

DEMOLITION PERMIT CHECKLIST

The following items must be fully **completed** on the application form:

- Municipal address of the structure to be demolished, if approved.
- City Council District where the structure is located.
- Applicant identity (mark all that apply): owner, lessee, contractor, architect, engineer, and/or other.
- Name(s) of the applicant(s).
- Individual contact person's name with the applicant, if applicant is a business or organization.
- Applicant phone number(s).
- Applicant email.
- Applicant mailing address: street; unit number, if any; city; state; and zip code.
- Name(s) of the owner(s).
- Approximate length of time the property has been owned by the owner.
- Signature(s) of the owner(s) OR proof of authorization for an agent to sign on behalf of the owner.
- The reason(s) for the demolition request.
- The number of residential units to be demolished, if applicable.
- Cost of the demolition.
- A description of any proposed redevelopment plans, if applicable, including the following:
 - Is there a redevelopment plan for the lot?
 - If redevelopment is planned, the timing expectations for completing the development must be included (e.g. ~1 year from permit issuance), as well as the proposed use.
 - If no immediate redevelopment is planned, the applicant should note the length of time the lot is anticipated to remain vacant (e.g. - 5 years or indefinitely).
 - Does the proposed structure meet zoning requirements, if known?
 - Is this property in a National Register Historic District?
 - Is this property in a Historic District Landmarks Commission District?
 - Is this property in the Vieux Carré (French Quarter)?
 - What is your plan for maintaining the lot in the period between demolition and redevelopment?
 - If the lot is to remain vacant, what type of fence is proposed?
 - What is your plan for keeping the lot free of trash and weeds?
- Submission of any standard building permit and demolition application fees.
- Submission of additional application fee(s) (\$250 for residential & \$500 for commercial), for properties in a National Register Historic District requiring City Council approval, per Sec. 26-3 *et. seq.* of the City Code.

The following items must be **attached to** (submitted along with) the application form:

- Completed permit application checklist, including a demolition permit application and building permit application with all required attachments.