



Sedalia Historic Preservation Commission  
Meeting Agenda-November 15, 2016  
5:30 pm

Mayor's Conference Room  
Municipal Building  
200 S. Osage Avenue

1. Call to Order
2. Approval of October 11, 2016 Minutes
3. Demolition information
4. New Business
5. Miscellaneous Items

SEDALIA HISTORIC PRESERVATION COMMISSION

October 11, 2016

5:30 p.m.

In attendance:

Roberta Knight  
Bill Messerli  
Becky Imhauser  
Meg Liston  
John Simmons  
Anne Gardner

Absent:

Roberta made the motion to accept the minutes from the September 20, 2016 meeting, Bill 2<sup>nd</sup> the motion.

John handed out a copy of a potential ordinance for demolition to recommend to Council.

Committee to review any demolition permits for any historical landmark. After approval by the committee will post the notice of the demo on the building and in the newspaper.

Anne & John will work on the ordinance and bring back to the committee for Council's recommendation. At the October council meeting will ask for another 60 day extension on the current ordinance.

No further business, the next meeting was scheduled for November 15, 2016 and the meeting was adjourned.



**DEMOLITION Permit Application**  
 Building and Site Development, City of Sedalia  
 200 S Osage, Sedalia, MO 65301  
 Phone: 660-827-3000 Fax: 660-827-7831

Building Address:	Property Zoning :	Permit #:
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Legal Description:

<b>Contractor Information:</b> Name:	<b>Building Owner Information:</b> Name:
Address:	Address:
City / State / Zip	City / State / Zip
Email Address (REQUIRED):	Email Address (REQUIRED):
Telephone #:	Telephone #:

**Notice to Historical Preservation Commission – Intent to Demolish**

To the best of your knowledge:

Is the building or structure to be demolished more than fifty (50) years old?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Is the building/structure in a historic district, a landmark or otherwise been recognized as historically significant?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Historic Preservation Commission & Liaison Notified Yes <input type="checkbox"/> No <input type="checkbox"/>		Date:

**Requirements for Demolition Permit**

For Occupancy other than one and two family, **submit copies of written notice** to adjoining property (lot) owners of intent to demolish building; to be **delivered one week prior to commencement of work** per IBC, Section 3307.1

**Utilities disconnect certificates must be obtained from the following service providers:**

	Gas per IBC, Section 3306.6	
	Water per IBC, Section 3303.6	
	Electric per IBC, Section 3303.6	
	Sewer Cap Inspection results by City Sewer Maintenance Division	
	Cash Bond of \$2000 (refundable)	
	Approved plan verifying Chapter 33 Safeguards for Commercial properties	
	Copy of written notice, and listing of recipients with addresses	
	Liability Insurance – Certificate of Insurance	

**Applicant Notice:**

Upon submission of this application, notice will be given to the Historic Preservation Commission there is an "Intent to Demolish", which requires **30 calendar days** before demolition permit can be issued.

**note: Applications for demolition permits must be made by legal owners of real property or authorized agents\* only**

**\*Demolition Application Authorized Agent Form Required (see attachment)**

I hereby acknowledge that I have read this application and state that the above is correct and I agree to comply with the City Ordinances and state laws regulating building demolition.

\_\_\_\_\_  
 Legal Owner of Property or Authorized Agent\* (attach form)

\_\_\_\_\_  
 Date of Submission of Demolition Application

<b>For Office Use Only</b>	
Permit Fee \$	
<input type="checkbox"/>	Copy of Bond receipt attached
<input type="checkbox"/>	Applicable Certificates attached
<input type="checkbox"/>	Notification to proceed given

**DEMOLITION PERMIT DISCLOSURE OF DEMOLITION MATERIALS**

Building and Site Development, City of Sedalia

200 S Osage, Sedalia, MO 65301

Phone: 660-827-3000 Fax: 660-827-7831

**Disclosure of dispersal and discharge of demolition debris and salvageable materials:**

1. Are materials from this demolition site going to be salvaged?  
 No  
 Yes
  
2. If yes, materials are going to be salvaged and the property is 50 years or older, the Historic Preservation Commission or a qualified consultant may provide, free of charge, a walk through and list of materials recommended for architectural salvage.  
 I am interested in assistance identifying architectural salvage materials.  
 I am willing to permit the taking of photos inside the structure prior to demolition to preserve the images of the interior design elements within the Historic Preservation Technical Assistance Library.
  
3. Are demolition materials going to be disposed of in a public landfill?  
 No  
 Yes
  
4. Are demolition materials going to be disposed of at a private disposal or clean fill site? If yes, please provide the address:  
 No  
 Yes; Address: \_\_\_\_\_

**DEMOLITION PERMIT AGENT AUTHORIZATION**

Building and Site Development, City of Sedalia  
200 S Osage, Sedalia, MO 65301  
Phone: 660-827-3000 Fax: 660-827-7831

- Notes: 1) All owners of real property shall sign the agent authorization form to assign authorized agents for the purpose of filing a demolition permit application.  
2) Applications for demolition permits shall be made by legal owners of real property. If ownership changes prior to permit issuance, a new application shall be made.

I/We, \_\_\_\_\_  
Please print

owner(s)\* of \_\_\_\_\_ (address)  
Please print

Hereby appoint and authorize \_\_\_\_\_  
Please print

as the authorized agent to apply for a demolition permit.

\*If property is in a trust, please print the trust name in the first blank, and list the names and signatures of all individuals with ownership in the trust in the space below.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## DEMOLITION PERMIT REQUIREMENTS

Building and Site Development, City of Sedalia

200 S Osage, Sedalia, MO 65301

Phone: 660-827-3000 Fax: 660-827-7831

1. For occupancy **other than** one and two family, submit copies of written notice to adjoining property (lot) owners of intent to demolish building. To be delivered one week prior to commencement of work per IBC, Section 3307.1.
2. **Utility Disconnect Certificates** from:
  - a. Gas
  - b. Water
  - c. Electricity
  - d. Sewer
3. Bond of \$2,000.00

\*Applicants – with submission of the demolition permit application notice will be given to the Historic Preservation Commission there is “Intent to Demolish” which requires **30 days** before demolition permit can be issued.

**\*All owners of real property shall sign the agent authorization form to assign authorized agents.**

\*Applications for demolition permits shall be made by legal owners of real property. **If ownership changes prior to permit issuance, a new application shall be made.**