s occupants.*
- 2) *The building is a deterrent to a major improvement program that will be a substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.*
- 3) *Retaining the building will cause undue financial hardship to its owner when a governmental action, an act of God, or other events beyond the owner’s control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.*
- 4) *Retaining the building is not in the interest of the majority of the community.*

The party filing this application must present their request to the Historic District Commission. Please refer to the meeting schedule for application filing deadlines and meeting dates. Applicants are encouraged to contact the City’s Historic Preservation Officer at (989)894-8179 or email smckillop@baycitymi.org to discuss types of evidence that must be submitted with this application when filed. We look forward to assisting you in any way we are able.

I N S T R U C T I O N S

THE FOLLOWING MATERIALS MUST BE SUBMITTED WITH THIS APPLICATION

Basis for Application - A detailed description of the basis for your request (see 1 - 4 above).

Photographs - Color photographs depicting the entire building in its present condition. Include photos depicting the condition of both the interior and exterior of the building. Photographs may be provided as 4 by 6 in color prints or in digital jpg format.

Rehabilitation Cost Estimate - An itemized cost estimate for the rehabilitation of the building.

Assessed Value of Property - Documentation of assessed value of the building.

Documentation of Dangerous Building Hearing - Required only if the building was subject to Dangerous Building proceedings promulgated according to the city’s code of ordinances.

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Address of Property – Please Print
Street Address: _____

Applicant – Please Print
Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Telephone: _____
Email: _____

Property Owner – Please Print (required if applicant does not own the property)
Name: _____
Address: _____
City: _____ State: _____ Zip: _____ Telephone: _____
Email: _____

Signatures

Applicant Date

Property Owner Date

PLEASE NOTE:

The applicant must present their request to the Historic District Commission in person.

Please refer to the meeting schedule for application filing deadlines and meeting dates. Contact the City's Historic Preservation Officer at (989)894-8179 or email smckillop@baycitymi.org to discuss types of evidence as described in the instructions that must be submitted with this application when filed.

SUBMIT THIS FORM WITH SUPPORTING MATERIALS TO:

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