



**APPLICATION  
ARTICLE 85 DEMOLITION DELAY  
REVIEW**

Deliver or mail to:  
Environment Dept  
Boston City Hall, Rm 805  
Boston, MA 02201

**For Office Use Only**

APPLICATION # \_\_\_\_\_  
RECEIVED \_\_\_\_\_  
SIGNIFICANT \_\_\_\_\_  
HEARING DATE \_\_\_\_\_

**DO NOT RETURN THIS FORM BY FAX OR EMAIL**

**DO NOT STAMP THIS BOX**

**I. PROPERTY ADDRESS** \_\_\_\_\_

NAME of BUSINESS/PROPERTY \_\_\_\_\_

The names, telephone numbers, postal and e-mail addresses requested below will be used for all subsequent communications relating to this application. Environment Department personnel cannot be responsible for illegible, incomplete or inaccurate contact information provided by applicants.

**II. APPLICANT** \_\_\_\_\_

CONTACT NAME \_\_\_\_\_ RELATIONSHIP TO PROPERTY \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ CONTACT NAME \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**III. DOES THIS PROPOSED PROJECT REQUIRE ZONING RELIEF?** \_\_\_\_\_

IF YES, PLEASE INDICATE STATUS OF ZBA PROCESS \_\_\_\_\_

(Attach additional, if necessary, to provide more detailed information.)

**IV. DESCRIPTION OF PROPOSED DEMOLITION:**

**A BRIEF OUTLINE OF THE PROPOSED WORK *MUST BE GIVEN IN THE SPACE PROVIDED BELOW, OR THE APPLICATION WILL NOT BE ACCEPTED.*** This description should describe the structure(s) to be demolished and the proposed condition of the site after demolition, including any proposed new construction. Additional pages may be attached, if necessary, to provide more detailed information.

**V. REQUIRED DOCUMENTATION:** Please include all required documentation with this application in order to begin the review process; review instructions carefully for details. **Failure to include adequate documentation will cause a delay in the review process and may result in a rejected application.**

**Article 85 Required Documentation**

The following is a list of documents that **MUST** be submitted with this application. **Failure to provide accurate documentation will cause a delay in the review process and may result in a rejected application.** All documents should be no larger than 11x17 or foldable to fit an 8-1/2 x11 folder. Do not submit full-size plans unless requested to do so by staff.

- PHOTOGRAPHS – 3x5 or larger photographs of the property, properties affected by the proposed demolition and surrounding areas must be labeled with addresses and dates and included with this application. Photographs of the subject property seen from a distance in context with neighboring properties are required. Major elevations of the building(s) and any deterioration or reason for demolition should be documented. All photographs must be keyed to a map (see below) to provide a thorough location description. Good quality, clear, digital photographs may be printed on regular paper.
- MAP – A locus map containing the location of the property affected by the proposed demolition must be submitted with this application. Locus maps are available at the BRA, 9<sup>th</sup> floor, Boston City Hall and should highlight the property and area location. An 8 ½”x11” portion of a street map showing the property may be substituted for a BRA map, such as from an internet mapping site or aerial photograph.
- PLOT PLAN – A plot plan showing the existing building footprint and those of buildings in the immediate vicinity must be submitted with this application. Assessing parcel maps will be accepted, if the footprint of the relevant structure(s) is illustrated.
- PLANS and ELEVATIONS –If a new structure is being planned, a site plan, building plans and elevations of the new structure(s) must be submitted. If no new building is planned, submit plans for site improvements and/or describe the proposed use and treatment of parcel. (Parking, landscaping, clear debris, fill excavations, etc.)
- DULY AUTHORIZED SIGNATURES (BOTH REQUIRED) – See VI below. Failure to supply notarized signature(s) will result in a rejected application.
- PROOF OF OWNERSHIP – Proof of ownership must be submitted with the application. A copy of a property deed, property tax assessment bill, or other official documentation of property ownership is required.

NOTE: Copies of all documentation submitted with this application (photographs, maps, plot plans, etc.) should be retained by the applicant should additional copies be necessary for the commission hearing. **Additional materials** will be requested if a hearing is required and may be submitted with this application, if available; see “Article 85 Demolition Delay Review Hearing Preparation” in the detailed information packet.

**VI. DULY AUTHORIZED SIGNATURES:** Both the applicant’s and the legal property owner’s signatures must be notarized. Failure to supply notarized signature(s) will result in a rejected application. In cases of multiple ownership, the chair of the condominium or cooperative association or authorized representative (such as a property manager) shall sign as owner; in cases of institutional ownership, an authorized representative of the organization shall sign as owner.

The facts set forth above in this application and accompanying documents are a true statement made under penalty of perjury.

APPLICANT \_\_\_\_\_ OWNER\* \_\_\_\_\_

\*(If building is a condominium or cooperative, the chairman must sign.)

PRINT \_\_\_\_\_ PRINT \_\_\_\_\_

Environment Department personnel cannot be responsible for verifying the authority of the above individuals to sign this application. Misrepresentation of signatory authority may result in the invalidation of the application.

**UNSIGNED OR PARTIALLY SIGNED FORMS WILL BE REJECTED**

Please review all instructions and documentation requirements carefully before submitting your application. It is your responsibility to ensure the application is complete before submittal. **Incomplete applications will not be accepted.** If you have questions or require consultation before submitting your application, please contact the commission staff at 617-635-3850 to make an appointment.