

Town of Garrett Park



Town Office

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Demolition Permit Instructions

1. Submit the **Town Permit Application**, by mail, online at the Town website (www.garrettparkmd.gov), or via email.
2. Attach this completed form.
3. Reason for demolition (Attach additional sheet if needed):

4. Is a Garrett Park Historic Area Work Permit required?

Application/Permit # _____

5. Provide a Montgomery County Demolition Permit Number:

Application/Permit # _____

Or state reason for not filing:

6. Is the building to be demolished situated on more than one Lot? Yes / No

If 'Yes' Section 401(c)(1) requires replatting site into a single lot and permit application must be accompanied with evidence that applicant has filed for replatting with Montgomery County Planning Department.

The following information must be submitted in order for it to be accepted as complete:

Two (2) copies of a site plan, or an **electronic file** (.jpg,.gif, pdf) showing the size and the relationship of the existing and proposed structures to the property lines including: dimensions of all yards; all existing and proposed structures. This plan should be drawn on a copy of a house location survey, plat, or other similar document prepared by a Maryland licensed land surveyor. This plan must clearly show:

- Square footage of any existing and proposed building footprint, including all porches and decks elevated above the ground.
- Distance of any existing and proposed structures from lot lines.

Note: Garrett Park Code of Ordinances Section 401 (C) requires that there be a public hearing before the Town Council for all applications for a demolition permit, and that the Historic Preservation Committee make a report to the Town Council at or prior to that hearing. The public hearing is usually held at the regular monthly meeting of the Town Council on the second Monday of the month.

Applications must be accepted as complete with sufficient time for the Historic Preservation Committee to meet prior the public hearing.