

DEMOLITION NOTICE TO ADJOINING PROPERTY OWNERS

A letter to abutting properties (including across the street) of the building to be demolished needs to be sent out **before applying for a demolition permit**. The following needs to be included in your letter:

In accordance with the provisions of Section 29-253 and Section 29-407 of the Connecticut General Statutes and The Plainville Code of Ordinances, Demolition of Structures, a Notice of Intent to demolish a building will be filed with the Building Department on _____.
Date

The sample letter below must follow these criteria:

- Typed on letterhead
- Sent **Certified** Mail (The Building Department needs the Return Receipt Cards as well as copies of the letters)
- Provide the names of the **applicant** and **owner** filing the notice
- Provide the **address** of the building(s) to be demolished
- **Description** and type of structure to be demolished

DEMOLITION NOTICE TO ADJOINING PROPERTY OWNERS

Date: _____

CERTIFIED MAIL

Name and address of abutting property owner(s):

Dear _____

In accordance with the provisions of Section 29-253 and Section 29-407 of the Connecticut General Statutes and The Plainville Code of Ordinances, Demolition of Structures, a Notice of Intent to demolish a building will be filed with the Building Department on _____.

Date

Applicant Filing Notice: _____

Owner Filing Notice: _____

Address of Property to be Demolished: _____

Description and Type of Structure to be Demolished:
