

documentation of the building or structure proposed to be demolished may be required as a condition of approval. Such documentation may include the completion of measured drawings for the building or structure, including both elevations and any details of specific notable architectural features, as well as photographs of the complete building, in accordance with those procedures established by the Historic American Building Survey (HABS). Documentation requirements are available at www.nps.gov/hdp/standards/habsguidelines.htm.

Where a new building or structure will replace a building or structure to be demolished and removed, approval of the new structure by the Commission will also be required. In addition to the plans and specifications ordinarily required for a new building or structure, the applicant should submit a timetable and such other guarantees and assurances for the completion and replacement of the building or structure as the Commission may require. Please also see the **New Construction and Structures** section for additional information.

To Apply for Demolition or Removal:

All applications for demolition should include:

- A statement explaining why the building must be demolished including, when appropriate, a technical report or affidavit from a structural engineer registered in Massachusetts detailing the nature and extent of the damage which prohibits the reuse of the building;
- Any available information on the history of the building and/or its previous occupants (Including resources available in the Special Collections Department in the Concord Free Public Library);
- Architectural plans and elevations for any new construction which will replace the existing structure. See the **New Construction and Structures** section for additional required materials; and,
- Complete photographic documentation of the existing building.
- A site visit may be required;

All applications for relocation should include:

- A statement explaining why the building must be relocated;
- Plans and details of all alterations proposed, including the new foundation, as well as the associated finishes and materials to be used;
- A site plan showing the proposed new location of the building including any additional changes to the site that are necessary to install the new building (changes in grade, new walkways, driveways, etc.). Depending on the complexity of the project, a professionally completed site plan, done to scale with all relevant placement and elevation (topographic) information, may be required ;
- Information on how the building will be moved and any alterations to the structure that may be required for this process; and,
- Complete photographic documentation of the existing building on its existing site.