

DEMOLITION PERMIT APPLICATION

Project Address:	Legal Description (or Tax #): Addition: _____	Office Use Only Permit# _____
Parcel #	Block: _____	Associated Permits: _____ _____
Project Description:		

See site plan requirements **on the back of this form** for a checklist of required application information.

Property Owner: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
Applicant/Representative: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____
Contractor: Name: _____ Address: _____ City/St/Zip: _____ Phone: _____ Email: _____ State License #: _____ Exp: _____ City Business License #: _____

Use of structure: _____ Is site in the Historic District? Y N What year was the structure built? _____ If the structure is over 50 years old, the Historical Society will be contacted so the structure can be photographed and documented. Demolition materials will be transported to: _____

Will water or sewer services be abandoned? If 'Yes' indicate disconnect date: _____ NOTE: Monthly utility charges will remain in effect unless service is abandoned.

Any known wetlands on the property? Y N Any steep slopes (>15%)? Y N Is the property subject to any previous land use conditions? Y N If 'Yes', land use permit #: _____

NOTE: All Demolition Projects Require ORCAA Approval. Contact Olympic Region Clean Air Agency (ORCAA) at 1-800-422-5623 or visit www.orcaa.org for information regarding asbestos abatement.

I hereby certify that the information provided is correct, that I am either the owner or authorized to act on behalf of the owner and that all activities associated with this permit will be in accordance with State Laws and the Port Townsend Municipal Code.

Print Name: _____

Signature: _____

Date: _____

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DEMOLITION PERMIT APPLICATION CHECKLIST

To help ensure timely review of your application, please provide the following required submittals:

- Completed Demolition Permit Application (Page 1)
- Application fee of \$109.00
Note: Fee includes application review and one inspection. Any additional inspections or more than one hour of application review time would incur an additional \$99.00 per hour fee.
- Two copies of a site plan showing:
 - Scale used and an arrow pointing North.
 - Location and dimensions of all property lines.
 - Location and dimension of all existing building and structures on the site, showing distances from property lines.
 - Location and name of all streets and alleys adjacent to the site.
 - Existing buildings scheduled for demolition.
 - Date, owner name, person who prepared the plan (if different), nature and extent of the work.
 - Topography of the site. The City can provide a map with topography lines that can be integrated into the site plan drawing.
 - Temporary erosion and sediment control, as needed (silt fence, straw, etc.) to prevent soil from traveling onto the adjacent right-of-ways.
- Copy of approved ORCAA Demolition Notification required for all demolition projects
Contact The Olympic Region Clean Air Agency's (ORCAA) in Olympia at 800-422-5623 or visit their website at: www.orcaa.org for additional information and licensed asbestos contractors.

Prior to Demolition

- All utilities must be disconnected/protected: side sewer, cable, electric, telephone, water.
- Wells may not be abandoned, must be sealed in accordance with state regulations.
- Fencing/signage as required.

After Demolition

- If there is a basement it has to be filled in or fenced off.
- All debris must be taken to a certified landfill or dump.

Note: If the proposal is to remove a single family residence and if any accessory structures are proposed to be left on-site, a plan must be in place to build another residence. *If this is the case, contact the planning staff prior to filling out this application.*

_____ I ACKNOWLEDGE THAT ONLY COMPLETE SUBMITTALS WILL BE ACCEPTED FOR REVIEW