



City of Frankfort • 412 Main Street • P.O. Box 351 • Frankfort, Michigan 49635-0351  
Phone: (231) 352-7117 • Fax: (231) 352-7100

## Application for Demolition

**APPLICANT:** Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**OWNER:** Name: \_\_\_\_\_

(if different Address: \_\_\_\_\_

from applicant) Telephone: \_\_\_\_\_ Facsimile: \_\_\_\_\_

**DESCRIBE YOUR REQUEST** (attach additional pages): \_\_\_\_\_

**PROPERTY ADDRESS:** \_\_\_\_\_

**PARCEL TAX ID NUMBER:** \_\_\_\_\_

**LEGAL DESCRIPTION OF PROPERTY** (attach additional pages): \_\_\_\_\_

**PRESENT ZONING OF PROPERTY:** \_\_\_\_\_

**PRESENT USE OF PROPERTY:** \_\_\_\_\_

### **APPLICANT REQUIREMENTS: (Please check all that apply)**

- 1...Obtained Certificate from the Benzie County Treasurer and from the City Treasurer that all property taxes and special assessments on the subject property are paid.
- 2...Paid fee (as established by the City Council) to the City for the issuance of such permit. \$ \_\_\_\_\_
- 3...Posted a cash bond, surety bond, or irrevocable letter of credit with the City Clerk in the amount of five hundred dollars (\$500) or ten percent (10%) of the contracted price of demolition (whichever is greater). The surety bond shall be forfeited in the event the requirements of this section are not met and can be used in the City's discretion to enforce this Ordinance, bring the property into compliance with the Ordinance, or to be placed in the general fund of the City.
- 4...Read and understand the attached page(s) and comply with all specified regulations.
- 5...Administrator has inspected and verified for compliance.
- 6...The bond or letter of credit has been released to applicant.

### **SIGNATURES:**

*I (we), the undersigned, certify that the information contained on this application and the required documents attached hereto are to the best of my (our) knowledge true and accurate. I (we) also agree to reimburse the City of Frankfort for all costs, including consultant costs, to review this request in a timely manner. I (we) understand that these costs may also include administrative review which may occur after the City has taken action on my (our) request.*

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

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Owner's Signature**

\_\_\_\_\_  
**Date**



## **Application for Demolition**

(Excerpt from the City of Frankfort Zoning Ordinance)

### **4.09. DEMOLITION**

Unless otherwise excepted under the provisions of this section, no building or structure may be razed, demolished or torn down without first obtaining a demolition permit from the Administrator. The Administrator shall issue a demolition permit only after the applicant has shown that he has complied with the following requirements:

- (a) A certificate is obtained from the Benzie County Treasurer and from the City Treasurer that all property taxes and special assessments on the subject property are paid.
- (b) A fee as established by the City Council shall be paid to the City for the issuance of such permit.
- (c) A cash bond, surety bond, or irrevocable letter of credit is posted with the City Clerk in the amount of five hundred dollars (\$500) or ten percent (10%) of the contracted price of demolition whichever is greater. The surety bond shall be forfeited in the event the requirements of this section are not met and can be used in the City's discretion to enforce this Ordinance, bring the property into compliance with the Ordinance, or to be placed in the general fund of the City.
- (d) The manner of razing, demolishing or tearing down of a structure or building hereby regulated shall comply with the following:
  - (1) Prior to any demolition, all utilities connecting to such building or structure including but not limited to water, gas, electricity, telephones, sanitary sewer and storm sewer, shall be disconnected and capped in such a manner that it is acceptable to the company, municipality or entity controlling such utility save that electrical lines and gas lines shall be capped at least at the street adjacent to the subject parcel, and no bond shall be released until written evidence from such company, municipality and/or entity is given stating that the disconnection and capping is acceptable.
  - (2) No materials used in the construction of the structure or building shall be buried or left upon the subject premises but shall be disposed of in a licensed sanitary landfill.
  - (3) Any concrete or like material that is part of the basement and/or foundation of the structure or building shall either be removed in conformance with the above paragraph (b) or shall be broken up in pieces not larger than 24 inches by 24 inches by 24 inches and must be arranged below the surface in such a way as to allow free percolation of water and be placed at least four (4) feet below the surface of the ground.
  - (4) Any septic or other underground storage tank or tanks shall have their contents removed and disposed off the premises in accordance with statutes of the State of Michigan and rules promulgated of agencies of the State of Michigan and the tanks shall subsequently be removed from the premises or broken up and arranged in the same manner as stated in the above paragraph (c).
  - (5) Such quantity of clean fill dirt as is necessary to level off the premises after such demolition shall be brought on the premises and the premises shall be leveled off to the grade existing prior to such demolishing, tearing down or razing.
- (e) The Administrator shall inspect before, during and subsequent to the demolition and verify that there has been compliance herewith prior to the release of the bond, and the applicant must allow such inspection and not proceed with any part of the demolition in such a way that any of the requirements hereof cannot be visually inspected for compliance and shall not proceed before actual inspection and approval is made on any of such requirements.
- (f) Upon compliance with all the requirements hereof, and verification there of by the Administrator to the City Clerk of compliance, the bond or letter of credit shall be released to the applicant by the City Council.
- (g) In the event that a building or structure is demolished by an Act of God or natural disaster (accidental fire, wind, flood, snowload, etc.), the demolition permit is required but the fee shall be waived. A clean-up time of ninety (90) days is allowed.