

Reading Historical Commission (RHC)

Demo Delay Bylaw Procedure

1. Applicant will apply for a Building Permit Application through the Building Department using the online permitting system. You will need to create an account if you have not used the system previously. The system will prompt you through the process. “Permit for” is a drop-down section where you will select “demolition”. You will need to upload a plot plan, showing the area to be demolished along with construction plans.
2. The Building Inspector will review the Demolition Permit application and within 30 days from the submission of a completed Building Permit Application for Demolition: notify the applicant of completeness; that the building is on the Historical and Architectural Inventory List and is subject to the Demo Delay Bylaw; and that the applicant must complete the online application for RHC Demolition Delay Hearing.
3. Once notified, the applicant will apply through the online permitting system for the RHC Demolition Delay Hearing, where the following documents will also be available: Demolition Delay Bylaw; Demo Delay Bylaw Procedure; RHC Rules & Regulations; Request for Certified Abutters list. The applicant will also be provided a copy of the Inventory Form B for his or her structure by Town Staff. All of this material can be found on the Reading Historical Commission’s webpage.
4. Town Staff will review the RHC Demolition Delay Hearing application and other required documents provided by the applicant and request any documentation they believe to be missing. Then the Town Staff will forward the full application package to the Commission members and the RHC Chair will ultimately make the final determination of completeness. Town Staff will maintain a copy of the full application in the appropriate servers/programs.
 - a. Application Package Includes:
 - i. Completed Application for Demolition Delay Hearing Form;
 - ii. Description of the structure to be demolished or the Inventory form which can be obtained from the website or from the RHC Staff Admin;
 - iii. A demolition plan;
 - iv. Assessor's map or plot plan showing the location of the structure to be demolished on its property with reference to the neighboring properties;
 - v. Photographs of all facade elevations;
 - vi. Statement of reasons for the proposed demolition and data supporting said reasons; Where the Owner asserts as a reason that the structure is of deficient structural integrity, the Owner shall submit an independent structural engineer’s report from a licensed structural engineer with expertise in historic building techniques, in support of this assertion.

- vii. Description of the proposed reuse of the premises on which the structure to be demolished is located; The Owner shall submit specific site plan drawings (stamped by Professional Engineer) and architectural drawings (stamped by Registered Architect) showing among other details as applicable, lot boundary; access drives/driveways; structures and setbacks; landscape plans; parking; walls; walkways; outdoor lighting; building floor plans; building elevations; building façade design and material details (e.g., siding, doors, windows, molding, trim and other finish carpentry details).
 1. Where the subject of the demolition delay application is such that approval from another Town board/committee/commission is also required (e.g., CPDC, ZBA), the site plan drawings and architectural drawings required here shall be identical in those respects required here to those required for submission by the Owner to that other Town board/committee/commission.
 - viii. Certified List of Abutters within 300' of the property;
 - ix. One set of abutters envelopes with a postage stamp and abutters label but no return address (Town Staff will put the town's return address on them);
 - x. If applicable, the name and contact information of the Legal Representative.
5. Once the application has been determined to be complete, Town Staff will ask the applicant for 8 hard copies of their application package. The copies can be dropped off at the Public Service Department before the hearing date.
 6. No sooner than 7 days following the Chair's determination of application completeness but no later than 21 days following that determination, the RHC Chair will *establish the schedule* for a Public Hearing.
 7. The Public Hearing legal notice must be published in the Daily Times Chronicle print edition a minimum of 14 days prior to the Public Hearing date. RHC Chair or Town Staff will prepare the legal notice, and Town Staff will finalize and submit it to the Chronicle. The applicant is responsible for paying the legal notice fee and will be directly billed by the Daily Times Chronicle. Town Staff will also submit to the Town Clerk for posting at least 48 hours prior to the Public Hearing, and mail Abutters Notices. The Abutters Notices must be mailed a minimum of 7 days prior to the Public Hearing. The hearing date is not included in the 7 or 14-day time period.
 8. Attend Public Hearing
 - a. If the Commission votes to impose the Demolition Delay for a period of up to 6 months (an affirmative vote of at least 4 members is required), the structure is protected by the Bylaw and the delay is effective beginning the date of the vote. The Building Inspector must be notified by the Commission within 7 days of the RHC's decision.
 - b. If the Commission does not vote in favor of the 6-month Demotion Delay, the Building Inspector will be notified and may issue the Demolition Permit.
 9. The Commission will notify the Building Commissioner within 7 days of its decision. If the notice is not received within 7 days of the close of the hearing, the Building Inspector may act on the Building Permit Application for Demolition.
 10. A copy of the Demolition Delay Decision and Release letter will be saved on appropriate servers/programs.