

TOWN OF SUDBURY DEMOLITION DELAY BYLAW
DEMOLITION PLAN SUBMISSION FORM

Bylaw Summary: The Demolition Delay Bylaw is triggered when a property owner files for a demolition permit with the Building Department, and the Building Inspector determines the building, structure or archaeological site at issue is a potential historical or archaeological asset pursuant to certain criteria set forth in Section 3 of the Bylaw. Once the Building Inspector makes its determination, the Historical Commission is tasked with first determining whether the structure is “historically significant” (*see* Section 2 of Bylaw), and if so, whether that structure should be “preferably preserved” and a six-month demolition delay instituted (*see* Section 4(6) of Bylaw). The Commission’s jurisdiction is limited to proposed demolition to the exterior of a structure, including exterior elements not visible from public streets and ways. It has no jurisdiction over any proposed interior demolition.

Bylaw Steps and Process: A useful description of the Bylaw steps and process can be found on the Historical Commission’s website at: [Demolition Delay Bylaw Steps and Process » Historical Commission \(sudbury.ma.us\)](http://www.sudbury.ma.us/historical-commission/demolition-delay-bylaw-steps-and-process)

APPLICANT INFORMATION:

Date of Submission: _____

Applicant Name: _____

Applicant Address:

Address of Property Proposed for Demolition (if different):

Phone: _____ **Email:** _____

Applicant Signature: _____

OWNER INFORMATION (IF DIFFERENT THAN APPLICANT)

Owner Name: _____

Owner Address: _____

Phone: _____ **Email:** _____

Owner Signature: _____

REQUIRED DEMOLITION PLAN MATERIALS:

When filing your Demolition Plan, please be sure all relevant information listed below is submitted. Insufficient information can delay the review process. Any photographs, renderings, plans, or other information should be submitted on an appropriate paper size to ensure legibility of details. For the PDF submission, such images should be of sufficiently high resolution to ensure legibility of details.

****For additional assistance, please refer to the Demolition Plan Guide to Application Form included at the end of this Application Form.**

1. A map showing the proposed structure demolition with reference to lot lines and the neighboring building and structures (please attach to this Submission Form).
2. Photographs of all street façade elevations. (please attach to this Submission Form).
3. A description of the structure, or part thereof, to be demolished (please attach any architectural plans to this Submission Form).

Brief Narrative Description: _____

4. The reason for the proposed demolition.

Brief Narrative Description: _____

5. A brief description of the proposed reuse of the subject parcel (please attach any plans or renderings to this Submission Form).

Brief Narrative Description: _____

Note: The Commission consults the U.S. Secretary of the Interior's Standards for the Treatment of Historic Properties and the Sudbury Historic Districts Commission's General Guidelines. *See links below.*

Secretary of the Interior's Standards - <https://www.nps.gov/orgs/1739/secretary-standards-treatment-historic-properties.htm>

HDC General Guidelines - https://cdn.sudbury.ma.us/wp-content/uploads/sites/302/2014/08/HistoricDistrictsComm_Guidelines.pdf?version=fbd1707f05fb587c0a45a62dea952410

Please be sure to submit **five (5) copies** of this Demolition Plan Submission Form to the Historical Commission together with supporting materials. Submission of a PDF copy of the Demolition Plan is also strongly encouraged. A public hearing will generally be scheduled within three (3) weeks from the time of receipt of the completed application materials.

For a complete schedule of Historical Commission meeting dates, please visit the Historical Commission's website. Public hearings are typically scheduled at the top of the agenda for each such meeting.

You will be billed at a later time after you submit your Demolition Plan materials for the cost of running a public hearing notice in the local newspaper. When the time comes to submit this payment, please prepare a check payable to the "Town of Sudbury" to cover this cost.

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DEMOLITION PLAN GUIDE TO APPLICATION FORM

Once the Commission determines that a structure is “historically significant,” the Commission must then determine in a public hearing whether the structure should be “preferably preserved.” To assist this determination, the Bylaw requires that the applicant provide the below-listed materials as part of its Demolition Plan. *The Demolition Plan materials may also be provided to the Commission prior to making its initial determination of historical significance and will facilitate this decision as well.*

The Commission appreciates that Demolition Plans will vary based on the scope of the property owner’s proposed demolition project. Below are suggestions to assist the applicant in compiling its Demolition Plan.

1. Bylaw Requirement: A map showing the proposed structure demolition with reference to lot lines and the neighboring building and structures.
 - **Suggested information and materials:**
 - Go to: <https://www.mapsonline.net/sudburyma/>
 1. Enter address of structure proposed for demolition.
 2. Then click “Layers” on the lefthand side and click the box for “Historic Districts” to make layer appear.
 3. Zoom in sufficiently close to see all lot lines and neighboring buildings and structures.
 4. Take a screenshot or, if using Microsoft Office, the “Snip” application.
2. Bylaw Requirement: Photographs of all street façade elevations.
 - **Suggested information and materials:**
 - Prior to submission, ensure that all photographs are of sufficient resolution and viewability to be presented in the designated public forum. Presently, Commission meetings are held via Zoom.
 - Photographs of all exterior structural elevations are helpful (including those not impacted by proposed demolition).
3. Bylaw Requirement: A description of the structure, or part thereof, to be demolished.
 - **Suggested information and materials:**
 - For additions, repairs, alterations or expansions that are being submitted because they include demolition of a portion of the structure or alteration of exterior wall or surface, exterior architectural plans showing the existing architecture (with a focus on the area to be demolished or altered) and the proposed changes with notes on how the new construction will be integrated into the existing architectural style.
4. Bylaw Requirement: The reason for the proposed demolition.
 - **Suggested information and materials:**
 - Additional detail on why the applicant believes demolition is necessary. A professional opinion from a registered professional structural engineer may be helpful in certain instances in determining whether existing structure poses an imminent threat to health or safety.

- For partial demolition, the applicant should explain how the proposed demolition minimizes detrimental impacts to the architecture and any historical value that exists.

5. Bylaw Requirement: A brief description of the proposed reuse of the subject parcel.

- **Suggested information and materials:**

- Exterior architectural plans and location of the proposed new structure. This may include adaptations of the demolished structure's historic style that provide continuity with new structure or use.
- Proposed reuse of any salvaged, historic architectural elements.
- For additions, exterior architectural plans and location of the newly constructed portion of the building. This should include a description of how the new construction matches the historic style of the existing structure. Focus on trim details, proportional ratios, and percent of glazing may be helpful.