



# City of Milford, Connecticut

Founded 1639  
70 West River Street ♦ Milford, Connecticut ♦ 06460-3317  
[www.ci.milford.ct.us](http://www.ci.milford.ct.us)

For office use only

Permit # \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Cost \_\_\_\_\_

Fee \_\_\_\_\_

## Application for Permit to Authorize Demolition

The undersigned hereby applies for permit authorizing demolition. Date of application: \_\_\_\_\_

Address of structure to be demolished: \_\_\_\_\_

Describe structure or part thereof to be demolished: \_\_\_\_\_

Present (most recent) use of structure: \_\_\_\_\_ Year built: \_\_\_\_\_

Approximate area and height of structure: \_\_\_\_\_ Cost of demolition: \_\_\_\_\_

Disposal site (name and address): \_\_\_\_\_

### Property Owner(s) Information:

Name(s): \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner's Signature: \_\_\_\_\_

### Check the following, as required:

- ☐ Plot plan is attached
- ☐ Structure is a Designated Structure, as defined in Milford Code of Ordinances §6-6.
- ☐ Check one of the following:
  - ☐ Demolition is to be performed by a Class A Demolition Contractor
  - ☐ Demolition is to be performed by a Class B Demolition Contractor
  - ☐ Demolition is to be performed by owner of single family residence or outbuilding not exceeding 30 feet in height.

### Demolition Permit is for a NON-Designated Structure:

- ☐ Notice of Intent (Exhibit A) shall be mailed to all owners of property abutting and across the street as well as to the Milford Fire Department. Obtain certificates of mailing. Certificates of Mailing, including copies of all Notices of Intent, shall be provided to the Building Department.

### Demolition Permit is for a Designated Structure:

- ☐ Within **seven (7)** days after the date of filing, Notice of Intent (Exhibit A) shall be mailed to all owners of property abutting and across the street. Obtain certificates of mailing.
- ☐ Within **seven (7)** days after the date of filing, Notice of Intent, including a copy of the Building Department date-stamped application, shall be mailed to the City Historian and interested parties designated by the Building Department (Exhibit C). Obtain certificates of mailing.
- ☐ Within **seven (7)** days after the date of filing, the required sign shall be posted and photographed.
- ☐ Within **fourteen (14)** days after the date of filing, sworn Affidavit (Exhibit B) shall be filed with the Building Department, along with copies of all Notices of Intent, photograph of posted sign and all certificates of mailing attached.
- ☐ **Thirty (30)** days following mailing of Notice of Intent, determine if any objections stating architectural, historic or cultural importance of the structure have been received.
  - ☐ **If 120 days are waived by City Historian, permit may be issued.**

### Other Requirements for issuance of Demolition Permit:

- ☐ Demolition permit fees paid.
- ☐ Insurance certificates.
- ☐ Public utilities certificates of disconnect.
- ☐ Demolition contractor's license and contact information (if required).

### Other prerequisites and regulations which may affect issuance of Demolition Permit and demolition operations:

- ☐ Requirements for hazardous materials survey including but not limited to lead and/or asbestos.
- ☐ Requirements for removal and disposal of hazardous materials including but not limited to lead and/or asbestos.



## Instructions for Demolition

### **I. Submit the application for permit to authorize demolition**

- A. Application for permit to authorize demolition shall include: owner's certification of the building size, age and structure or portion thereof to be demolished. Building Department may require documentation from the assessor's office to verify building age. MCO §6-7(a)
- B. Declaration of whether proposed demolition will be carried out by owner(s) of a single-family residence or outbuilding not exceeding 30 feet in height, or a licensed demolition contractor. CGS §29-406
  - determination as to whether demolition contractor is required to be Class A or Class B licensed
- C. Submit a plot plan, site plan or site survey showing the location of the building relative to the property line.
  - document whether the building's clearance from other structures roads or highways is greater than the height of the structure subject to demolition. CGS §29-402(c)
- D. Declaration of cost of demolition.
- E. Determination of Designated Structure pursuant to CGS §6-7(a).
  - (1) **If NOT a Designated Structure (less than 75 years old or 500 square feet):**
    - (a) Mail a Notice of Intent to Demolish, on a form prescribed by the Building Department (Exhibit A), to the owners of all properties abutting the property including properties across the street (note special provisions for condominium) and to the Milford Fire Department (see Exhibit C). Obtain certificates of mailing and provide to Building Department, together with copies of all Notices of Intent, as evidence of compliance. CGS §29-407
  - (2) **If Designated Structure:**
    - (a) Within **seven (7)** days after the date of filing the application, mail a Notice of Intent, on a form prescribed by the Building Department (Exhibit A), to the owners of all properties abutting and across the street from the property (note special provisions for condominium). Obtain certificates of mailing as evidence of compliance. MCO §6-7(b)(1) and CGS §29-407(2)
    - (b) Within **seven (7)** days after the date of filing the application, mail a Notice of Intent, on a form prescribed by the Building Department (Exhibit A), to the City Historian, and all other interested parties designated by the Building Department (Exhibit C), a copy of the application date-stamped by the Building Department shall be included with the Notice of Intent mailing. Obtain certificates of mailing as evidence of compliance. MCO §6-7(b)(2)
    - (c) Within **seven (7)** days after the date of filing the application, post in a conspicuous location on the property on which the building or structure is to be demolished a sign at least 24" x 36" providing public notice. The sign shall include the text of the Notice of Intent and shall contain the word "DEMOLITION" in capital letters no less than two (2) inches in height. Signs shall be required to be posted for not less than **fourteen (14) days**. Applicant/Owner shall be required to provide photographs of the sign, posted on the subject property, to the Building Department. MCO §6-7 (b)(3)  
**NOTE: painted text applied to the structure will NOT satisfy this sign requirement.**
    - (d) Within **fourteen (14)** days after filing the application, the applicant shall file, in the Building Department, an affidavit under oath on a form provided by the Building Department (Exhibit B) and include a copy of the Notices of Intent, photographs of the posted sign, and the certificates of mailing. MCO §6-9
    - (e) There shall be a **one hundred twenty (120)** day waiting period. Any objections to the issuance of the demolition permit shall be received by the Building Department not later than **thirty (30)** days following the date of mailing the required Notice of Intent. If no objections are received within such **thirty (30)** day time period, the permit may be issued. Upon receiving a written response from the City Historian waiving the **one hundred twenty (120) day** waiting period, and **thirty (30)** days have passed allowing the opportunity for interested parties to object, the demolition permit may be issued. MCO §6-10

**NOTE: No action shall be taken toward demolition of the building, structure or part thereof, including but not limited to, site remediation and asbestos abatements, during the waiting period imposed. CGS §29-406(c)**

## **II. Requirements for the Issuance of Demolition Permit:**

- A. Submission of a completed Application for Permit to Authorize Demolition to the Building Department, subject to the Building Department's receipt and acceptance.
- B. Submission of copies of all Notices of Intent and evidence of mailing and/or posting of signs as set forth in Sections I.E.(1) and (2) above.
- C. Permit fee. MCO §6-1.
- D. **For Demolition Contractor:**
  - (1) Certificate of insurance specifying demolition purposes and providing liability coverage for bodily injury of at least one hundred thousand dollars (\$100,000) per person with an aggregate of at least three hundred thousand dollars (\$300,000), and for property damage of at least fifty thousand dollars (\$50,000) per accident with an aggregate of at least one hundred thousand dollars (\$100,000); each such certificate shall provide that the City of Milford and its employees, officials, agents and representatives shall be saved harmless from any claim or claims arising out of the negligence of the applicant or his agents or employees in the course of the demolition operation. sCGS §29-406
  - (2) Certificates of notice executed by all public utilities having service connections within the premises proposed to be demolished, stating that such utilities have severed such connections and service; and . CGS §29-406
  - (3) Evidence that he is the holder of a current valid license issued under the provisions of section CGS §29-402, unless the following exceptions apply:
    - a person who is engaged in the disassembling, transportation and reconstruction of historic buildings for historical purposes; or
    - a person who is engaged in the demolition of farm buildings; or
    - a person who is engaged in the renovation, alteration or reconstruction of a single-family residence; or
    - an owner who is engaged in the demolition of a single-family residence or outbuilding, as provided in subsection (c) of CGS§29-402.
- E. **For Property Owner:**
  - (1) The demolition of a single-family residence or outbuilding by an owner of such structure if it does not exceed a height of thirty (30) feet, provided:
    - The owner shall be present on site while such demolition work is in progress and shall be held personally liable for any injury to individuals or damage to public or private property caused by such demolition; and
    - Such demolition shall be permitted only with respect to buildings which have clearance from other structures, roads or highways equal to or greater than the height of the structure subject to demolition. The local building official may require additional clearance when deemed necessary for safety.
  - (2) Certificate of insurance specifying demolition purposes and providing liability coverage for bodily injury of at least one hundred thousand dollars (\$100,000) per person with an aggregate of at least three hundred thousand dollars (\$300,000), and for property damage of at least fifty thousand dollars (\$50,000) per accident with an aggregate of at least one hundred thousand dollars (\$100,000); each such certificate shall provide that the City of Milford and its employees, officials, agents and representatives shall be saved harmless from any claim or claims arising out of the negligence of the applicant or his agents or employees in the course of the demolition operations. CGS §29-406
  - (3) Certificate of notice executed by all public utilities having service connections within the premises proposed to be demolished, stating that such utilities have severed such connections and service. CGS §29-406

### **III. Demolition operations Safety measures to be provided (may be a condition of issuance of permit)**

- A. Prior to commencing demolition, contact the Milford Fire Department and inform them of proposed date of demolition.
- B. No person shall remove or demolish any building or structure or part thereof without providing adequate safety measures for all workmen and suitable protections for the public.
- C. No person shall demolish any building or structure, without causing to be erected and maintained, for the duration of the demolition operations, a fence or barricade meeting the requirements of this section. Each such fence or barricade shall be adequate for safety; shall be not less than eight (8) feet high; shall extend along the street line for the entire length of the building or structure facing the street, with each end returning back to the building line, and shall be solid for its entire length, except for such openings for access, with doors swinging inward, as may be necessary for the proper prosecution of the work. The building official may waive the requirements of this subsection, or may make such further requirements as he/she deems necessary for the protection of the public, the adjoining properties or any personalty of such owners and its use. CGS 29-408
- D. No person shall demolish any building or structure or part thereof, when such building, structure or part is within six (6) feet of a street line, or is twelve (12) feet or more in height, or is within six (6) feet of an area which the owner or lessee provides and invites the public to use as it would a public way, or when the distance between such street line or area and such building, structure or part is more than six feet but less than one-half the total height of the structure to be demolished, without causing to be erected and maintained a sidewalk shed meeting the requirements of this section. Such shed shall: (1) Extend for the full length of the building on all street fronts; (2) exist for the duration of the demolition operations; (3) be not less than four (4) feet wide and six feet eight (6' 8") inches high in the clear; (4) be watertight; and (5) be adequately lighted for pedestrian traffic. When the roof of any such shed is used for the storage of material or for the performance of work of any kind, adequate railings, not less than three feet high, and solid toe boards, not less than six inches high, shall be affixed along the open sides and ends of such roofs. The roofs of such sheds shall be of sufficient strength and stability safely to sustain the weight of materials that may be placed thereon and the shocks incidental to the handling, preparation for use, trucking or delivery of materials. The requirements of this section, as they relate to street lines, shall not apply in any case in which all such streets are officially closed to pedestrian and vehicular traffic. The building official may waive any of the requirements of this section, if the object to be demolished is more than forty feet from any street line or area used as a public way and its demolition is accomplished by the removal of one story at a time. CGS §29-409
- E. No person shall demolish any structure or building without making suitable provision for the disposal of all accumulated materials. No person shall overload any part of the protective structures erected during the demolition operations by storage, materials or debris to an extent beyond the live load capacity. No person shall, during demolition operations, allow materials to accumulate which would, by their nature, upon removal, cause an excessive amount of dust, dirt or debris in the air, without suitably wetting down such accumulations with water, dehydrated lime or some similar agent. CGS §29-412
- F. Basements and cellars. No person shall allow any basement, cellar, hole or the like to remain uncovered or opened as a result of the demolition of any building, structure or part thereof. Each person who, in a demolition operation, uncovers or opens such a basement, cellar, hole or the like shall fill the same to grade and remove all excess materials, rubbish and debris from the premises. If a new building, structure or part thereof is to be erected on the site of such demolished premises, the building official may waive any of the provisions of this section. CGS §29-413

### **IV. Other prerequisites and regulations which may affect demolition.**

- A. Requirements for hazardous materials survey including but not limited to lead and/or asbestos.
- B. Requirements for removal and disposal of hazardous materials including but not limited to lead and/or asbestos.

(Exhibit A)

**NOTICE OF INTENT TO DEMOLISH**

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

To Whom It May Concern:

Notice is hereby given that on \_\_\_\_\_, an Application for Permit to Authorize Demolition was filed with the Building Department for the building, structure or part thereof described below:

Address: \_\_\_\_\_

Describe building or structure, or part thereof: \_\_\_\_\_

**Select one:**

☐

Property is a Non-Designated Structure (less than 75 years old or less than 500 square feet)

☐

Property is a Designated Structure (75 or more years old – see below)

**If a Designated structure and you have any objection to the demolition of the above-referenced building or structure, please contact the City Historian and interested parties, as listed on the attached page, no later than twenty-one (21) days from the date of mailing of this Notice of Intent to Demolish. The City Historian and interested parties, as listed on the attached page, shall, no later than thirty (30) days from the date of mailing of this Notice of Intent to Demolish, file their objections, if any, with the Building Department. Objections shall state the architectural, historic and cultural importance of the subject building or structure. The City Historian may waive any waiting periods imposed by Milford Code of Ordinances.**

Further information concerning this pending application may be obtained by contacting the Building Department.

Applicant's Signature \_\_\_\_\_

Applicant information – please print

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

☐ Owner

☐ Contractor

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**City of Milford Historian**

Arthur Stowe  
36 Fresh Meadow Lane  
Milford, CT 06461  
(203) 874-9273

**City of Milford Fire Department**

Christopher D. Zak, Battalion Chief of PIO/Training/Safety  
Milford Fire Department  
72 New Haven Avenue  
Milford, CT 06460  
(203) 874-6321

**Interested Parties for Notification of Demolition**

The Milford Historical Society  
PO Box 337  
Milford, CT 06460

Milford Preservation Trust  
PO Box 5343  
Milford, CT 06460

Christopher Bishop, Chairman  
Historic District #2 Commission  
116 Fifth Ave  
Milford, CT 06460

Robert Berchem, Chairman  
Milford Historic District Commission  
75 Broad Street  
Milford, CT 06460

Suzanne Whittaker, Secretary  
Milford Historic District Commission  
75 Broad Street  
Milford, CT 06460

Ms. Jordan Sorensen  
Preservation Connecticut  
940 Whitney Avenue  
Hamden, CT 06517

(Exhibit B)



City of Milford, Connecticut

Building Inspection  
Division

Founded 1639  
70 West River Street ♦ Milford, Connecticut ♦ 06460-3317  
[www.ci.milford.ct.us](http://www.ci.milford.ct.us)

**Affidavit of Notification of Application for Permit Authorizing Demolition**

I, \_\_\_\_\_, being first duly sworn, do hereby certify that on \_\_\_\_\_ I delivered, mailed and posted the notices required by §6-5 et seq. of the City of Milford Code of Ordinances, as set forth below, pertaining to an application for permit authorizing demolition pending with the Building Department regarding the building, structure, or part thereof, located at \_\_\_\_\_.

1. Notice of Intent to Demolish sent postage prepaid to the owners of property abutting and across the street from the property on which the building, structure or part thereof to be demolished is located, as well as to the Milford Fire Department. (Copies of Notices of Intent and certificates of mailing are attached).
2. Notice of Intent to Demolish sent postage prepaid, along with a copy of the Application for Permit Authorizing Demolition date-stamped by the Building Department to the City Historian and to any organization concerned with the preservation of buildings or structures within the City that has registered with the Building Department requesting such notification. (Copies of Notices of Intent and certificates of mailing are attached).
3. A sign of a size no smaller than 24" x 36" posted on the property on which the building, structure or part thereof to be demolished is located in a conspicuous place visible from a public street or access way. The sign contains the word "**DEMOLITION**" in uppercase letters no less than two (2) inches high and includes the details set forth in the Notice of Intent to Demolish.

The foregoing is true and accurate to the best of my personal knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



(Exhibit C)

**List of Parties and Organizations Requiring Notification of Intent to Demolish**

**City of Milford Historian**

Arthur Stowe  
36 Fresh Meadow Lane  
Milford, CT 06461  
(203) 874-9273

**City of Milford Fire Department**

Christopher D. Zak, Battalion Chief of PIO/Training/Safety  
Milford Fire Department  
72 New Haven Avenue  
Milford, CT 06460  
(203) 874-6321

**Interested Parties for Notification of Demolition**

The Milford Historical Society  
PO Box 337  
Milford, CT 06460

Milford Preservation Trust  
PO Box 5343  
Milford, CT 06460

Christopher Bishop  
Historic District #2 Commission Chairman  
116 Fifth Ave  
Milford, CT 06460

Robert Berchem  
Milford Historic District Commission Chairman  
75 Broad Street  
Milford, CT 06460

Suzanne Whittaker  
Milford Historic District Commission Secretary  
75 Broad Street  
Milford, CT 06460

Ms. Jordan Sorensen  
Preservation Connecticut  
940 Whitney Avenue  
Hamden, CT 06517