



DEVELOPMENT SERVICES DEPARTMENT  
10 First Street Northwest  
Mason City, Iowa 50401  
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[www.masoncity.net](http://www.masoncity.net)

## HISTORIC STRUCTURE DEMOLITION REVIEW

On November 6, 2018, the City Council amended the City's Historic Preservation Commission ordinance to include new regulations that will change how demolition permits are issued. When a demolition permit application is received for any building, structure, object or site that is potentially historically significant, the demolition permit will be delayed. The Historic Preservation Commission will have 15 business days to determine if the building, structure, object or site is historically significant. If the Commission determines that the building, structure, object or site is historically significant, they may place a hold of up to 60 calendar days during which they will work with the property owner to explore alternatives to demolition.

**What is subject to demolition review?** Any building, structure, object or site that meets one or more of the criteria below is subject to demolition review:

- Any building or structure that is 50 years old or older.
- Any building, structure, object or site, either contributing or non-contributing, that is located in a Register of Historic Places-listed district or a locally designated historic district.
- Any building, structure, object or site individually listed on the National Register of Historic Places or designated as a local landmark.

**What happens if my property is subject to demolition review?** The Historic Preservation Commission will, within 15 business days, meet and determine if the building, structure, object or site is historically significant. You are welcome and encouraged to attend this meeting. If your building, structure, object or site is found to be historically significant, the Historic Preservation Commission must tell you why it was found to be historically significant. These reasons will also be included in the Board's minutes.

**What does "historically significant" mean?** Historically significant is defined as [A]ny structure, building, site, property, object or item which is determined by the Mason City Historic Preservation Commission, National Park Service or State of Iowa Historic Preservation Office to possess integrity and meet one or more of the following:

- Embodies the distinctive characteristics of a type, period, or method of construction that represents the work of a master, or that possesses high artistic values, or that represents a significant and distinguishable entity whose components may lack individual distinction;
- Is associated with events that have made significant contribution to the broad patterns of our local, State, or national history;

- Possesses a coherent and distinctive visual character or integrity based upon similarity of scale, design, color, setting, workmanship, materials, or combinations thereof, which is deemed to add significantly to the value and attractiveness of properties within such area;
- Is associated with the lives of persons significant in our past; or
- Has yielded, or may be likely to yield, information important in prehistory or history.

**What happens if my building, structure, object or site is historically significant?** If the building, structure, object or site is determined to be historically significant, the Historic Preservation Commission may place a hold of up to, but no more than sixty (60) calendar days, on the issuance of the demolition permit. The 60 day period starts on the first day after the Commission's determination. During this hold, the Historic Preservation Commission will work with the property owner to explore the following alternatives to determine if any are feasible:

- Designation as a local historic landmark.
- Rehabilitation utilizing State or Federal tax incentives.
- Adaptation of the building or structure to a new use or incorporating the building or structure into redevelopment plans.
- Finding a new owner who is interested in preserving or rehabilitating the building or structure.
- Moving the building or structure to an alternative location.
- Salvaging building materials.
- Additional documentation of the building or structure prior to the issuance of a demolition permit.

**When will the hold expire?** The hold will generally expire 60 calendar days after the subject of the demolition permit is determined to be historically significant. The Historic Preservation Commission may also vote at a public meeting to release the hold prior to its expiration.

**Are there any restrictions on permits for new construction if the building, structure, object or site is historically significant and is subject to a 60 day hold?** Yes, there are. During the 60 day hold, no permit for the erection of a new building, structure, or object on the tax assessment parcel which has any building or structure subject to a hold will be granted. In addition, any building, structure, object or site determined to be historically significant, or that is located within a locally designated historic district or historic site, or that is located within a National Register of Historic Places-Listed District, or that is listed on the National Register of Historic Places shall not be granted a demolition permit until plans for use or development of the site after demolition have been filed with the City of Mason City and have been found to comply with all laws pertaining to the issuance of a City-required permit. All approvals necessary for the issuance of a development permit must be granted and any appeals shall be concluded, prior to the issuance of a demolition permit.

**Are there any exceptions to the historic demolition permit review process?** Yes. If the building, structure, object or site, or any portion thereof, has been determined by the Mason City Building Official to be an imminent threat to the health or safety of the public and is ordered demolished by the Building Official is exempt from the demolition permit review requirements.



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### HISTORIC DEMOLITION REVIEW INTAKE FORM

Please complete as much of this form as possible and return it with your demolition permit application.

Property Address \_\_\_\_\_

What year was the building or structure built? \_\_\_\_\_

Is the property located in a locally designated historic district? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, which district? \_\_\_\_\_

Is the property a locally designated historic site? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, which site? \_\_\_\_\_

Is the property located in a National Register of Historic Places district?\* Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, which district? \_\_\_\_\_

Is the property listed on the National Register of Historic Places?\* Yes \_\_\_\_\_ No \_\_\_\_\_

What are the future plans for the property? \_\_\_\_\_

\* Any building, structure, object or site determined to be historically significant, or that is located within a locally designated historic district or historic site, or that is located within a National Register of Historic Places-Listed District, or that is listed on the National Register of Historic Places shall not be granted a demolition permit until plans for use or development of the site after demolition have been filed with the City of Mason City and have been found to comply with all laws pertaining to the issuance of a City-required permit. All approvals necessary for the issuance of a development permit must be granted and any appeals shall be concluded, prior to the issuance of a demolition permit.

Date Demo Permit App Submitted  HPC mgt date  Historic?  Y / N