

**Town of South Windsor  
Demolition Delay Committee  
Timeline of Activity**

The following is a breakdown of the major activities the applicant can expect during the Demolition Delay Process

**Applicant**

Action	Timeframe
Submits Request for Demolition/Building Permit application – if structure meets requirements of Demolition Delay Ordinance, Building Department notifies Demolition Delay Committee (DDC)	
mails copies of the “Notice of Intent to Demolish” by Certified Mail with Return Receipt to the owners of all properties abutting and directly across street	Within 10 calendar days of application submittal
Invited to attend Public Hearing if member of public, Historic District Commission, Historical Society, or Town Historian requests hearing	Within 35 calendar days of application

**Demolition Delay Committee**

Action	Timeframe
Publishes Legal notice “Notice of Intent to Demolish” in Journal-Inquirer	Within 10 calendar days of application submittal
mails copies of the “Notice of Intent to Demolish” by Certified Mail with Return Receipt to the South Windsor Historical Society, South Windsor Historic District Commission, South Windsor Municipal Historian, and interested persons	Within 10 calendar days of application submittal
oversee the posting of a sign in a conspicuous location on the property	Within 3 calendar days of application submittal
Publishes Legal notice for public hearing in Journal-Inquirer if member of public, Historic District Commission, Historical Society, or Town Historian requests hearing	Within 30 calendar days of application
Hold hearing; renders decision; applicant notified in writing	Within 50 calendar days of application