



Department of Community Development
777 Lynn Street
Herndon, Virginia 20170-4602

HERITAGE PRESERVATION REVIEW BOARD
APPLICATION FOR A DEMOLITION PERMIT

The undersigned hereby applies for a Certificate of Appropriateness for a Demolition Permit located in the Heritage Preservation Overlay District under the provisions of § 78-202.8 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that staff recommends that he or a duly appointed representative attend the public hearing.

Submittal of this form with original signatures is required. PLEASE PRINT OR TYPE (Unless otherwise indicated.)

Subject Property Information

Address of Subject Property:
Brief Description of Proposal:
Name of Business Establishment Associated with this Application:
Building/Development Name:
Lot area (site area):
Type of Use (please specify whether commercial, industrial, office, residential, or other):
Related Applications or Plans (i.e. Site Plan, Plan Revision, SE, BZA) and Date of Approval (if applicable):

Applicant Information

Name and Title of Property Owner:
Mailing Address of Property Owner:
Telephone Number(s) where Property Owner may be reached:
Fax number of Property Owner:
E-mail address of Property Owner:

Signature of Property Owner (Applicant):
(Original Signature Required)

**HERITAGE PRESERVATION REVIEW BOARD**  
**DEMOLITION PERMIT APPLICATION - continued**

**Agent or Representative Information** (If different than above.)

Name and Title of Agent or Representative: \_\_\_\_\_

Mailing Address of Agent or Representative: \_\_\_\_\_

Telephone Number(s) where Agent or Representative may be reached: \_\_\_\_\_

Fax number of Agent or Representative: \_\_\_\_\_

E-mail of Agent or Representative: \_\_\_\_\_

**Signature of Agent or Representative:** \_\_\_\_\_

(Original Signature Required)

**Tenant Information (if applicable)**

Name and Title of Tenant: \_\_\_\_\_

Mailing Address of Tenant: \_\_\_\_\_

Telephone Number(s) where Tenant may be reached: \_\_\_\_\_

Fax number of Tenant: \_\_\_\_\_

E-mail of Tenant: \_\_\_\_\_

**Signature of Tenant:** \_\_\_\_\_

(Original Signature Required)

**For Office Use Only:**

Application Received by:	Date:
Fee Paid:	Case No:
Public Hearing Date:	Action:
Tax Map Reference Number:	Zoning District:
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent	

**HERITAGE PRESERVATION REVIEW BOARD**  
**DEMOLITION PERMIT APPLICATION - continued**

**APPLICATION REQUIREMENTS**

**Item**

- 1** One (1) letter describing the structure in detail, the reason for demolition and a listing of the submitted application materials. The letter should also address the Guidelines for Demolishing Buildings as stated in Section 25 of the Town of Herndon Heritage Preservation Handbook. The following guidelines shall be considered by the Board in making their determination:
- (a) Whether or not the building or structure is an historic landmark or is a building within a Heritage Preservation District and contributes to the character of the preservation district;
  - (b) Whether or not the building or structure is of such interest or significance that it would qualify as a national or state landmark building or structure listed on the National Register of Historic Places and/or the Virginia Landmarks Register;
  - (c) Whether or not the building or structure is of such old or uncommon design, texture or scarce material that it could not be reproduced or could be reproduced only with great difficulty and expense;
  - (d) Whether or not historic events occurred in the building or structure;
  - (e) Whether or not the building or structure is structurally unsound and to what extent;
  - (f) Whether or not a relocation of the building or structure or a portion thereof would be to any extent practicable as a preferable alternative to demolition;
  - (g) Whether or not the proposed demolition could potentially adversely affect other historic landmarks located within a preservation district or adversely affect the character of a preservation district;
  - (h) If a building is damaged by a fire or other natural hazard, the building inspector shall determine if a building is structurally sound and is in imminent danger to public safety and should be demolished;
  - (i) The reason for demolishing the building or structure and whether or not any alternatives to demolition exist;
  - (j) Whether or not there has been a professional, economic and structural feasibility study for rehabilitating or reusing the structure and whether or not its findings support the proposed demolition.
- 2** One (1) completed application form with all required signatures, including the signature of the property owner on which the structure is located.
- 3** Application fee payable by either check, cash or credit card.
- 4** Labeled photographs of all sides of the structure and site. Photographs should emphasize any evidence of unsafe conditions or structural damage or deterioration and neighboring properties. Interior photographs showing structural deterioration are also required.
- 5** A signed statement by a professional architect, engineer or building inspector stating the structural condition of the structure and their opinion on the feasibility of renovating the structure. The statement must include the individual's name, contact information and professional credentials.