

## Demolition Permit Instructions

No structure shall be removed in whole or in part without the owner first obtaining a permit for such removal from the Zoning Administrator.

A complete application includes the following:

- Completed Application for Site Improvement Permit
- Legal description of the property
- Scaled site plan showing all existing buildings and identifying the building to be destroyed
- Photograph or digital photo
- Sketch, narrative, or other document identifying the composition of the building to be destroyed
- Written description of any environmental hazards known to exist, or which will be created by destruction
- Written plan for disposal of the debris created by destruction
- Written description of any traffic or other public safety concerns related to the demolition of the building
- Demolition permit fee of \$25.00 for structures that are over 200 square feet or \$15.00 for structures that are 200 square feet and less, made payable to the Town of Newburgh

Demolition within a historic district may be considered only under the following circumstances:

- The building is deemed beyond all repairs economically feasible
- The building has deteriorated to such a state that the building is considered an immediate threat to health and safety
- The building has no historic or architectural significance in the opinion of the Newburgh Historic Preservation Commission
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Applications for demolition within a historic district require the following additional documentation:

- Photographs showing a view from the street or a view of the building to be demolished and adjacent properties
- Photographs or other evidence of the state of deterioration, disrepair, and structural stability of the structure to be demolished
- Full description of the intended use of the property after demolition and additional supporting materials necessary for the Historic Preservation Commission to make an informed decision
- Statement of alternative(s) to demolition that have been considered and reasons for dismissal
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No permit shall be issued until a complete application has been on file with the Zoning Administrator at least 48 hours, not counting Saturday, Sunday, or a legal holiday. Issuance of all Demolition permits requires approval of the Newburgh Planning Commission, concurrence of the Newburgh Historic Preservation Commission, and notification to the Newburgh Waste Water Treatment Facility Superintendent. Failure to obtain a permit before removal of a structure shall be punishable by a civil fine not to exceed \$2500 in accordance with Ordinance 2000-22.

If a Demolition Permit is granted:

- A building in a historic district should be documented with photographs of the building, structure, principle elevations, architectural elements, and other features of both the interior and exterior
- Neighboring buildings that share party walls should not be damaged
- The sanitary sewer lateral must be capped at the right-of-way and inspected by Waste Water Treatment Facility personnel.
- The site should be properly cleaned and reseeded if no building will replace the existing structure
- If a new building is to be built on a site within a historic district, it must conform to the Newburgh Historic Preservation Guidelines for new construction
- A Demolition Permit shall remain valid for six (6) months after it has been issued