

**Pre-Demolition Compliance Checklist**

# I. Pre-Demolition:

Subrecipient Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contract Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  Address:  |

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| Initial WhenComplete | Checklist Item | Description |
|  | 1 | Establish Property Management File (PMF) for each parcel of property. Place checklist in the file. Indicate the CDBG national objective that will be met by each demolition. |
|  | 2a | Review Historic Preservation and Environmental review documents, enclose SHPO (State Historic Preservation Office) 106 clearance letter. |
|  | 2b | Place in file completed statutory checklist for environmentalreview, if applicable. |
|  | 2c | Place Letter of Agreement (LOA) in file if SHPO review triggeredadditional action for historic properties. |
|  | 3 | Photograph site before demolition, including front, back, left, and right sides of home. Place copies of photos in file. |

# II. Pre-Demolition: Legal Documentations

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| Initial WhenComplete | Checklist Item | Description |
|  | 4 | Obtain right of entry and hold harmless agreement (N/Aif City/County owns property). |
|  | 5 | Verify property description and ownership fromassessor. Verify deed-restricted property.[[1]](#footnote-1) Enclose copy of the Restrictive Deed. |
|  | 6 | Notify lien holder(s) of intent to demolish (N/A ifCity/County owns property. Enclose a copy of the final title opinion, copy of the title guarantee.) |
|  | 7 | Place temporary CDBG-DR signage and any local notification requirements on the demolition site.  |

# III. Pre-Demolition: Building Official

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| Initial When CompleteComplete | Checklist Item | Description |
|  | 8 | Conduct building inspection. If structural integrity is compromised, a building inspection shall be performed to determine if the structure is unsafe for entry. If deemed unsafe for entry, the structure will be considered a regulated asbestos containing material (RACM) and demolished accordingly.) |
|  | 9 | Conduct public health inspection, as needed.  |
|  | 10 | Conduct fire inspection, as needed. |
|  | 11 | Verify personal property removal (Will take place duringabatement process. If structure deemed unsafe for entry, personal items should not be removed.) |
|  | 12 | Requests Notice to Proceed (City/County Project Manager/Coordinator to authorize the demolition process to commence.) |

# IV. Approval to Proceed with Demolition

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| Initial When Complete | Checklist Item | Description |
|  | 13a | Assign approved contractor to the property.[[2]](#footnote-2) Execute timeline for demolition to be completed by and disseminate key documents (Notice to Proceed, inspections, SHPO issues, etc.).  |
|  | 13b | Authorize Notice to Proceed. Place in file a copy of the approved notice. Highlight subject property. |

# V. Demolition Process: Contractor

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| Initial When Complete | Checklist Item | Description |
|  | 14 | City/County verifies structure is unoccupied. |
|  | 15 | Mark easements and underground utilities. |
|  | 16 | Remove utility meters. |
|  | 17 | Cap well, water, sewer, and septic lines to the mains. Disconnect electrical and gas service, propane tanks. |
|  | 18 | Contractor obtains consent from City/County to proceed with abatement. |
|  | 19 | Re-verify property description and ownership (N/A ifCity/County owns property). |
|  | 20 | Identify/remove/dispose of asbestos, lead-based paints, and other hazardous materials per State environmental and EPA requirements. (See below for further explanation.)1. Assessment testing performed and samples sent to the lab.
2. Remediation based on the environmental assessment and lab reports, including visual assessments.
3. Document items transferred to the landfill.
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|  | 21 | Identify/remove/dispose of all HHW (Household Hazardous Waste) per State environmental agency/EPA requirements (See below for further explanation).1. Visual assessment performed and documented.
2. Remove all identified HHW based on the Environmental assessment.
3. Document all HHW waste transfer to the landfill.
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| VI: Demolition Process: City/County Officials

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| Initial WhenComplete | Checklist Item | Description |
|  | 22 | Photograph site after demolition and place photos in file. |
|  | 23 | Document actual demolition and removal of debris. (Field verify that all debris from the demolition are removed and tracked to the landfill.) |
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|  | 24 | Verify backfilling & final grade is to City/Countycodes/standards. (Field verify that the backfill area is clear of all debris prior to backfilling with clean dirt.) |
|  | 25 | Re-inspect site within 60 days of completion of backfill. (Returnto verify the soils have not sunken and if required, the contractor shall return to stabilize.) |

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***Disclaimer:*** *The Texas General Land Office has made every effort to ensure the information contained on this form is accurate and in compliance with the most up-to-date CDBG-DR and/or CDBG-MIT federal rules and regulations, as applicable. It should be noted that the Texas General Land Office assumes no liability or responsibility for any error or omission on this form that may result from the interim period between the publication of amended and/or revised federal rules and regulations and the Texas General Land Office's standard review and update schedule.*

1. Note to CDBG-DR Grantee: Consult CDBG-DR regulation to confirm HUD’s requirement on deed-restricted properties. As of appropriations under PL 112-55, there were few exceptions allowed to the requirement that all properties purchased under a buyout program be deed-restricted. Prior to that, HUD–in many of their previous appropriations–required deed restrictions if CDBG-DR funds were matched with HMGP funds to buyout a parcel in the 100-year floodplain. Regardless of appropriation, if a city or county received the CDBG-DR allocation from the State, consult the GLO Designated representative (GDR). [↑](#footnote-ref-1)
2. This Demolition Checklist assumes the jurisdiction has completed a procurement process, in compliance with federal and state laws, yielding a pool of “approved contractors” who have requisite skills to undertake the demolition. [↑](#footnote-ref-2)