



Ruthanne Fuller  
Mayor

**City of Newton, Massachusetts**  
Department of Planning and Development  
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Barney Heath  
Director

**REQUEST FOR DEMOLITION REVIEW**

DATE RECEIVED: \_\_\_\_\_

PROJECT #: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

**PROJECT INFORMATION**

TYPE OF DEMOLITION:  PARTIAL \*\*  TOTAL

(\*\* "Partial" demolition of a structure is the alteration or removal of over 50% of any single exterior wall surface or roof structure. Each is calculated by square footage.)

STRUCTURE TO BE DEMOLISHED (Check all that apply):

HOUSE  GARAGE  SHED  NON-RESIDENTIAL BUILDING  OTHER

IF OTHER, PLEASE DESCRIBE: \_\_\_\_\_

WHAT YEAR WAS THE STRUCTURE BUILT: \_\_\_\_\_

IS THE STRUCTURE LISTED ON THE NATIONAL REGISTER OF HISTORIC PLACES?  YES  NO

DESCRIPTION OF THE DEMOLITION REQUEST BELOW (Briefly describe the project):

IF KNOWN, BRIEFLY DESCRIBE THE KNOWN HISTORY OF THE PROPERTY:

**THE REVIEW APPLICATION SHOULD INCLUDE THE FOLLOWING INFORMATION**

**REQUIRED DOCUMENTATION:**

- \_\_\_\_\_ PROOF OF OWNERSHIP OF RECORD
- \_\_\_\_\_ PHOTOGRAPHS OF THE AFFECTED STRUCTURE FROM THE FRONT, REAR, AND SIDES AND STREET
- \_\_\_\_\_ ASSESSOR'S MAP SHOWING PROPERTY LOCATION
- \_\_\_\_\_ BUILDING ELEVATION PLANS 11" X 17" OR SMALLER (**FOR PARTIAL DEMOLITIONS ONLY**).

**SUGGESTED DOCUMENTS:**

- \_\_\_\_\_ BUILDING ELEVATION PLANS OR SKETCHES 11" X 17" OR SMALLER
- \_\_\_\_\_ BUILDING PRODUCT/MATERIAL INFORMATION
- \_\_\_\_\_ SITE PLAN
- \_\_\_\_\_ PHOTOS OF NEIGHBORHOOD

**APPLICATION AUTHORIZATION**

PROPERTY OWNER: \_\_\_\_\_  
(Print name) (Signature name) (Date)

(All plans **MUST** be dated, drawn to scale, and clearly labeled. An inaccurate or incomplete application will **NOT** be accepted. Please review the reverse of this form for additional information.)

# **REQUEST FOR DEMOLITION REVIEW APPLICATION INSTRUCTIONS**

**NOTE:** This Application **MUST** be accompanied by a General Permit Application.

**DEVELOPMENT REVIEW TEAM MEETING:** A Development Review Team (DRT) meeting is suggested for any request where other land use permits or reviews may be necessary. During a DRT, City staff from several departments meet with prospective applicants to evaluate new proposals. Many find these meetings to be an efficient way to learn about issues to address early on to ensure a successful project. After the DRT meeting, a checklist for the next steps and handouts further explaining the review and approval process will be provided.

**APPLICATION SUBMISSION REQUIREMENTS:** An application for demolition review will not be accepted by the Department of Planning and Development (Department) until it is determined to be complete. At time of intake, the Department will determine whether a demolition review is necessary. **Inaccurate information or incomplete applications will delay the review of your project.** The items needed for a complete application include:

**FORMS:** A completed General Permit Application and Request for Demolition Review application. The signature of the Owner-of-Record of the property is **mandatory** on both forms. Please provide current contact information, including the Applicant/Agent, on the General Permit Application to ensure City staff is able to contact the appropriate people regarding the project. On the Request for Demolition Review application, be sure to fill in all possible fields with accurate information to describe the project.

**FEES:** There is no fee for this application.

**PROJECT DESCRIPTION:** A detailed letter or narrative describing the proposed plans for demolition and the reason(s) for demolition of the structure is required.

**SUBMITTALS:** All demolition review applications **must** be accompanied by copies of the required project filing materials identified on the front page of this form, and may include the suggested supporting documentation if applicable. Any plans submitted as part of an application should be dated, drawn to scale, clearly labeled, and not exceed 11" x 17," except as requested by the Department.

**DOCUMENT FORMAT:** All information submitted as part of an application shall be submitted in the following format:

1. One (1) paper copy of the complete application packet, including completed forms; or
2. An email containing the necessary application forms and supporting documentation. All documents **must** be consolidated into one .pdf and appropriately sized for electronic transmission. **Applications that are electronically submitted must be received by 5 p.m. on the application deadline date.** It is the responsibility of the petitioner to confirm all electronic submittals have been received.

**APPLICATION REVIEW PROCESS:** The Department, upon receipt of a complete application packet, shall determine within fifteen (15) days whether the structure for which the demolition review is requested is historically significant, and whether or not further review by the Newton Historical Commission (Commission) is required. If the structure is not deemed significant, the demolition review can be processed administratively by the Department. If the property is found to be significant, the Department shall schedule the application for a public hearing before the Commission.

After said review, a binding recommendation from either the Department or Commission shall inform, in writing, the Commissioner of Inspectional Services that the petitioner has complied with the procedural requirements as stated above. This statement shall be made within fifteen (15) days after receipt of the completed application.

In cases where a structure is found to be "Preferably Preserved," the demolition of said structure may be delayed for up to twelve (12) months, or for structures that are listed on or eligible for the National Register, a delay of eighteen (18) months may be instituted. After four (4) months, or six (6) months for National Register properties, the owner may request that the demolition delay be waived based on proposed plans. The owner may also seek a partial demolition, which can be heard at the next regularly scheduled meeting. An owner seeking a waiver of the demolition delay is encouraged to speak with a Planner prior to submitting such a request.

**Revised 5/6/16:** A demo delay decision by the Commission is not transferrable to a new owner of the property. If the property is sold during the demo delay period, then the demo delay will restart at the date of closing. Once a demo delay has expired, but before a demolition permit is issued by the Inspectional Services Department, and the property is sold to a new owner, the demo delay application process begins again.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**



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**GENERAL PERMIT APPLICATION**

PROJECT #: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

PROJECT DESCRIPTION:

**PROPERTY LOCATION INFORMATION**

STREET ADDRESS: \_\_\_\_\_ CITY/ZIP: \_\_\_\_\_

LEGAL DESCRIPTION (SECTION, BLOCK, LOT): \_\_\_\_\_

**PROPERTY OWNER INFORMATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

**PROPERTY OWNER CONSENT**

I am (we are) the owner(s) of the property subject to this application and I (we) consent as follows:

- 1. This application for a land use permit or administrative approval for development on my (our) property is made with my permission.
- 2. I (we) grant permission for officials and employees of the City of Newton to access my property for the purposes of this application.

X \_\_\_\_\_ (Property Owner Signature) \_\_\_\_\_ (Date)

X \_\_\_\_\_ (Property Owner Signature) \_\_\_\_\_ (Date)

NOTICE: The City of Newton staff may need access to the subject property during regular business hours and will attempt to contact the applicant/agent prior to any visit. Further, members of a regulatory authority of the city may visit the property as well.

**APPLICANT / AGENT INFORMATION**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

X \_\_\_\_\_ (Applicant/Agent Signature) \_\_\_\_\_ (Date)

NOTICE: The applicant/agent is the primary contact and may be any individual representing the establishment or property owner. The applicant/agent must also be legally authorized to make decisions on behalf of the Property Owner(s) in regards to the application.

----- OFFICE USE ONLY BELOW THIS LINE -----

**CHECK APPROPRIATE PERMIT OR REVIEW PROCESS (CHECK ALL BEING SUBMITTED)**

|                          |                                   |                          |                                |
|--------------------------|-----------------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | Zoning Review Application         | <input type="checkbox"/> | Comprehensive Permit           |
| <input type="checkbox"/> | Administrative Site Plan Review   | <input type="checkbox"/> | Variance Application           |
| <input type="checkbox"/> | Sign Permit                       | <input type="checkbox"/> | Historic Preservation Review   |
| <input type="checkbox"/> | Special Permit/Site Plan Approval | <input type="checkbox"/> | Conservation Commission Review |
| <input type="checkbox"/> | Fence Appeal                      | <input type="checkbox"/> | Other, describe _____          |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERMIT INTAKE INITIALS AND DATE STAMP**

**NOTE: This form MUST accompany all other Department of Planning and Development applications.**

To Be Completed By Applicant

# GENERAL PERMIT APPLICATION INSTRUCTIONS

## LAND USE PERMITTING CHECKLIST (City staff, check all that apply)

In most instances, any development or land disturbance activity within the City of Newton will require some type of review and approval from the Planning Department and one of the City's regulatory authorities. In all cases, this General Permit Application must accompany all land use permitting applications. A checklist of permit forms, by regulatory authority, is provided below:

### Administrative

- Administrative Site Plan
- Review of Accessory Apartment
- Wireless Facility

### Conservation Commission

- Request for Determination of Applicability
- Notice of Intent
- Abbreviated Notice of Resource Area Delineation

### Historic Commission(s)

- Demolition Delay
- Historic District
- Landmark/Preservation Restriction

### Land Use Committee

- Amendment to Special Permit/Site Plan
- Extension of Nonconforming Use or Building
- Site Plan Only
- Special Permit/Site Plan

### Urban Design Commission

- Fence Appeal
- Sign Permit

### Zoning Board of Appeals

- Appeals of the ISD Commissioner
- Comprehensive Permit
- Variance Application

**NOTE:** The Planning Department has many handouts that provide useful information regarding each of the permitting processes above. Petitioners should also be aware that approvals from other City or State agencies may be necessary as well.

## APPLICATION COMPONENTS

For each permit application, the submission of inaccurate information or an incomplete application may delay the review and approval process for said permit. The items needed for a complete application will vary by permitting process, but generally include:

**FORMS:** A completed General Application and the project-specific permit application form. The signature of the Property Owner (or the Owner's legal representative) and the Applicant/Agent are **mandatory** on the General Permit Application.

**FEES:** To process any land use permit application, it must be submitted with the appropriate fee. The permit fee will vary by permitting process. All fees are subject to change, please contact the Department of Planning to verify the current fee.

**SUBMITTALS:** Each permit should also be accompanied by the necessary supporting documentation. The items needed to explain a project may vary, please refer to the permit application for the typical documents submitted for each permit application or contact a city planner. All applications should be submitted in hard and digital formats.

## SUBMITTING THE APPLICATION

Bring the complete application to the Planning Department (at Inspectional Services customer service counter), on the second floor of City Hall at 1000 Commonwealth Avenue. A planner will review the application, answer any questions you may have and explain the next step of the permitting process.

If you have questions about an application or application process, please call the Department of Planning at (617) 796-1120 or visit the Planning Department, Monday-Friday: 8:30 a.m. to 5:00 p.m., and Tuesday 8:30 a.m. to 8:00 p.m.

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.**