

**EAST NOTTINGHAM TOWNSHIP**

158 Election Road, Oxford, PA 19363

**Tax Parcel # 69-** \_\_\_\_\_

**DEMOLITION APPLICATION**

**AND PERMIT**

**DEMOLITION PERMIT#** \_\_\_\_\_

Date: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Address of Proposed Demolition Work: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone Number: \_\_\_\_\_ Email \_\_\_\_\_

**Owner Statement:**

I/We, \_\_\_\_\_ certify that I/we own the property described above for which this application is made for a demolition permit and that the applicant has my/our approval to demolish this structure or act as our agent in the demolition of this structure.

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_ Email \_\_\_\_\_

Property Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Applicant (If different than owner): \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Phone Number of Applicant: \_\_\_\_\_ Email \_\_\_\_\_

Description of Structure to be Demolished: \_\_\_\_\_  
*Identify type and use of structure (i.e. residential, commercial, etc.)*

Approximately Age of Structure to be Demolished: \_\_\_\_\_

Historical Commission has been contacted (Yes or No) \_\_\_\_\_

Results of Historical Commission's Research: \_\_\_\_\_

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_ Reason: \_\_\_\_\_

**NOTES:** *Applicant is responsible to follow all Zoning Ordinance requirements.*

Zoning Officer \_\_\_\_\_ Date \_\_\_\_\_

**THIS PERMIT IS NOT VALID UNTIL a fee of \$50.00, has been paid to the Township, and all required inspections have been performed.**

Fee Paid:\$ \_\_\_\_\_ cash check money order

Check/Money Order: no. \_\_\_\_\_, date \_\_\_\_\_, account name \_\_\_\_\_

## Guidelines for fulfilling the Historic Resource portion of the Demolition Application

East Nottingham Township Historical Commission email contact - enthc@zoominternet.net

Purpose - When the Ordinance for Historic Preservation was created, it was acknowledged that not all historic structures can be saved. Should the structure be lost to demolition, the Historic Resource Report will be the only record of the structure and will be kept in the archives of East Nottingham Township for any possible future reference.

A - Contact East Nottingham Historical Commission through the Zoning Officer

B - Before demolition, if it is determined that your structure needs historical documentation, the following information will be needed.

C - Have you examined all alternatives to demolition, including repair and re-purposing? If there is no alternative to saving the structure, then a Historic Resource Report on the structure may be required. An inspection by a Historical Commission member will determine if a Historic Resource Report is required.

D - A Historic Resource Report will need to be completed. This report will include:

1. A deed history back to the likely builder of the oldest part of the structure.
2. A floor plan with measurements of the structure
3. Photographs inside and out showing overall view and details of special structures (such as, but not restricted to fireplaces, doors and locks, trim, structural items such as hand hewn beams)

E - Where can you get the information?

1. If you can do the required research and compile it in a usable form that is fine.
2. There are businesses who will do this, but it can be expensive.
3. Early maps can speed or assist the research and should be included (1860, 1872 and 1883). These can be provided by the Historical Commission.
4. The Recorder of Deeds 313 West Market Street, West Chester, PA 19380 (610) 344-6000 and Chester County Archives 601 Westtown Rd #080, West Chester, PA 19382 (610) 344-6760
5. The Commission is comprised of volunteers and cannot do the actual research, but will provide what assistance they can in gathering the information.

F - When the completed report has been turned in to the Zoning Officer, a member of the Historical Commission will check that it includes the required information. If deemed complete, the Zoning Officer will be informed the Historic Resource portion of the Demolition Application is satisfied. If deemed incomplete, the missing items will be noted and the Historic Resource Report returned for completion.

## **INSTRUCTIONS FOR FILLING OUT DEMOLITION PERMIT**

- Fields highlighted in yellow **MUST** be filled out by owner/applicant before application will be considered.
- If applicant is not the owner, a letter from the owner must accompany the application, stating that he/she approves the demolition or dismantling of the structure.
- It is the applicant's responsibility to contact the East Nottingham Township Historical Commission if there is the slightest possibility that the structure to be demolished or dismantled may be of an historic nature. Ralph Denlinger's, Chairman of Historical Commission, phone number and email address are 610-932-5327 and [denlinger@zoominternet.net](mailto:denlinger@zoominternet.net) respectively.
- **Absolutely no structure or site is to be demolished, dismantled, or disturbed without benefit of this Demolition Permit.**

**ACCURATE BUILDING INSPECTIONS**

**FEE SCHEDULE FOR**

**DEMOLITION PERMITS**

\$75 for each inspection