



**Anne's
County**

DEPARTMENT OF PLANNING & ZONING

160 Coursevall Drive

Telephone Planning: (410) 758-1255

Fax Planning: (410) 758-2905

Telephone Permits: (410) 758-4088

Fax Permits: (410) 758-3972

FILING A DEMOLITION PERMIT

- Please complete a building permit application form.
- Six (6) copies of the site plan showing the building to be demolished.
- A floor plan of the structure.
- A letter to the adjoining property owners advising them when the building is scheduled for demolition.
- A letter from the utility company or a licensed electrician advising us that the electric has been disconnected.
- If your property is on public water/sewer you should also contact Lawrence Gannon at the Sanitary District office 410-643-3535 to get their requirements.
- The permit fee is \$105.00

Please allow 15 to 20 working days to process your application.

Queen Anne's County has a Historic Preservation Review and Documentation procedure as outlined below if the structure is more than 50 years old:

Demolition Permit Review:

1. Only demolition permits for structures greater than or equal to 50 years old will be reviewed by the Heritage Coordinator
2. A two-tiered process will be established.
 - a. First Tier
 - i. Landowner must provide a basic floor plan of the structure.
 - ii. Initial digital photos of the structure will be taken by members of the Department of Planning and Zoning Staff
 - iii. Photos will be forwarded to the Heritage Coordinator for review and determination if a second tier review is required.
 - b. Second Tier

- i. If as a result of the Heritage Coordinator's initial review, a more detailed inventory/photo documentation is required
- ii. A 30-day request for extension of the permitting process will be requested from the property owner.
- iii. Assuming the extension is granted, arrangements will be made for the Heritage Coordinator to visit the site with one of the inspectors for the purpose of completing a more detailed documentation/photographic review.
- iv. The specifics of the evaluation/documentation are to be incorporated into a checklist to ensure that it is complete.
- v. Creation of the checklist will be in conjunction with the Queen Anne's County Historical Society and Maryland Historic Trust.

Subdivision and Site Plan Review:

1. No review of administrative subdivisions will be necessary.
2. The Heritage Coordinator will review and comment on major and minor subdivisions and site plans.
 - a. If there are any existing structures (built before 1950) noted on the plats that are not to be incorporated into the applicant's proposal or remain on site, it is anticipated that a demolition permit will be requested and the two tiered process as described in the above Demolition Permit Section will be in place.
 - b. If there is a determination/request made for photo documentation, the Department of Planning and Zoning Staff will provide the initial photos.
 - c. As provided for in Title 18 in certain zoning districts, if additional information is required/requested, the applicant will be required to provide the supporting documentation.