



# CERTIFICATE OF APPROPRIATENESS

## DEMOLITION CHECKLIST

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**Well in advance of the COA application deadline contact staff to discuss your project, and if necessary, to make an appointment to meet with staff for a project consultation in office or on site.**

Complete all applicable sections and submit with the COA application form. Staff can assist you in determining what items are required for your scope of work. An incomplete application may cause delays in processing or may be deferred to the next agenda. Application materials must clearly represent current and proposed conditions. Refer to Standards for Demolition outlined in Section 30.930.7(d) of the City Code, as well as, the *Richmond Old and Historic Districts Handbook and Design Review Guidelines*.

**PROPERTY ADDRESS:** \_\_\_\_\_

### WRITTEN DESCRIPTION

- property description, current conditions and any prior alterations or additions

**PHOTOGRAPHS** place on 8 ½ x 11 page, label photos with description and location

- elevations (all sides)
- interior views that show structural damage and/or deterioration

### DRAWINGS

- legal "plat of survey" showing improvements

### DOCUMENTATION

- evidence of any consideration by the owner of uses and adaptive reuses, relocation or re-sale of the property
- rehabilitation cost estimates, itemized and detailed
- comparison costs of rehabilitation of the existing building, demolition of the building and new construction
- report by a licensed structural engineer on the feasibility of rehabilitation
- evidence that the building does or does not contribute to the historic character of the Old and Historic District
- complete architectural plans and drawings of the intended future use of the property (See CAR New Construction checklist)
- plans to reuse or recycle -- list of building materials to be salvaged