



CITY OF CONCORD
New Hampshire's Main Street™

Intent to Demolish

Any building or part of a building proposed to be demolished shall fall under the terms of this article 26-9:

- ❖ Any application involving demolition of a building is submitted to the City; and
- ❖ The proposed demolition is greater than five hundred (500) square feet of gross floor area; and
- ❖ The building was constructed more than fifty (50) years before the date of application for demolition permit.

Process:

- ❖ When any application involving demolition of a building is filed, a notice of intent to demolish shall be filed with the Code Administrator.
- ❖ Prior to the filing of the notice of intent to demolish, the Code Administrator may notify the Demolition Review Committee (DRC).
- ❖ When a completed notice of intent to demolish, is submitted meeting the above criteria, the Code Administrator shall within five (5) business days of the filing:
 - Notify the applicant in writing that the demolition must be reviewed before proceeding, and that the delay will not exceed sixty (60) calendar days.
 - Forward the application to each member of the DRC.
- ❖ Within twelve (12) business days of the filing, the DRC shall determine whether the building or structure is potentially historically or architecturally significant utilizing the National Register of Historic Places criteria as guidelines.
- ❖ Within twelve (12) business days of the filing, the DRC shall notify the Code Administrator in writing of the decision.(1)If the building or structure is found not potentially significant, the Code Administrator may issue the demolition permit, provided all other requirements have been satisfied.
- ❖ If the building or structure is found potentially significant:
 - The DRC may choose not to pursue further review based on the condition of the structure or other characteristics of the application, in which case the DRC shall authorize the Code Administrator to issue the permit, provided all other requirements are met.
 - The DRC may choose to hold a public hearing to hear public testimony regarding demolition of the building. The applicant or their designated agent shall be notified of the public hearing. The public hearing shall be held within thirty (30) business days of the filing and shall be noticed in a local newspaper not less than ten (10) calendar days in advance.
 - If, after the public hearing, the DRC determines that the building is not significant, the DRC may authorize the Code Administrator to issue the demolition permit, provided all other requirements are met.
 - If, after the public hearing, the DRC determines the building is significant and its loss potentially detrimental to the community, the DRC shall attempt to meet with the applicant to identify alternatives to demolition prior to conclusion of the sixty (60) day delay period.

Code Administration

City Hall Annex · 37 Green Street · Concord, NH 03301 · (603)225-8580