



Town of South Windsor

Demolition Delay Committee

Informational Packet and Applicant Guidelines

The Town of South Windsor has a stated goal to preserve and protect significant buildings and structures which constitute or reflect distinctive features of our town's architectural, cultural, economic, political or social history and to limit the detrimental effect on community character and heritage that may result from the demolition of such buildings and structures.

The Demolition Delay Ordinance was enacted to promote the preservation of architecturally and historically significant buildings by delaying demolition for a period of time (up to 180 days from the date of the application) to enable consideration of any viable alternatives to demolition, including preservation, restoration, rehabilitation, relocation or detailed recordation.

This packet gives guidance on the Demolition Delay Process and your responsibilities as applicant for a Demolition Permit.

The Demolition Delay Process is triggered by an application to the Town of South Windsor Building Department for a demolition permit where the building or structure

- Is more than 75 years old, and
- Is in the local Historic District or has been designated as an Historic Property; or
- Is listed on the State or National Register of Historic Places; or
- Has been determined by the State Historic Preservation Office and/or the National Park Service to be eligible for listing on the State or National Register of Historic Places; or
- Is included in the Historic Resources Inventory which is jointly prepared by the Town of South Windsor Historic District Commission and the State of Connecticut; or
- Has documented associations with one or more historic persons or events, or with the broad architectural, cultural, political, economic or social history of the town, the state or the nation; or
- Has documented historical or architectural importance in terms of period, style, method of construction, specific use, or association with a recognized builder or architect, either by itself or in the context of a group of buildings.

Once your application has been submitted, you have 10 days to notify the property owners abutting the address stated in the application as well as the property owner across the street by Certified Mail with Return Receipt. A sample notification letter, as well as instructions on generating the addresses for the abutting properties (for both the notification letter and the demolition application) using the Town website's GIS mapping program is included on the following pages.

A sign publicizing the Demolition Application will be posted in front of your building or structure, as well as placement of a public notice in the local paper. If either the Demolition Delay Committee (DDC) determines the building or structure meets any of the criteria stated above, or a written request is made by the public, a public hearing will be scheduled to determine if a demolition delay is warranted and how long the delay shall be in force.

Questions? E-mail the Demolition Delay Committee at TSWDDC@gmail.com

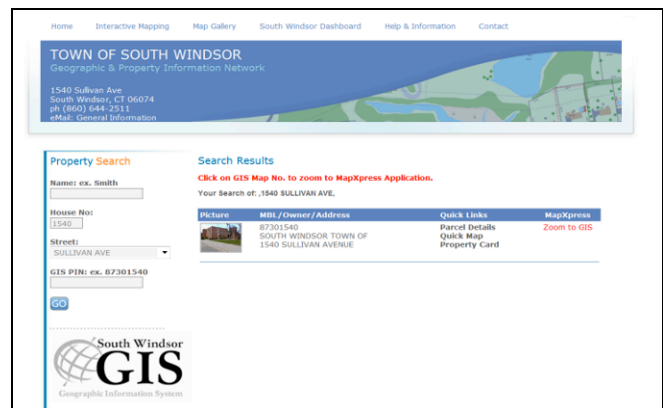
The South Windsor Demolition Delay Committee

Generating Mailing Addresses for Abutting Property Owners

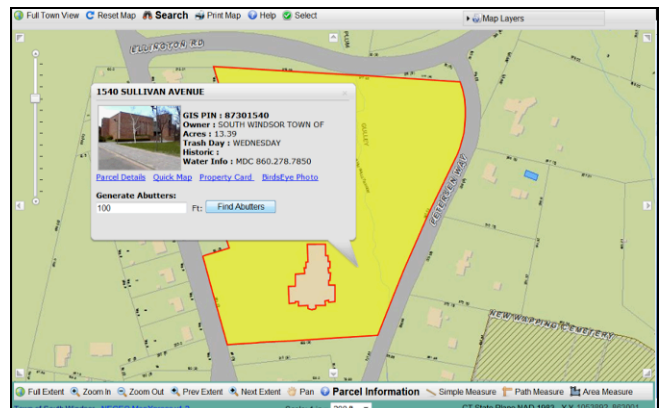
1. Log into the Town of South Windsor's website, www.southwindsor.org, and select GIS link



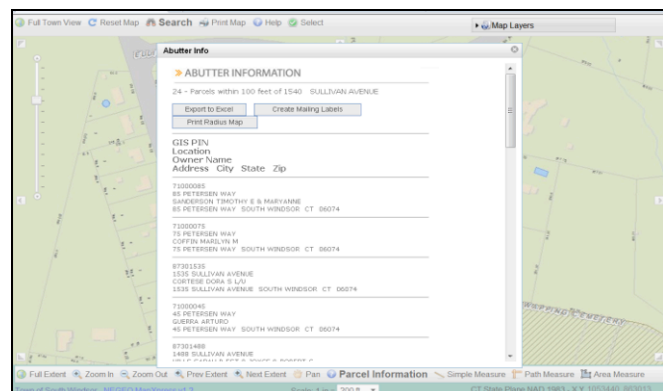
2. Enter address of property
Click 'GO'
When requested data appears, click 'Zoom to GIS' on the right hand side of the screen



3. Click on your parcel, then on 'Find Abutters' button. Increase distance in bottom box as required to capture property owner across street



4. Click 'Create Mailing Labels' for Certified Mail with Return Receipt Notification Letter





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Here is a sample notification letter, followed by a blank copy for your use:

John Doe
1234 Any Street
South Windsor, CT 06074

April 30, 2013

Dear Neighbor,

Pursuant to the Town of South Windsor Demolition Delay Ordinance, this is notification of intent to demolish all or a portion of the building or structure located at 1234 Any Street

As a property owner abutting or across the street from this address, you have the right to a public hearing before the Demolition Delay Committee if you disagree with or wish to express concerns about this intent by making a request, in writing, to:

Town of South Windsor Building Department
1540 Sullivan Avenue
South Windsor, CT 06074

within 10 days of receipt of this letter.

Sincerely,

John Doe

Dear Neighbor,

Pursuant to the Town of South Windsor Demolition Delay Ordinance, this is notification of intent to demolish all or a portion of the building or structure located at

As a property owner abutting or across the street from this address, you have the right to a public hearing before the Demolition Delay Committee if you disagree with or wish to express concerns about this intent by making a request, in writing, to:

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