

“The Public must understand that ultimately it is the decision of the Property Owner to demolish or save a building.”

- * Property Owner retains ability to sell, modify or demo their Property.
- * Process designed to integrate with existing Town’s Personnel Roles and Responsibilities.
- * Time-Line to adhere as close as possible to existing Demolition Permit Process with a slight delay.
- * Property Owner may withdraw demolition application at any time during this process.

LITCHFIELD, NH DEMOLITION PROCESS.
OCTOBER 30, 2017.

START: Demolition or Site Plan Application

Building Inspector (BI), Code Enforcement Officer(CEO)

Structure >= 500 sq. ft. AND built prior to 1960?

NO: Owner Notified

YES: Owner Notified

BI/CEO AND Fire Dept: Determines if the Structure is deemed SAFE or UNSAFE.

Heritage Commission: Is building potentially Historically, Culturally or Architecturally Significant ?

NO: Owner Notified

Case 1: YES AND Structure deemed UNSAFE. Owner Notified.

Case 2: YES AND Structure deemed SAFE. Owner Notified.

1st Public Notice created: Property Owner(s) or their Representative(s) gets/places ground sign on property (visible from the road)-- informing public of the Demolition Hearing Date & Time.

Heritage Commission will place 2nd Public Notice Posted in a Newspaper and at Town Hall: Informs public of the Demolition Hearing Date & Time.

Heritage Commission holds Demolition Hearing with Public:
 - Property Owner(s) or Representative(s) of the Property Owner(s) must be noticed/invited to the hearing and are encouraged to attend and participate.
 - Public voices support, concerns, alternatives (educate owners, find other buyers, adapt for new-use, move building, rehabilitate with tax incentives/other financial assistance, etc.)
 - NOTE: The Heritage Commission can make a non-binding recommendation only. The Public has NO vote.

Case 2a: Property Owners/Reps, and Heritage Commission want Building(s) demolished:

Case 2b: Property Owners/Reps want Building(s) demolished but the Heritage Commission does not:

Case 2c: Property Owners/Reps willing to Research/Apply Alternatives and meet to explore options:

Case 2d: Property Owners/Reps decide to no longer Demolish the Building(s):

Allow Heritage Commission to take photos ? If, yes, take photos before proceeding to next step.

Cases: 1, 2a, 2b
 Demolition Application Approved

Case: 2c
 Apply Alternatives. Reintroduce BI/CEO as needed.

Case: 2d
 Withdraw Demolition Application

3 days

5 days

5 days

10 days Before Hearing

25 days

10 days