



City of Jefferson
Department of Planning & Protective Services
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APPLICATION FOR DEMOLITION REVIEW/CLEARANCE TO THE HISTORIC PRESERVATION COMMISSION

In accordance with Section 8-43 of the City Code


Property Owner(s): _____
Email Address: _____
Phone Number: _____
Property Address: _____
Date of Construction: _____

1. The undersigned hereby request(s):
 - Demolition Review (Application fee \$55.00) – For properties that meet the following criteria:
 - Structure(s) age 50 – 99 years old; or
 - Structure(s) listed on the [National Register of Historic Places](#); or
 - Structure(s) designated as a [Local Landmark](#).
 - Demolition Clearance (Application fee \$108.00) – For properties that meet the following criteria:
 - Structure(s) age 100+ years old; or
 - Structure located within local historic district.
2. The application is filed for the following described real estate:
 - A. Current address: _____
 - B. In 1969, the City updated their addressing system. Did this property have a different address prior to 1969? Yes No If so, what was it? _____
 - C. Number of structures to be demolished: _____
 - D. Local Historic District Name: _____
 - E. Landmark Designation Name: _____
 - F. National Register Name: _____
 - G. Recent uses: _____
 - H. Structure Vacant? Yes No If yes, for how long? _____
3. Will any architectural features and/or fixtures be preserved, donated or recycled? Yes No
If so, explain: _____

Individuals should contact the ADA Coordinator at (573) 634-6570 to request accommodations or alternative formats as required under the Americans with Disabilities Act.
Please allow three business days to process the request.

4. **Digital photos** are required to be submitted electronically as part of the application. Photos must have been taken within the last 90 days of all exterior sides, interior rooms and stairwells. Photographs must show all areas and characteristics of the structure, not just those areas in disrepair. If multiple structures or addresses, the photos must be labeled to distinguish between structures. Photos submitted via USB Drive CD Dropbox Other _____

Criteria Review:

1. Base on research of the property or to the best of your knowledge, is the property:
 - a. Associated with history of the City of Jefferson, Cole County, State of Missouri or the nation? Yes No Explain: _____
 - b. Associated with persons of significance in the history of City of Jefferson, Cole County, State of Missouri or the nation? Yes No Explain: _____
 - c. A representation of particular type, design, period or method of construction (i.e. bungalow, four square, etc.)? Yes No Explain: _____
 - d. Represents the work of a master designer or architect or possesses high architectural value. Yes No Unknown
 - e. An example of cultural, political, economic, social or historic heritage of the city? Yes No Unknown
 - f. Contains elements of design, detail, material or craftsmanship which represent a significant construction innovation. Yes No Unknown
 - g. It is part of or related to a square, park or other distinctive area that was or should be developed or preserved according to a plan based on a historic or architectural motif. Yes No **Note:** Here is an example of architectural motif 
 - h. It is an established and familiar visual feature of a neighborhood or of the entire community. Yes No Unknown
 - i. It has yielded, or is likely to yield archeological artifacts and/or information. Yes No
2. Will the demolition be detrimental to:
 - a. The visual or spatial relationships to designated landmarks, National Register Sites, or the streetscape of a local historic district or National Register District. Yes No Unknown
 - b. The architectural, cultural, historic or contextual character of property designated as a local historic landmark, local historic district, or building or area listed on the National Register of Historic Places. Yes No Unknown
3. Why can't the property be rehabilitated or restored with reasonable economical return? Attach additional pages if necessary.

CERTIFICATION:

I hereby certify that I am the owner of the named property, or that the requested Demolition Review/Clearance is authorized by the owner of record and I have been authorized by the owner to make this application as his/her agent.

Signature: _____ Date: _____

Please check: Property Owner Authorized Agent Licensed Contractor Other _____

DEMOLITION PROCEDURES: Chapter 8, Article IV, Section 8-43

Applications to demolish or remove a structure that meet one or more of the following criteria are subject to application requirements, regulations and review by the Historic Preservation Commission.

Demolition Review:

- Structures greater than 50 years old.
- Structures designated as a Local Landmark.
- Structures listed on the National Register or located within a National Register District.

The Building Regulations Division will not issue a demolition permit until the Historic Preservation Commission has approved the Demolition Review Application or the expiration of the 75 day review period, whichever occurs first. The approval of application is valid for one year from date of approval by the Historic Preservation Commission.

Demolition Clearance:

- Structure greater than 100 years old.
- Structure located within a Local Historic District.

Demolition Clearance applications requires a public hearing in accordance with Section 8-47 of the City Code; which is determined by the date of submittal of completed application. Approximately 10-15 days prior to the public hearing, the property will be posted with sign in the yard notifying the public of the date and time of the public hearing.

The Historic Preservation Commission may request information regarding the state of deterioration or disrepair or structural unsoundness of the structure, and the practicability of rehabilitation. In addition, plans for the preservation or salvage of notable historic or architectural features and historic fixtures.

Appeal. Demolition Clearance Applications denied by the Historic Preservation Commission may be appealed to the City Council. A written request for appeal to the City Council must be submitted to the Neighborhood Services Division within 30 days of notice to applicant of the Historic Preservation Commission decision.

Conditions. The Historic Preservation Commission or City Council may impose conditions on the approval of a Demolition Clearance Application that may include, but not limited to:

- a. Salvage or preserve notable historic or architectural features or historic fixtures that contributed to the finding of a notable structure.
- b. Structure found to be a notable structure and approved for demolition clearance is properly documented for posterity.
- c. Partial demolition of a structure found to be notable structure does not result in establishment of an exterior finish that is out of character with the structure.
- d. Other conditions that the Historic Preservation Commission or City Council may deem appropriate to reduce the impact of the demolition with respect to the applicable review criteria.

The Building Regulations Division will not issue a demolition permit until the Historic Preservation Commission has approved the Demolition Clearance Application. The approval of application is valid for one year from date of approval by the Historic Preservation Commission or by City Council, as applicable.

Demolition Application Tips:

1. **Photos** – Digital photos are required to be submitted as part of the application. Photos must have been taken within the past 90 days at the time of the application.
 - a. Photos must include ***all*** exterior sides, interior rooms and stairwells.
 - b. Photos must show all areas and characteristics of the structure, not just those areas in disrepair.
 - c. If multiple structures or addresses, the photos must be labeled to distinguish between structures.
2. **Research** – Simple check of the following websites and documents will aid answering questions within the demolition application regarding the structure.
 - a. National Register Listings - <https://dnr.mo.gov/shpo/cole.htm>
 - b. Landmark Designation Listings - www.jeffersoncitymo.gov/live_play/history_heritage/landmark_awards.php
 - c. Land and property records – original abstracts for the property holds information on construction date, designer or architect, who originally owned the property, profession, and associated information. If the original abstract is not available a simple deed or title search can tell you who previously owned the property.
 - d. Look up local census data – Census records can provide information about the lives of the previous owners, like the number of children, cost of home, and more.
 - e. City Directory – A precursor to the modern phone book, offers more details on previous occupants. Missouri River Regional Library has City Directories for Jefferson City in the Genealogy Section.
 - f. Sanborn Map – The Sanborn Map Company was a publisher of detailed maps of US cities. Maps were originally created for fire insurance companies. <https://dl.mospace.umsystem.edu/mu/islandora/object/mu%3A138834>
3. **Attendance** - It's strongly encouraged to attend the Historic Preservation Commission meeting for when the demolition application is reviewed. The Commission may have questions regarding the application. A staff report will be presented based on Review Criteria as outlined in Section 8-43 (F) of City Code.
4. **Public Hearing** – As part of a Demolition Clearance Application process includes a public hearing before the Historic Preservation Commission. The format of the hearing is as follows:
 - After introduction of the application (request) by city staff, the applicant or their consultants will provide information on the request. The opening presentation by the applicant is limited to 10 minutes unless additional time is granted by the Commission.
 - The Commission will then ask to hear from supporters of the request.
 - The Commission will then ask to hear from opponents of the request.
 - The Commission will then ask to hear from anyone else who wishes to speak on the request.
 - Testimony is limited to 3 minutes each unless additional time is granted by the Commission.
 - City staff will then make their recommendations on the request. In order to reduce the time necessary to hear an application, reference to printed material, including staff reports and applicable findings, is not be read into the record unless directed by the Commission.
 - The Commission will close testimony from the floor.
 - The Commission will then discuss the proposal, and then publicly make its determination with reasons.