

## **Demolition Requirements**

### **Procedures for the Notification of Adjacent Property Owners**

The applicant/owner of the property shall make written notification to the adjacent property owners via certified mail with return receipt requested at least fourteen (14) days prior to submitting an application for demolition. Please retain the Certified Mail return receipts in the event proof of notification is required.

For purposes of this required notification, the “adjacent” property shall be any property having any common boundary with the subject property, and property which would have a common boundary if not interrupted by a street, alley or other right-of-way.

The purpose of the notification is not to secure any form of approval from the adjacent owners, but to ensure that the adjacent property owners have had an opportunity to learn, in general terms, about the demolition of a principal structure.

#### ***Information to be included within the mailing:***

1. Written notification that includes the information as specified by ordinance:
  - a. The address of the subject property.
  - b. The name and contact information (including phone number, email address, and mailing address) of the subject property owner.
  - c. The complete scope of work for the site, including demolition and future site use.
  - d. The anticipated timetable for the work.
2. A city-prepared informational handout that includes a summary of Demolition and Construction Site regulations.
3. A site plan and elevation drawings for any proposed structure(s).

#### *Wheaton City Ordinance reference:*

Sec. 22 203

(b) *Notification.*

(2) The applicant/owner of the property shall make written notification to the adjacent property owners via certified mail with return receipt requested at least fourteen (14) days prior to submitting an application for demolition. For purposes of this section an “adjacent” property shall be any property having any common boundary with the property and property which would have a common boundary if not interrupted by a street, alley or other right-of-way.

The purpose of the notification is not to secure any form of approval from the adjacent owners, but to ensure that the adjacent property owners have had an opportunity to learn, in general terms, about the demolition of a principal structure.

The content of the written notification shall include the address of the property, the name and contact information of the property owner, the scope of work, the timetable for the work, and a site plan and elevation for any proposed structure. The applicant shall also provide the adjacent property owners with a city-prepared informational handout that includes a summary of construction regulations and procedures.