

Single Family Dwelling Demolition Only Plan Submittal Form

Used for the demolition of an individual Single Family Dwelling, accessory structures and pavements that require DSC approval when submitted independently of a plan for construction of improvements. Demolition of less than 2,500 square feet of impervious area typically does not require DSC approval; these permits can be handled at the P&I counter.

Date: _____

Design Professional Name: _____

Email Address: _____ Phone #: _____

Business Name: _____

Mailing Address: _____

Developer Name (Company): _____ Point-of-Contact: _____

Email Address: _____ Phone #: _____

Current Property Owner Name: _____

Email Address: _____ Phone #: _____

Plan Title: _____

The following items are required to be submitted for review. Please note that the submittal will be checked for completeness prior to acceptance for review. Incomplete submittals will not be accepted for review.

- \$75.00 review fee payment must be made prior to release of the approved plan for permitting.
- Demolition Plan - Electronic document submittal thru ACCELA, Demolition plan must include all items listed on the reverse side of this form.

Which city staff has been informed of this plan through meetings, phone conversations or emails?

What issues were discussed?

Single Family Dwelling Demolition Only Plan Staff Review Checklist

If the demolition area is equal to or exceeds 2,500 square feet, a plan will be required to be submitted to the DSC for approval. The plan must include the following required items:

DSC File #: _____ Plan Title: _____

Item	Requirement	Review Comment	Requirement Met		
			Y	N	N/A
Plan Submittal Requirements					
1	Project Narrative briefly explaining the work to take place (can be placed on the plan or on letterhead)				
2	A current physical survey of the site (1 year or newer) that shows all improvements located on the site; signed, sealed, and dated by a Land Surveyor)				
3	Notes or other indicators (hatching/shading) of structures, pavement, and/or impervious area to be removed				
4	A list of the impervious areas to be removed in square feet, including the total impervious area to be removed				
5	The location of the limits of disturbance, outlined by silt fence placed as close to the proposed demolition as feasibly possible, considering equipment necessary to remove and haul debris				
6	Total area of land disturbance in square feet <i>NOTE: "Land disturbance" or "land- disturbing activity" means a man-made change to the land surface that potentially changes its runoff characteristics including clearing, grading, or excavation except that the term shall not include those exemptions specified in Section 1-4 of this Ordinance.</i>				
7	5" wide by 3" high blank space for approval stamp on the right side of the cover sheet				
Required City Notes					
8	No trees or other vegetation shall be removed except as noted on the plan. Trees and vegetation located in the city right-of-way or RPA shall not be removed or damaged.				
9	Any damages to improvements in the city right-of-way shall be corrected at the direction of the City Inspector.				
10	All private utilities will be property disconnected.				
11	There are no known underground storage tanks (UST) unless shown; note "possible" UST if filler or vent found if tank existence is not verified.				
12	Any future development of this site will require the proper abandonment or re-use of the existing sanitary sewer lateral and water service line per the Public Utilities Design Manual, and all costs associated with these requirements shall be at the future developer's expense.				
13	All disturbed areas will be graded and stabilized with permanent seeding and straw.				
14	No other land disturbance or grading is proposed other than in the locations of the removal of the structures as shown.				
15	The "agreement in lieu of a stormwater plan" option is being utilized.				
16	The "agreement in lieu of an erosion and sediment control plan" option is being utilized.				
17	For RPA sites a pre-construction meeting with Civil Inspections is required prior to any land disturbance activity, including demolition. Contact Permits & Inspections at (757) 385-4558 to schedule meeting.				