



**Agenda Item No: 5**

**Historic Preservation Commission  
Agenda Supplement**

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**Meeting Date:**

September 2, 2021

**Item:**

Demolition Permit Discussion

**Action:**

Establish a check list to assist property owners in preserving historic properties or materials.

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**Background:**

- Two years ago the HPC started reviewing demolition permits for properties around the City. None of the structures that have requested demolition permits are landmarked properties.
- In order to preserve historic elements from a property and reduce items going into the landfill, it has been suggested that a checklist be created that will provide suggestions and resources for donations.
- Currently the City's demolition process requires owners; apply for a building permit showing all work, provide proof of utility disconnection, indication of any special or hazardous waste to be removed, provide a report detailing the removal or the absence of asbestos, and reports/approvals from other agencies if applicable.

**Action:**

- The HPC should work to establish a check list or handout to be added to the existing demolition permit handout that can provide links to resources for property owners.

# City of Crystal Lake

## Community Development Department

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100 W. Woodstock Street  
Crystal Lake, IL 60014  
[www.crystallake.org](http://www.crystallake.org)



Phone (815) 356-3605  
Fax (815) 404-2107  
[building@crystallake.org](mailto:building@crystallake.org)

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### DEMOLITION PERMIT SUBMITTAL CHECKLIST

Please provide the following information when applying for a Permit:

Forms and applications available at City Hall or at [www.crystallake.org](http://www.crystallake.org).

- Apply online using [City of Crystal Lake ez App](#) **OR** [Building Permit Application](#). The application shall be completed and signed by the property owner. An owner Representative may sign the application if a letter is submitted from the property owner giving authorization of the proposed work. Building Permit Applications may be downloaded from the City Website [www.crystallake.org](http://www.crystallake.org).
- Contractors List with business name of all contractors working on project.
- Plat of Survey signed and sealed by an Illinois licensed Land Surveyor.
- Submit 4 copies of site plans showing the scope of work, locations of existing utilities and building(s) to be demolished, location of proposed fencing and barricades which may be necessary to safeguard the public and adjoining properties from hazards, silt fencing, dust and erosion control methods to be used during the demolition, etc.
- Indicate the removal of all substructures; fill material, site restoration, final grade, temporary and permanent erosion control measures.
- Indicate demolition debris and any special wastes (such as products containing lead, mercury, Freon, CFCs, PCBs, etc.) to be removed per IEPA and NESHAP regulations.
- Submit an Asbestos Containing Material (ACM) inspection report by a licensed asbestos inspector. If ACM is found, then submit a second report verifying all ACM has been properly removed before construction begins. All ACM shall be removed by a licensed asbestos contractor. You may call the Illinois Department of Public Health at (217) 782-3517 for a list of licensed asbestos inspectors and contractors.
- Indicate any existing freestanding signs to be removed.
- Tree Survey and Tree Preservation Plan (if applicable)
- [Tree Removal Permit Application Form](#) (if applicable)
- If there are any existing wells or septic systems on the site, provide proof of submittal with the McHenry County Department of Health for an abandonment permit.

- Submit letters from Nicor and ComEd that their respective services have been abandoned and removed.  
**-OR-**  
Submit written confirmation from the general contractor that the utility services have been notified for disconnection and removal.
- Request City of Crystal Lake Water Division (815-356-3614) to turn off City water at B-Box.
- Existing water meter must be returned to the City Finance Department before permit issuance.
- Approval from State/County agencies (if applicable): MCHD, IDPH, IDOT, IEPA (water/sewer/NPDES), etc.

Please note that the information provided in this handout is general in nature. If you have specific questions or need additional information, please contact a Community Development Department representative at (815) 356-3605 or [building@crystallake.org](mailto:building@crystallake.org).

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## DEMOLITION – INSPECTION LIST

### General Inspections:

- Silt fence/soil erosion measures (before demolition begins)
- Progress during demo work
- Inspection of excavation (after the removal of the foundation)
- Water Service Abandonment
- Plugging of sewer line
- Verification of well/septic abandonment (submit written approval from McHenry County Health Dept.)
- Verification of compaction of soils (submit compaction reports from a soils engineer)
- Freestanding signs removed
- Final Inspection

Other inspections may be necessary for specific projects.

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