



## City of Marshall Guidelines for Building Demolition

The City of Marshall issues Building Demolition Request for demolition of all existing structures. There is no charge for this request. Upon issuance of a Building Demolition Request, the City recommends the following areas should be addressed to assure compliance with the request.

### 1. Removal of Utilities

The City of Marshall is responsible for the electric service to the meter, gas service to the meter, and water service to the meter. Sanitary sewer lateral lines are the property owner's responsibility.

After the Building Demolition Request has been submitted to the Zoning Officer, the owner/operator needs to contact the Public Works Department at City Hall to have the meters and/or services removed prior to any demolition. The Public Works Department needs to know the owner's intention of the existing services, will they be re-used or not, do they need to be moved, etc.

The building's sewer lateral line is to be located during the demolition, and capped to prevent any unwanted water or debris entry in the City's sewer system. If the building's sewer lateral line is to no longer be used, the owner must permanently cap the lateral sewer line. The location (horizontal and vertical) and type of cap placed on the building's sewer lateral line is to be sketched on the Building Demolition Request and returned to the Zoning Officer at the end of the demolition.

It is also the owner/operators responsibility to contact all other service providers prior to initiation of demolition. Such as cable(Mediacom), telephone (Frontier), etc.

### 2. Debris/Waste Removal

The City of Marshall prohibits the burning of any type of debris. The City also prohibits the burying of any building materials. All material must be hauled off to an acceptable landfill.

### 3. Building Demolition Request Completion

Building Demolition Request are issued for a period of 60 days. Should the need for an extension arise, you Building Demolition Request will need to be re-issued by the Zoning Officer. In order to complete your demolition request, the owner/operator must turn in the completed sketch showing the location of the sewer lateral and all trash and debris must be removed within the 60 day time limit.

### 4. Notice of Clean Air Act National Emission Standards for Asbestos (Asbestos NESHAP)

*Per the Clean Air Act National Emission Standards for Asbestos (Asbestos NESHAP), 40 .F.R., Part 61, Subpart M, requires that prior to demolition of a facility, the owner or operator, must have the facility thoroughly inspected to determine whether asbestos is present and, if present, in what amount. A "facility" is defined as any institutional, commercial, public, industrial, or residential structure, installation, or building. Residential buildings having four or fewer dwelling units are excluded from the Asbestos NESHAP.*

*The City of Marshall encourages the owner/operator to contact the Illinois EPA at (217) 785-2011 or visit their website at <http://www.epa.state.il.us/air/asbestos/> to learn more information.*

This should serve as a minimum guideline to assist you with your demolition project. Should you have further questions, please contact the Zoning Officer at 217-826-8087, or stop by City Hall located at 201 South Michigan Avenue.

APPLICATION FOR BUILDING DEMOLITION REQUEST  
(Execute in Duplicate)

To: Zoning Officer  
City Hall  
201 S. Michigan Ave.  
PO Box 298  
Marshall, IL 62441  
(217)826-8949

Building Demo Request # : _____  Date Issued: _____  <p style="text-align: center;"><b>FOR CITY USE ONLY</b></p>
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Date Submitted: \_\_\_\_\_

INSTRUCTIONS TO APPLICANT. All information required by this application must be completed and submitted. Any application that is incomplete will be rejected. Applicants are encouraged to visit the Zoning Officer at the Zoning Officer's Office, 1309 Archer Avenue, for any assistance needed in completing this form.

1. Applicant's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_
  
2. Name of Owner(s) of Real Estate (If different than the Applicant's): \_\_\_\_\_  
\_\_\_\_\_
  
3. Common address of building site (lot number and street or road name): \_\_\_\_\_  
\_\_\_\_\_
  
5. Name of Contractor (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
  
7. Name of Roll Off Contractor (if applicable): \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_
  
8. Legal description of property as indicated on deed (Lot, Block, and Subdivision)  
Attach metes and bounds description if necessary:
  
  
  
  
  
  
  
  
  
  
9. Permanent Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
  
10. Date of proposed demolition: \_\_\_\_\_
  
11. Type of building: \_\_\_\_\_ Residential \_\_\_\_\_ Commercial
  
12. Will Utilities be used in the future: \_\_\_\_\_ YES \_\_\_\_\_ NO  
If YES, do Utilities need to be relocated: \_\_\_\_\_ YES \_\_\_\_\_ NO
  
  
16. Estimated Cost of Project: \_\_\_\_\_
  
17. Attach a copy of a sketch or plat (drawn to approximate scale) showing the following:  
(Please use graph grid paper):
  - a) Dimensions of lot;
  - b) Location (*with dimensions*) of driveways and off-street parking spaces;
  - c) Location of Sanitary sewer lateral. Location of lateral cap.
  - d) Location of all easements (if applicable)

Owner/Contractor is responsible for FULLY COMPLETING THE BUILDING DEMOLITION REQUEST APPLICATION AND DRAWINGS; Illinois EPA Permits, J.U.L.I.E. Locate Requests; Erosion Control; Dirt on Roadway; Damage to Roadway; Curbs/Gutters, and other service provider notifications.

In making this application, the applicant represents all of the above statements and any attached maps and drawings to be a true description of the proposed lot and project. The applicant agrees that the Building Demolition Request applied for, if granted, is issued on the representations made herein and that any Building Demolition Request issued may be revoked without notice on any breach of representation.

It is understood that any Building Demolition Request issued on this application will not grant the right or privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the City of Marshall Municipal Code or by any other ordinances, codes or regulations of the City.

It is understood that no land shall be occupied or used and no building hereafter erected, altered or extended until the necessary Building Permit/Site Plans are approved per the City of Marshall Municipal Code or by any other ordinances, codes or regulations of the City.

The undersigned Applicant (s) hereby affirms under penalty of perjury that the information provided in this application is true and correct.

Applicant: \_\_\_\_\_ Date \_\_\_\_\_ Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Scale of Drawing: 1 Block = \_\_\_\_\_ Feet

