

## ***BUILDING DEMOLITION PROCEDURES***

### **GENERAL REQUIREMENTS:**

1. Permits are required to construct, enlarge, alter, or demolish a building within the City of Gaithersburg per Chapter 5 of *The City Code*.
2. The applicant is required to submit the following documents prior to the issuance of each demolition permit by the City of Gaithersburg:
  - a. A demolition permit application, including permit fee payment. Refer to current fee schedule.
  - b. A site plan showing location of the building to be demolished.
  - c. Submit disconnect letters from all applicable utility companies certifying that their services have been disconnected from the subject building, i.e. electricity (PEPCO), gas (Washington Gas), water & sewer (WSSC), telephone (Verizon), and cable (multiple providers), in advance of the proposed work.
  - d. Post a bond for the total cost of demolition of the building and stabilization of the site.
  - e. Submit a digital photographic record of the building (building elevations to include all four (4) sides) and premises prior to proposed demolition.
  - f. Obtain and submit a hazardous materials survey and statement of remediation (if found by the survey) from the building and site. (e.g. asbestos, lead, mercury, PCB's)
    - Provide written verification by a licensed HVACR mechanic/contractor (in the State of Maryland) that all fluids and refrigerants have been lawfully processed, disposed of, and/or removed from the building and site.
    - Provide verification that all pressurized cylinders (existing fire suppression equipment, oxygen, carbon dioxide, etc.) must be properly removed by professional service personnel before demolition begins.
3. Provide documentation from a licensed pest removal company that property has been inspected for rodents and other pests, and that remediation, if needed, has been performed.
4. All City sediment control requirements and codes must be met and will be discussed with the contractors at the required pre-construction meeting prior to commencement of work.
  - State of Maryland regulations require a sediment control plan for disturbances of 5,000 square feet or more.
5. In addition to these requirements, buildings over 50-years-old must complete the requirements specified on page 2 of the *Building Demolition Procedures* (next page).

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### **FOR BUILDINGS OVER 50-YEARS-OLD:**

1. Prior to the issuance of each Demolition Permit by the City of Gaithersburg, structures or buildings over 50-years-old will be reviewed by the Historic District Commission for potential historic or architectural significance. The criteria utilized by the Historic District Commission to determine potential historic or architectural significance are specified in §24-226 of *The City Code*:
  - (1) *Historical and cultural significance*. The historic resource:
    - a. Has character, interest or value as part of the development, heritage or cultural characteristics of the city, county, state or nation;
    - b. Is the site of a significant historic event;
    - c. Is identified with a person or a group of persons who influenced society; or
    - d. Exemplifies the cultural, economic, social, political or historic heritage of the city and its communities.
  - (2) *Architectural and design significance*. The historic resource:
    - a. Embodies the distinctive characteristics of a type, period or method of construction;
    - b. Represents the work of a master;
    - c. Possesses high artistic values;
    - d. Represents a significant and distinguishable entity whose components may lack individual distinction;
    - e. Represents an established and familiar visual feature of the neighborhood, community or city due to its singular physical characteristic or landscape; or
    - f. Embodies design, setting, materials, workmanship and ambience to the city's sense of time, place and historic development.
2. Where the Historic District Commission determines that any site, group of sites, structure, or object is undergoing active consideration as a historic district, historic site, or historic resource, or has the reasonable probability of being so designated or has been so designated, it may direct the City Manager to withhold issuance of any permit to demolish, grade, or substantially alter the exterior features of any such site, structure, or object. The City Manager shall withhold such permit for a maximum of six (6) months from the date of the directive of the Commission allowing the site, group of sites, structure, or object to go through the Historic Designation Application process.
3. Where the Historic District Commission determines that any structure or building over 50-years-old does not meet the criteria for historic or architectural significance, as specified in §24-226 of *The City Code*, the Historic District Commission will not direct the City Manager to withhold issuance of the demolition permit and the demolition permit will be issued without further review.