

SWAMPSCOTT DEMOLITION PERMIT PROCESS – OVERVIEW

	APPLICANT	BUILDING INSPECTOR	HISTORICAL COMMISSION
	Submits demolition permit application (must be owner or have signed purchase & sale agreement)		
Within seven (7) business days of Permit Application		Based on Part (b) 17 of this By-Law, Building Inspector determines if structure is significant: Not Significant : Demolition Permit Issued Significance Uncertain: Written notification to Historical Commission	
Within forty-five (45) days of Written Notice or sixty (60) days of Permit Application (whichever is first)		Initial Determination from Historical Commission = Not Significant Issues Demolition Permit No response provided by Historical Commission within 45 days of written notice or 60 days from permit application (whichever is first) Issues Demolition Permit	Initial Determination During a Commission meeting, determine whether building is “significant”. <i>Not Significant</i> – written determination to Building Inspector, Applicant, Town Clerk. <i>Significant</i> – written determination to Building Inspector, Applicant, Town Clerk.
Within forty-five (45) days of Initial Determination of “Significant”			Public Hearing Newspaper ad and posting in Town Hall for no less than seven (7) days prior to hearing. Abutters and Applicant notified by certified mail no less than seven (7) days prior to hearing. Applicant may (not required) submit the following for the hearing: <ul style="list-style-type: none"> - Description of building and reason for demolition - Scaled plot plan with the location of the current structure and neighboring properties - Photographs of all elevations
Within ten (10) days of the close of the Public Hearing		Final Determination from Historical Commission = Not Preferably Preserved Issues Demolition Permit No response provided by Historical Commission within 10 days of Public Hearing Issues Demolition Permit	Final Determination Written determination to Town Clerk, Building Inspector, and Applicant (by certified mail). <i>Structure Preferably Preserved</i> – no demolition permit can be issued for nine (9) months from the date of determination. <i>Structure Not Preferably Preserved</i> – demolition permit permissible.
After nine (9) month Demolition Delay of Structure Determined as Preferably Preserved		After all approvals for issuance of building permit have been granted (special permits/variances) Issues Demolition Permit	