



Historic Preservation Commission

APPLICATION DEMOLITION REQUEST

PROPERTY ADDRESS: _____ DATE: _____

APPLICANT'S NAME: _____

APPLICANT'S MAILING ADDRESS: _____ CITY: _____ ZIP: _____

TELEPHONE # HOME/CELL: _____ WORK: _____ EMAIL: _____

PROPERTY OWNER'S NAME: _____

PROPERTY OWNER'S MAILING ADDRESS: _____

1. Describe in detail each proposal, use additional paper if necessary. Note, on following pages, submittal items and demolition standards.

2. Is there any pending action by another City Department or Regulatory Agency? (Housing Inspection, Zoning, Etc.)
YES _____ NO _____ If yes, please specify: _____

3. What are the approximate start and finish dates of the demolition? Start: _____ Completion: _____

4. If approved will the lot be leveled and seeded? _____

APPLICATION APPROVALS EXPIRE AFTER 12 MONTHS

APPLICANT'S SIGNATURE: _____

NOTE: Pay special attention to the FILING DEADLINES for Demolition applications as they are four weeks prior to a meeting to allow for public notification requirements. By signing and submitting this form the applicant is granting permission for City Staff and Commissioners to enter the subject property. Should the applicant be someone other than the property owner they must include written permission to act/apply on behalf of the owner.

ATTENDANCE AT THE COMMISSION MEETING IS STRONGLY RECOMMENDED, SEE ATTACHED INSTRUCTIONS. The Commission meets once a month in the 2nd Floor Conference Room at 1120 Monroe Ave NW at 5:00P.M. The applicant may call (616) 456-3451 for assistance in completing this application and for available meeting dates.

FEEES: A FEE DOES APPLY TO DEMOLITION APPLICATION REVIEWS AND ARE DUE WITH APPLICATION. PLEASE SEE THE ATTACHED FEE SCHEDULE FOR AMOUNTS.

OVER

IMPORTANT

Please note that in order for the HPC to consider a demolition request the proposal must be found to meet at least one of the four standards.

DEMOLITION STANDARDS

All demolition requests must meet at least one of the demolition standards and it is the responsibility of the applicant to prove their request meets one.

- (a) The resource constitutes a hazard to the safety of the public or to the structures' occupants.
- (b) The resource is a deterrent to a major improvement program that will be a substantial benefit to the community and the applicant proposing the work has obtained all necessary planning and zoning approvals, financing, and environmental clearances.
- (c) Retaining the resource will cause undue financial hardship to the owner when a governmental action, an act of God, or other events beyond the owner's control created the hardship, and all feasible alternatives to eliminate the financial hardship, which may include offering the resource for sale at its fair market value or moving the resource to a vacant site within the historic district, have been attempted and exhausted by the owner.
- (d) Retaining the resource is not in the interest of the majority of the community.

IMPORTANT

The following information is recommended as part of an application submittal. Failure to submit adequate information could result in an incomplete application, a tabling, or a denial as the information may be necessary for the HPC to understand the work you propose to do and how it may or may not comply with the guidelines and standards. Please feel free to also include any other information that you feel will assist the review of your application.

_____ If the applicant is not the property owner you will need to include evidence that you have the legal authority to act/apply on the owners behalf.

_____ Photograph(s) of the entire structure(s) in its present condition. Photos can be submitted in hardcopy or electronic format. Current close-up photographs of areas of deterioration if pertinent to the argument as well as full images of the structure. Each photograph should be labeled to indicate what is shown, address, and date of photograph.

_____ Clear narrative outlining which of the Demolition Criteria(s) applies to your request and a full explanation, complete with factual data and information, of how your request meets that criteria(s).

_____ Criteria A - applications should include the items above plus:

- 1) A minimum of two reports from qualified professionals describing the current condition of the structure with emphasis on structural matters rather than cosmetics.
 - a. For structures of over 750 square feet a minimum of two engineering reports from two unassociated (different companies) are heavily encouraged. These reports must include a full professional analysis of the structure as well as the professional's credentials.
 - b. For structures under 750 square feet two standard reports from a qualified professional may suffice.
- 2) A minimum of two reports from qualified professionals outlining what it would take to stabilize and save the structure. These reports can be combined as part of the condition reports outlined under item 1.
- 3) Site plan, materials list, drawings and narrative explaining how the lot will be treated after the building is removed. Will it seeded for grass?

Criteria B – applications should include photographs, narrative and:

- 1) Complete narrative describing the proposed improvement program/project.
 - a. Prove that the program/project is of substantial benefit to the Community and that the Community is in support, the community being district and adjacent/immediate neighborhood and neighbors. Illustrate what the community benefit is and how your project will address it in a manner that is of substantial benefit to the community.
 - b. The building is in the way of this program and no other means exist to remedy the situation such as incorporating the building into the program, moving the building, utilizing a different site for the program, etc.
- 2) Provide evidence of financing and compliance with all City Code requirements, illustrate that if approved this project can actually occur.
- 3) Submit complete, scaled architectural drawings of the proposed program/project including site plan, materials list, renderings in-situ, etc.
- 4) Time line for beginning and completing the program/project. Typically the building if approved for demolition, cannot be removed until work is ready to commence on the new project.

Criteria C – applications should include:

- 1) Narrative explaining: the hardship; what is the hardship?
- 2) Clear evidence/information illustrating that the hardship was not caused by the owner/applicant.
- 3) Clear evidence that the hardship exists such as structural or repair reports from licensed engineers, architects, and/or contractors with illustrated knowledge in the era of type of building/structure.
- 4) Details illustrating what has been undertaken to remedy the hardship, including but not limited:
 - a. Moving the resource to vacant lot within the district.
 - b. Placing the resource for sale at fair market value. Submit listings for sale or rent and price asked and any offers received.
- 5) Include detailed estimates for doing the needed work, including multiple ways to accomplish it if applicable.
- 6) Current and past uses of the property for past 5 years.
- 7) Income producing – financials on that income out laid annually.
- 8) Any past attempts to develop a profitable adaptive use for the property.

Criteria D – applications should include:

- 1) Clear demonstration of an existing community issue or need that this project is designed to address.
- 2) Clear demonstration that the project proposed is NECESSARY to SUBSTANTIALLY correct the issue/need.
- 3) Who does the project benefit and how does it benefit the community?

- 4) Illustrate other options that have been explored to address the issue that would not require removal of the historic resource.
- 5) Petitions, letters of support and the like are part of the consideration but not the entire bases for review. If including these items make sure it is clear who is supporting, where they reside (are they part of the community), and why they are supporting (why they find the project to be a necessary action, what need or issue they believe it is addressing, and how it is a necessary action to substantially correct the issue.

NOTE: All photos, drawings and physical samples, etc., become the property of the HPC/City of Grand Rapids. These may be returned to the applicant upon request after no longer needed by the Commission/City. ALL WORK MUST BE COMPLETED WITH GOOD WORKMANSHIP, MEETING CONSTRUCTION INDUSTRY STANDARDS.

RETURN THIS FORM AND SUPPORTING MATERIALS TO:
 HISTORIC PRESERVATION COMMISSION
 1120 MONROE AVE NW
 GRAND RAPIDS MI 49503
 PHONE: 616-456-3451
 EMAIL: rbaker@grcity.us

CITY OF GRAND RAPIDS INSTRUCTIONS TO APPLICANTS

1. An application **must** be submitted and approved before commencement of any work or change within a Historic District or upon a designated Historic Landmark. The Historic Preservation Department, 1120 Monroe Ave NW, must receive a complete application packet on or before the listed filling date (see attached meeting schedule). **NOTE THE FILING DATES!** Filing dates for demolition will differ from those applications not requiring a public hearing. All demolitions as defined in the Public Hearing Procedures for the Grand Rapids Historic Preservation Commission, require a public hearing and as such have an early filing date. **Filing dates for Demolitions are four weeks prior to the HPC meeting. Please be advised that meetings can fill up prior to the filing deadlines and that only two public hearings are heard at any single meeting. Please contact staff for information on meetings.**
2. The Commission follows the Secretary of Interior’s Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings when reviewing applications. See demolition standards on previous page.

FEE SCHEDULE

Fees must be included at the time the application is submitted and are non-refundable.

Certificate of Appropriateness

Staff Reviewed Applications

FEE

\$27.00

OR

Historic Preservation Commission Reviewed Applications

\$90.00

For Standard Project Application Reviews

Demolition Application Reviews (includes garages)

\$1,290.00

New Construction Application Review
 (does not include standard 1 & 2 stall garages)

\$1,290.00

Large Scale Addition Application Review
 (For additions over 1200 square feet)

\$440.00



2026 MEETING SCHEDULE – FOR NEW CONSTRUCTION AND DEMOLITION REQUESTS HISTORIC PRESERVATION COMMISSION

Please **TAKE NOTICE** that the HPC meets at the Development Center, Public Meeting Room 201, 1120 Monroe Avenue NW, at **5:00p.m.** **NOTE:** Applications for Certificates of Appropriateness must be submitted **BY** the filing date **PRIOR TO** the meeting. Incomplete applications **will not** be scheduled until all necessary information has been received. **NOTE MEETING AGENDA CAN FILL UP BEFORE THE FILING DEADLINE.** Applications must be returned to: **Historic Preservation Commission, 1120 Monroe Ave NW, Grand Rapids MI 49503**

MONTH	FILING DATE	MEETING DATE
JANUARY	December 18, 2025	January 21
FEBRUARY	January 22	February 18
MARCH	January 30	March 4
APRIL	March 19	April 15
MAY	April 9	May 6
JUNE	May 7	June 3
JULY	June 18	July 15
AUGUST	July 9	August 5
SEPTEMBER	August 20	September 16
OCTOBER	September 10	October 7
NOVEMBER	October 8	November 4
DECEMBER	November 5	December 2
JANUARY 2027	December 21, 2026	January 20, 2027