

## DEMOLITION PERMIT REVIEW COMMITTEE INSTRUCTIONS

Applicant:

Attached is an application for appointment to the City of Ukiah Demolition Permit Review Committee. Please review the application questions carefully, note the submittal deadline, and feel free to list answers to the questions on an additional sheet of paper. Incomplete applications could be basis for denial. Applications submitted after the submittal deadline will not be accepted.

The Demolition Permit Review Committee consists of five (5) members as follows: Director of Planning and Community Development (or assigned designee), Director of Public Works/City Engineer (or assigned designee), City of Ukiah Building Inspector (or assigned designee), a representative of the Mendocino County Historical Society or other group/organization involved with local history or a local historian, and a City of Ukiah resident with expertise in architecture, building, or closely related field. Please check with the City Clerk at 707-463-6217 to learn what the membership requirements are for the vacant position(s).

The Committee considers applications to demolish structures which exceed 50 years of age and acts in an advisory capacity to the City Council. The duties of the Committee include the research of historical, cultural, and architectural significance of the subject structure; evaluating the feasibility of rehabilitation or relocation of the structure if it is deemed historical. In the event the structure is found to have historic or architectural significance, the Committee determines if the salvaging of historic materials is feasible. The Committee also recommends to the City Council whether any of the criteria listed in Ukiah City Code Section 3016(E) apply to the subject structure, and whether or not the Demolition Permit should be issued, issued with conditions, or denied.

The Demolition Permit Review Committee is appointed by the Ukiah City Council for a three (3) year term and meets on an as needed basis. The Director of Planning and Community Development is the liaison to the Commission and prepares the agenda for the meetings.

Interviews will be held and appointments considered at a regular City Council meeting scheduled in June.

City of Ukiah City Clerk's Office

Enclosures

**CITY OF UKIAH**  
**DEMOLITION PERMIT REVIEW COMMITTEE APPLICATION FOR APPOINTMENT**

**A. General Information**

Full Name					Date		
Residence Address (Physical Address, not PO)							
Mailing Address (if different from above)							
Home Phone				Work Phone			
Email				Cell Phone			
Employer							
Business Address							
Job Title/Position				Employed Since			
How long have you resided in:	Ukiah?		Mendocino County?		California?		
Please list community groups or organizations you are affiliated with and list any offices held.							

**B. Please answer the following on a separate sheet(s) of paper and attach.**

1. Do you live within the Ukiah City Limits?
2. Why are you applying to serve on the City of Ukiah's Demolition Permit Review Committee?
3. What is your understanding of the purpose, role and responsibility of the Demolition Permit Review Committee?
4. What is your understanding or experience with the historical preservation of buildings within the City Limits of Ukiah?
5. What type of design, architecture, building, or other closely related experience do you have?
6. What has been your involvement with the local history of the City of Ukiah?
7. How do you believe your own skills, experience, expertise and perspectives will be beneficial to the work of the Demolition Permit Review Committee?
8. Are there any other City of Ukiah Committees/Commissions in which you are interested, and on which you would be willing to serve?

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

Thank you for your interest in serving your community and the City of Ukiah.

Please return this application and attachments to the City Clerk's office by **Thursday June 3, 2010, at 5:00 pm** to 300 Seminary Avenue, Ukiah, CA 95482. If you have any questions, please contact the City Clerk's office at (707) 463-6217.