

Waiting Period for Demolition Permits

This packet includes:

1. Demolition Permit Application
2. Town Ordinance
3. Information for Applicants and Objectors
4. Affidavit in Support of Application for Demolition Permit
5. Verification of Compliance with Requirements of Demolition Delay Ordinance
6. Sample Sign Text
7. Form for Notification Letter
8. Form for Legal Notice

Town of Madison
Connecticut
Building Department

8 Campus Drive
Madison, CT 06443
Telephone: (203) 245-5618
Fax: (203) 245-5613

2015 Demolition Permit Application

Date: **Building Area ** Year Built
Permit # Permit Fee \$ Map Lot
Property Address
Property Owner Phone Number
Mailing Address
Name of Applicant (if owner, enter "Same")
Phone Number Address:
Name of Demolition Contractor
Address
Contractor License # Expiration Date Phone Number

Note: All Contractors must provide copy of State of Connecticut Trade License AND Certificate of Insurance

- Type of Structure to be Demolished: Townhouse Structure (Private Residential) Residential Home (1-2 Family Dwelling)
 Commercial Building Accessory Structure (1-2 Family Dwelling)
 Institutional Building (School, Hospital, etc.)

****Demolition Delay is required if structure is over SIXTY (60) years of age and over 500 square feet****

All Items Listed Below MUST be Submitted with Application

Letters from Utility Companies Confirming Safe Disconnection

- Electrical Disconnect Gas Disconnect Water Disconnect
 Telephone Disconnect Cable Disconnect Other:

Authorized Contractor Information:

Current Owner Authorization

Name (Print)

Name (Print)

Signature

Signature

PERMISSION IS HEREBY GRANTED

For removal of structure located at:

Date Issued:

Demolition Certifications

Certification: I hereby certify that I am the owner of record of the named property or that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as an authorized agent. We agree to conform to all applicable laws, regulations of the State of Connecticut Demolition Code and Local Ordinances. All information contained in the foregoing Application for Demolition Permit is true and accurate to the best of my knowledge and belief.

Owner/Agent Signature

Printed Name

Date

Certification of Intent: We hereby certify that the proposed demolition work will be carried out in compliance with all provisions of the State of Connecticut Demolition Code. We further certify that written notice of the proposed demolition has been sent to each adjoining property owner by registered or certified mail at such owner's last address according to the records of the assessor of the Town of Madison, and those copies of certificates of mailings are attached to this Application. By signing below we hereby attest, jointly and severally, that all information contained in the foregoing Application for Demolition Permit is true and accurate to the best of my knowledge and belief.

Owner/Agent Signature

Contractor Signature

Printed Name

Printed Name

Date

Date

Important

In accordance with C.G.S. Chapter 541, Section 29-406, No person shall be eligible to receive a permit under this section unless he furnishes to the Building Official written evidence (1) of financial responsibility in the form of a certificate of insurance specifying demolition purposes and providing liability coverage for bodily injury of at least one hundred thousand dollars (\$100,000) per person and an aggregate of at least three hundred thousand (\$300,000), and for property damage of at least fifty thousand (\$50,000) dollars per accident with an aggregate of at least one hundred thousand dollars (\$100,000); each such certificate shall provide that the Town of Madison and its agents shall be saved harmless from any claim or claims arising out of the negligence of the applicant or his agents or employees in the course of the demolition operations.

- Certificate of Insurance Attached
- Limits of Liability Comply with CGS
- Certified Mailings attached

Town of Madison, Connecticut
Town Ordinance

**WAITING PERIOD FOR DEOLITION PERMITS
FOR BUILDINGS OR STRUCTURES OVER 60 YEARS OLD**

SECTION 1 As authorized by §29-406(b) of the Connecticut General Statues, there will be a ninety (90) day waiting period for the demolition of any building or structure, five hundred (500) square feet or larger, that is more than sixty 60 years old. Said waiting period shall commence on the date of newspaper publication.

SECTION 2 In construction of this article, words and phrases shall be construed according to the commonly approved usage of the language; and technical words and phrases that have been given working definitions in state demolition regulations, shall be construed and understood accordingly.

SECTION 3 Any applicant for demolition permit shall provide the following information verified under oath on a form provided by the Land Use Department:

- (a) the name, if any, and address of the building or structure to be demolished;
- (b) the name and address of the owner of the building or structure to be demolished;
- (c) the age of the building or structure to be demolished;
- (d) the square footage of the building or structure to be demolished;
- (e) the names and address of the owners of all properties adjoining the property on which the building or structure to be demolished is located according to an attached copy(s) of a pertinent portion of the current assessor's map.

SECTION 4 Within five (5) days of the filing of an application for a demolition permit for a building or structure five hundred (500) square feet or larger that is over sixty (60) years old, the applicant shall issue notices set forth in this section containing information provided in Section 3 (a) through (e) along with a statement that an application for a demolition permit is pending, that information may be obtained from a building official, and that any objection to the demolition must be filed in writing with the building official within forty-five (45) days of publication notice to prevent the shortening of the waiting period established by the Town ordinance:

- (a) publication notice delivered prepaid to a newspaper having a general circulation in the Town with direction that it be published within seven days of receipt;
- (b) first class mail notice to the owners, as verified from the Real Property records on file in the office of the Assessor, of all property adjoining the property on which the building or structure to be demolished is located;
- (c) first class mail notice to each historic district commission in the Town, the Madison Historical Society, the Deacon John Grave Foundation, the Charlotte L. Evarts Memorial Archives and residential association (if applicable) in which the building or structure is located;
- (d) notice by posting a sign of a size no smaller than twenty-four (24) by thirty-six (36) inches on the property on which the building or structure to be demolished is located in a conspicuous place visible from a public or other accessing street. The sign shall contain the "DEMOLITION" in capital letters no less than three (3) inches high. If there is more than one building or structure proposed for demolition, a sign shall be posted on or near each of them. Said sign shall include contact information for the property owner and/or his/her agent and the building official and shall remain on the property from the time of posting until the final demolition; and
- (e) first class mail or hand delivery notice to the Land Use Office, verifying that all the notices required in subsection 4 (a) through (d) have been made with copies of subsection 4 (a) through (e) notices attached and evidence of mailing for items (b) and (c) in the form of United States Post Office Certificates of Mailing included. A copy of the published legal notice shall also be forwarded to the Land Use Office by first class mail or hand delivery with seven (7) days of publication.

SECTION 5 A separate fee for demolition applications shall be set by the Board of Selectmen and charged by the Land Use Office for all demolition application that require administrative review under this ordinance to defray the cost of all such review.

SECTION 6 If no written objection to the granting of the demolition permit is filed with the Land Use Office within forty-five (45) days of the publication notice set forth in Section 4 (a), the balance of the waiting period shall be waived.

SECTION 7 The provisions of this article shall not apply to order of the building official or director of health for emergency applications because of hazardous building or structures posing a threat to public health or safety.

Effective May 25, 2006.

INFORMATION FOR APPLICANTS AND OBJECTORS

The applicant shall:

1. Complete Demolition Permit Application
2. Submit *Affidavit in Support of Application for Demolition Permit* to the Land Use Office with \$75 administrative fee.
3. Submit photographs of building to be demolished.
4. Within five (5) days of Affidavit submittal:
 - a. deliver to the *Shoreline Times* or the *Source* a prepaid legal notice in the prescribed form with direction that it be published within seven days of receipt; verification of publication shall be provided to the Town as described in item 5 below;
 - b. provide notice by First Class mail to the owners of all property adjoining the property on which the building or structure to be demolished is located. Notice shall be in the form prescribed by the Town and certificates of mailing shall be provided to the Town as described in item 4 e below;
 - c. provide notice by First Class mail to the Local Historic District Commission, the Historical Society of the Town of Madison, The Deacon John Grave Foundation, The Charlotte L. Evarts Memorial Archives, and any residential association in which the building or structure is located. (See mailing addresses on following page.) Notice shall be in the form prescribed by the Town and certificates of mailing shall be provided to the Town as described in item 4 e below.
 - d. post a sign of a size no smaller than twenty-four (24) by thirty-six (36) inches on the property on which the building or structure to be demolished is located in a conspicuous place visible from a public or other accessing street. The sign shall contain the word "DEMOLITION" in capital letters no less than three (3) inches high. If there is more than one building or structure proposed for demolition, a sign shall be posted on or near each of them. The sign shall include contact information for the property owner and/or his/her agent and the building official and shall remain on the property from the time of posting until the final demolition. A Sample Sign Text is included;
 - e. provide to the Land Use Office by First Class mail or *hand delivery*, the completed *Verification of Compliance with Requirements of Demolition Delay Ordinance*. This form shall be accompanied by a copy of the legal notice, a copy of the letter mailed to adjourns and required parties, and United States Post Office Certificates of Mailing for all letters required in items 4 b and 4 c above.
5. Within seven (7) days of the publication of the legal notice, provide to the Land Use Office by First Class mail or *hand delivery* a copy of the published legal notice.
6. After waiting period for demolition delay period is over, submit the Demolition Permit Application to the Building Official with any required fee.

An Objector shall:

1. File with the Land Use Office an objection to demolition on the prescribed form within forty-five (45) days of the publication of the legal notice.
2. Be responsible for any and all efforts to further the preservation of the building or structure (e.g. negotiating with the owner, locating interested preservationists, etc.).

Mailing Addresses:

Historic District Commission
Town of Madison
8 Campus Drive,
Madison, CT 06443

Madison Historical Society
PO Box 17
Madison, CT 06443

The Deacon John Grave Foundation
PO Box 651
Madison, CT 06443

The Charlotte L. Evarts Memorial Archives
8 Meetinghouse Lane
Madison, CT 06443

Town of Madison
AFFIDAVIT IN SUPPORT OF APPLICATION FOR DEMOLITION PERMIT

1. My name is: [name] and I am over the age of eighteen (18) and believe in the obligations of an oath.

2. I, the undersigned, am the applicant for a demolition permit for the building/structure known as

[building name, if any]

Located at [street address]

Assessor's Map Number Lot Number

3. The building is owned by [name]

[address]

4. The building was built in [year] , and has a footprint area of sq ft and a floor area of sq ft.

5. I have attached the names and mailing addresses of the owners of all properties adjoining the property on which the building/structure to be demolished is located along with the name and mailing address of any association in which it is located and a copy of the Assessor's map. (Omit for building less than 60 years old.)

6. I make this Affidavit for the purpose of compliance with Town Ordinance titled "Waiting Period for Demolition Permits for Buildings or Structures over Sixty Years Old". I understand that if the statements in the Affidavit are found to be untrue, that will be grounds for the denial or subsequent revocation of my Permit.

Dated at [city/town where this being signed] , this [day]

of [month] , [year]

[Signature]

Legibly print or type your name:

Mailing Address:

Phone Number

Subscribed and sworn before me this day of , [year]

Notary Public

My Commission expires on:

For Office Use:

- The above applicant has complied with the terms of the Demolition Delay Ordinance and no objection was filed within the 45 days prescribed with the ordinance. Demolition may proceed.
- The above applicant has complied with the terms of the Demolition Delay Ordinance and the 90 day delay period has expired. Demolition may proceed.
- The building has been documented to be less than 60 years old or less than 500 sq ft. Demolition may proceed.

Zoning Enforcement Officer

Date

VERIFICATION OF COMPLIANCE WITH REQUIREMENTS OF DEMOLITION DELAY ORDINANCE

[Building name, if any]

located at [street address]

Assessor's Map Number

Lot Number

1. On I filed an application for a demolition permit and an affidavit in support of said application.

2. Within five (5) days, on , I delivered the required legal notice, prepaid, to [newspaper]

with direction that it be published within seven days of receipt. Said notice was published on
and a copy will be provided within seven (7) days of publication.

3. Within five (5) days, on I mailed the required letter by first class mail to the owners of all property adjoining the
on which the building or structure to be demolished is located, to the Local Historic District Commission, the Historical
Society of the Town of Madison, the Deacon John Grave Foundation, the Charlotte L. Evarts Memorial Archives
and the Association. A copy of said letter and Certificates of Mailing for each letter are attached.

4. Within five (5) days, on I posted a sign(s) of a size no smaller than twenty-four (24) by thirty-six (36) on the
property on which the building or structure to be demolished is located in a conspicuous place visible from a public or other
accessing street. The sign contained the word "DEMOLITION" in capital letters no less than three (3) inches high. Said sign shall
remain on the property from the time of posting until the final demolition.

5. It is within five (5) days and I hereby submit this verification of compliance with the Demolition Delay Ordinance.

[Signature]

[date]

Town of Madison

Sample Sign Text - Notice of Proposed Demolition

You must provide notice by posting a sign of a size **no smaller than twenty-four (24) by thirty-six (36) inches** on the property on which the building or structure to be demolished is located in a conspicuous place visible from a public or other accessing street. The sign shall contain the word "**DEMOLITION**" in capital letters **no less than three (3) inches high**. If there is more than one building or structure proposed for demolition, a sign shall be posted on or near each of them. Said sign shall include contact information for the property owner and/or his/her agent and the building official and shall remain on the property from the time of posting until the final demolition.

DEMOLITION

Owner/Agent: _____

Address: _____

Phone: _____

Madison Building Official
8 Campus Drive, Madison, CT 06443 (203) 245-5618

Form for Notification Letter - Demolition Permit Application

To Whom It May Concern:

Notice is hereby given that

has filed an application with the Madison Building Official for approval to demolish the building or structure described below:

Name, if any, of the Building or Structure:

Year Built:

Address:

Name of Building Owner:

Address of Building Owner:

Age of Building/Structure:

Further information concerning this pending application may be obtained by contacting the Land Use Office at (203) 245-5632.

Any objection to the demolition of the above building or structure must be filed in writing on the required form with the Land Use office within forty-five (45) days of the publication of notice, which was / will be on in order to prevent the shortening of the waiting period established by Town Ordinance.

Signature

Town of Madison Notice of Application for Demolition Permit

Notice is hereby given that
has filed an application with the Madison Building Official for approval to demolish the building or structure described below:

Name, if any, of the Building or Structure: Year Built:

Address:

Name of Building Owner:

Address of Building Owner:

Age of Building/Structure:

Further information concerning this pending application may be obtained by contacting the Land Use Office at (203) 245-5632.

Any objection to the demolition of the above building or structure must be filed in writing on the required form with the Land Use Office within forty-five (45) days of the publication of this notice in order to prevent the shortening of the waiting period established by the Town Ordinance.

Dated at , Connecticut, this day of , 20

Name

Town , CT

Attorney for

OR

Name

Town , CT

signature