



Demolition Permit

No building or structure may be partially or fully demolished without obtaining a demolition permit from the Community Development Department. The demolition permit will address whether the structure is located within a historic district or determined to be a historic structure and environmental concerns such as asbestos. The review process and approval is handled by City staff, however if determine historic, a review by the Heritage Preservation Commission will be necessary.

Information Required for a Demolition Permit

- Demolition Permit Application
- Required Fee (non-refundable)
- Proof of Ownership or Interest in Property
- Environment Testing/Asbestos Report
- Copy of MNPCA “Notification of Intent to Perform a Demolition”
- Electronic plans may be required as directed by staff
- Other necessary information as required by the Community Development Department

Process for Approving a Demolition Permit

Step 1: Applicant submits application, fee, and required information (see list above)

Step 2: Staff will review the submission and make a determination of whether the application is complete. Staff has 15 days to determine if additional information is needed and will send a letter to the applicant requesting the documents be submitted.

Step 3: Once the application has been determine complete, the Community Development Department will review the request to determine whether the request requires approval by the Heritage Preservation Commission (HPC). If the demolition affects a historic district or property, the Community Development Department will schedule the application for the next available Heritage Preservation Commission meeting.

Step 4: The permit will be forwarded to the Building Official for review and determination. If no HPC meeting is required and the Building Official approves the application, the Applicant may pick up the permit and begin demolition if the 10 day Pollution Control Agency requirement has been met.

Process for Approving a Demolition Permit if Historic

If Steps 1-3 identified above result in the determination of the building being historically significant, the steps below must be followed:

Step 4: The applicant must submit three (3) copies of a demolition plan to the HPC staff. The plan shall include:

- Map showing the location of the building or structure to be demolished on its property with reference to neighboring properties
- Legal description of the property and owner of record
- Photographs of all building elevations
- Description of the building or structure or portion of the building or structure to be demolished
- Reason for the Proposed demolition and date supporting the reason including, where applicable, data sufficient to establish any economic rustication for demolition
- Proposed plans and a schedule for reuse of the property on which the building or structure to be demolished is located
- Relation of the demolition and future site to the comprehensive plan and zoning requirements
- A description of alternatives to demolition
- Evidence that the building or structure has been advertised for sale or restoration or reuse and that sale for restoration or reuse is not economically feasible
- Any available architectural drawings
- A history of the building and date of construction based on appropriate historical resources, such as deeds, maps, etc.

Step 5: The HPC staff will prepare a staff report for the Commission to review.

Step 6: The Commission will hold a public hearing on the application considering the following:

1. Architectural and historic merit of the building
2. Effect of demolition on surrounding buildings
3. Effect of any new proposed construction on the remainder of the buildings and surrounding buildings

Step 7: After review of the application material, the Commission will either recommend approval or denial.

Step 8: The City council will consider the request to approve or deny the demolition permit based on the HPC recommendation. Such action shall take place within sixty (60) days of receipt and acceptance of the information required.

Expiration

Any demolition permit that is issued shall expire one hundred eight (180) days after the permit is issued if the work authorized by the permit has not commenced.

Emergency Demolition

If a historically significant building or structure poses an immediate threat to health or safety due to deteriorated condition, the owner may request issuance of an emergency demolition permit. If the Building Official finds agrees the building poses an immediate threat and there is no reasonable alternative to immediate demolition, the Building Official may issue an emergency demolition permit.

Additional information can be obtained by calling the City of Anoka Planning Department at 763-576-2720.