



## **Top ten tips for your Article 85 application**

- 1) No application will be accepted without plans for the property after demolition.
- 2) Staff of the BLC cannot review the status of a building until an application is filed.
- 3) Staff of the BLC is not available to review applications for completeness when they are delivered. If you follow these tips and review the application instructions and checklist you should be ready to file. If you have specific questions or concerns please contact staff before submitting an application.
- 4) Maps are available to print out at the City of Boston's Assessing Online website: <http://www.cityofboston.gov/assessing/search/>
- 5) Photographs are important to getting your application reviewed. See the example and information on required photos beginning on the next page.
- 6) Proof of ownership can be a copy of a property deed, a copy of the property tax assessment bill or other official document. Make sure that the documents match who is listed as owner on the application.
- 7) If the owner and applicant are the same please sign in both locations on page 2 of the application.
- 8) If a violation notice or other correspondence has been issued by the Inspectional Services Department include that with your application.
- 9) Article 85 review takes around 10 calendar days. Include an email address on your application. The result of the application will be emailed to you.
- 10) Read the instructions and double check that everything is filled out before submitting. Incomplete applications will be returned.

## Article 85 Photographs

This example won't match every building but will give you an idea of what is required.

- Photographs may be printed on regular paper but must be in color and must be a minimum of 3" x 5".
- Include close up photos of damage or problems if they are applicable.
- All photographs must be keyed to a map. On the map mark where you were standing when the photograph was taken. Draw an arrow or triangle to show the direction you were facing.



- Photograph all sides of the building (the “elevations”). Key to the map as described above. Make sure to show the entire side, or as much as is possible.



1) Front of 5 Second Street



2) Left Side of 5 Second Street



3) Back of 5 Second Street



4) Right Side of 5 Second Street

- Photograph the building that you want to demolish from a distance with the buildings next to it in the same photo. It is most important to show the views from the street side of the building. Key these photos to the map. Include two or more of this kind of photo in your application.



5) View of 5 Second Street from the left.



6) View of 5 Second Street from the right.