



Residential Demolition Application

Planning and Development Review Department
Historic Preservation Office

A **TOTAL** or **PARTIAL** demolition of the Single Family Residence, Duplex, Tri-plex
or Other _____ Located at: _____

*****INSPECTIONS ARE REQUIRED FOR ALL DEMOLITION PROJECTS**

*****PARTIAL** demolition only - Identify (specify location North, South, East West, etc.) the exterior wall(s),
roof or portion of wall(s) and roof to be demolished.

BP- _____	PR- _____	NRD- _____	HDP- _____
REFERRED BY: _____		NRHD/LHD: _____	
<input type="checkbox"/> RELEASE PERMIT		Ca. _____	
<input type="checkbox"/> DO NOT RELEASE PERMIT			
<input type="checkbox"/> HLC REVIEW _____			
_____ Historic Preservation Officer/Deputy Officer			_____ Date

Applicant's Name & Company Name: _____

Address: _____

City: _____

State/ ZIP: _____

Phone: (____) _____

Email: _____

Applicant's Name & Company Name: _____

Address: _____

City: _____

State/ ZIP: _____

Phone: (____) _____

Email: _____

PERMIT SUBMITTAL REQUIREMENTS:

- 1. Site Plan or Survey** that shows the street address, location of the structure on the lot, dimensions of the structure. Clearly identify the structure or portion of the structure to be demolished. Plan not to exceed 8 1/2" x 14".
- 2. Certified tax certificate** for the property on which the structure is located from the Travis County Tax Assessor's Office (5501 Airport Boulevard, 854-9473). If Tax Certificate is in a name other than the current owner, proof of ownership must be shown through connecting documents.
NOTE: Copies are NOT accepted.
- 3. Photographs**, clearly showing the structure or portion of the structure proposed for demolition. Digital photographs are acceptable.
- 4. Review Fee (see current fee schedule for applicable fees).**

IMPORTANT: Verify with the Watershed Protection and Development Review Department (Development Assistance Center) that new construction will be permitted at this location **prior** to filing this application.

Once the application has been reviewed and approved by the City Historic Preservation Office a demolition permit may then be obtained from the Permit Center on the 2nd floor of the One Texas Center. An additional fee of \$44.00 per structure for the permit will be assessed.



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1. ~~YES~~ ~~NO~~ - Will the proposed work require use of City right-of-way? If "Yes" a Right of Way Management (Rowman) Application must be approved prior to any such activity. Applications may be obtained in the Watershed Protection and Development Review located on the 8th floor at One Texas Center 974-7180, or at <http://www.ci.austin.tx.us/rowman/index.cfm>.
2. ~~YES~~ ~~NO~~ - Is the structure currently tied into water and/or sewer services provided by the City of Austin? Please contact 494-9400 to obtain the specific water and sewer service information.
3. ~~YES~~ ~~NO~~ - Will the proposed work require the removal of a protected size tree or impact the critical root zone as defined within the City of Austin tree protection ordinance? If "YES" a Tree Ordinance Review Application must be approved by the City Arborist prior to any such activity. Applications may be obtained in the Development Assistance Center, One Texas Center, 974-6370. Any demolition or relocation work, which results in damage or destruction of a protected tree without authorization is a City ordinance violation. Additional information may be obtained from the City Arborist, 974-1876, or at <http://www.ci.austin.tx.us/trees/>.

Certification

~~I/we hereby certify that I/we am/are the owners of the above described property. I/we are respectfully requesting processing and approval of the above referenced permit(s) review.~~

~~I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.~~

~~As owner(s) of the above described property, I/we hereby file as the Applicant for the processing and presentation of this request. I/we shall be the principal contact with the City in processing this application.~~

~~_____~~
~~Owner's Signature _____ Date~~

~~_____~~
~~Owner's Signature _____ Date~~

~~_____~~ ~~_____~~
~~1st owner's printed name _____ 2nd owner's printed name~~

Sworn and subscribed before me this _____ day of _____, 20____

Notary Public in and for the State of Texas

My commission expires: _____

I certify that the information provided above is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid. I agree to comply with the requirements in all applicable codes. I understand that any substantial modifications or additions to this application can mean the requirement of an additional review.

I understand that no work may begin prior to review by the Historic Preservation Office and issuance of the demolition permit by the Permit Center. I understand that the Historic Preservation Office review does not imply approval of the demolition permit, and that if the structure(s) is determined to be potentially historic as defined by §25-11-214 of the City of Austin Land Development Code, additional review by the Historic Landmark Commission may be required.

Applicant's Signature _____ Date



Commercial Demolition Application

Planning and Development Review Department
Historic Preservation Office

I, _____ hereby apply for a permit to **Demolish**
structure(s) currently located at: _____

BP- _____	PR- _____	NRD- _____	HDP- _____
REFERRED BY: _____		NRHD/LHD: _____	
<input type="checkbox"/> RELEASE PERMIT _____		Ca. _____	
<input type="checkbox"/> DO NOT RELEASE PERMIT _____			
<input type="checkbox"/> HLC REVIEW _____			
_____ Historic Preservation Officer/Deputy Officer			_____ Date

Will the proposed work require use of City right-of-way: **YES** **NO**
If "Yes" a Right of Way Management (Rowman) Application must be approved prior to any such activity. Applications may be obtained in the Watershed Protection and Development Review located on the 8th floor at One Texas Center 974-7180, or at <http://www.ci.austin.tx.us/rowman/index.cfm>.

Is the structure currently tied into water and/or sewer services provided by the City of Austin?
_____ **YES** **NO**
If NO, please contact 494-9400 to obtain the specific water and sewer service information.

Will the proposed work require the removal of a protected size tree or impact the critical root zone as defined within the City of Austin tree protection ordinance? **YES** **NO**
If "YES" a Tree Ordinance Review Application must be approved by the City Arborist prior to any such activity. Applications may be obtained in the Development Assistance Center, One Texas Center, 974-6370. Any demolition or relocation work, which results in damage or destruction of a protected tree without authorization is a City ordinance violation. Additional information may be obtained from the City Arborist, 974-1876, or at <http://www.ci.austin.tx.us/trees/>.

PERMIT SUBMITTAL REQUIREMENTS:

- 1. Site Plan or Survey** that shows the street address, location of the structure on the lot, dimensions of the structure (length and width), and identifies the structure or portion of the structure to be demolished. Plan not to exceed 8 1/2" x 14".
- 2. Certified tax certificate** for the property on which the structure is located from the Travis County Tax Assessor's Office (5501 Airport Boulevard, 854-9473). If Tax Certificate is in a name other than the current owner, proof of ownership must be shown through connecting documents.
NOTE: Copies are NOT accepted.
- 3. Proof of Ownership** of the property or a letter of authorization from the property owner granting the applicant permission to secure a demolition permit on their behalf; owner authorization letters are to be notarized by a Notary Public.
- 4. Approved Red Stamped Site Plan** or an Approved Site Development Determination/Exemption form.
- 5. Completed TDH Notification form (Asbestos Survey)**; must be filled out by a licensed inspector or contractor.
- 6. Photographs**, clearly showing the structure or portion of the structure proposed for demolition. Digital photographs are acceptable.
- 7. Review Fee (see current fee schedule for applicable fees).**



Commercial Demolition Application

Planning and Development Review Department
Historic Preservation Office

PLEASE NOTE: Be sure to check with the Watershed Protection and Development Review Department (Development Assistance Center) prior to filing this application to make sure that a new structure may be built on this property.

Once the application has been reviewed and approved by the City Historic Preservation Office a demolition permit may then be obtained from the Permit Center on the 2nd floor of the One Texas Center. An additional fee of \$44.00 per structure for the permit will be assessed.

I, the undersigned, hereby swear or affirm that the information provided above is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

I understand that no work may begin prior to issuance of this permit.

I understand that this permit cannot be issued until the City Historic Preservation Office reviews and approves the application. The City Historic Preservation Office reviews all permit applications within five (5) business days. I also understand that if a building or structure is determined to be potentially historic as defined by §25-11-214 of the City of Austin Land Development Code, additional review by the Historic Landmark Commission may be required.

Name of Owner/Agent: _____

Address of Owner/Agent: _____

Telephone Number: _____

Email: _____

Signature of Owner/Agent

Sworn and subscribed before me this _____ day of _____, 20____

Notary Public in and for the State of Texas

My commission expires: _____



Demolition Application

Application type: Commercial Residential Fee paid: \$

Permit Information	
FOR OFFICE USE ONLY	BP- _____ PR- _____ LHD NRD HDP - _____ Ca. _____ REFERRED BY: _____ NRHD/LHD: _____ <input type="checkbox"/> RELEASE PERMIT <input type="checkbox"/> DO NOT RELEASE PERMIT <input type="checkbox"/> HLC REVIEW— _____ HISTORIC PRESERVATION OFFICE _____ DATE _____
Property Information	Demolition Type
Address: _____ City/Zip: _____ Current use: _____	<input type="checkbox"/> Total _____ <input type="checkbox"/> Partial—identify the exterior wall(s), roof or portion of wall(s) and roof to be demolished. _____ _____
Applicant	Owner
Name: _____ Address: _____ City/Zip: _____ Phone: _____ Email: _____	Name: _____ Address: _____ City/Zip: _____ Phone: _____ Email: _____
Demolition Contractor Information	Structural Information
Company: _____ Address: _____ City/Zip: _____ Phone: _____	Square Feet: _____ Building Materials: _____ Foundation Type: _____ Estimated cost of demolition: _____

IMPORTANT:

Inspections are required for all demolition projects. If you do not call for a final inspection, the permit will expire after 180 days from the time of applying for the permit. In order to close out an expired permit, an applicant will be required to submit a NEW application for the project and all fees will be assessed again.

DO NOT LET YOUR PERMIT EXPIRE!!!!



Demolition Application

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Submittal Requirements

- 1. Owner authorization/signature, **NOTARIZED** at the bottom of this page
OR a NOTARIZED letter of authorization from the owner giving the applicant permission to apply. _____
- 2. Dimensioned Site Plan or Survey that shows all existing structures and what is being demolished
- 3. Certified tax certificate(s) from Travis Central Appraisal District, 512-854-9473
- 4. Photos of structure: the photo needs to show the entire front of the structure that is visible from the street.
- 5. Review Fee (see fee schedule for applicable fees)

Additional requirements for Commercial Demolitions:

- 6. Approved/Red-stamped site plan OR an approved Site Development Exemption Form
- 7. Completed Texas Department of Health Asbestos Notification Form: must be filled out by a licensed inspector or contractor

Consent, Authorizations and Signatures

I understand and will adhere to the following rules or regulations:

1. No work may begin prior to issuance of this permit

- 2. It is important to verify with the Development Assistance Center (DAC) that new construction will be permitted on the property at this location PRIOR to filing this application.
- 3. If the structure to be demolished is currently tied into water and/or sewer services provided by the City of Austin, you must contact Austin Water Utility at 512-494-9400 to obtain specific water and sewer service information.
- 4. If the proposed work will require the removal of a protected District size tree or impact the critical root zone as defined within the City of Austin tree protection ordinance, a Tree Ordinance Review Application must be approved by the City Arborist prior to any such activity. Information can be found at <http://www.austintexas.gov/department/city-arborist>
- 5. If the proposed work will require use of City right-of-way, a Right of Way Application must be approved prior to any such activity. Applications may be obtained in the Watershed Protection and Development Review located on the 8th floor at One Texas Center. For additional information, call 974-7180 or go to <http://www.austintexas.gov/department/right-way-management>
- 6. The Historic Preservation Office will review this application to determine if the structure that is subject of this application is potentially historic as defined by §25-11-214 of the City of Austin Land Development Code. Additional review by the Historic Landmark Commission may be required and additional fees may be assessed.**
- 7. Once this review is complete and approved, the permit may be obtained from the Permit Center and additional fees will be assessed at that time.

I, the undersigned, hereby swear or affirm that the information provided in this application is true and correct to the best of my knowledge and is an accurate reflection of my intentions for the above structure and/or property. I understand that any omission or incorrect information herein will render this application and any permit obtained invalid.

As owner(s) of the property described in this application, I/we hereby authorize the Applicant listed on this application to act on my/our behalf during the processing and presentation of this request. They shall be the principal contact with the City in processing this application.

Signature of Applicant: _____ **Date:** _____
(if different from owner)

Signature of Owner: _____ **Date:** _____

Sworn and subscribed before me this ____day of _____, 20 ____

Notary Public in and for the State of Texas

My commission expires: _____