



**City of Lancaster**  
**Administrative Policy Manual**  
*(NOT A CONTRACT)*

Section I  
Administrative Matters  
Policy 1.07  
Effective July 12, 2004

**FINANCIAL PARTICIPATION for DEMOLITION in LIEU of CONDEMNATION**

The Building Official is authorized to financially participate, subject to the limitations of this policy, when a building owner agrees to voluntarily demolish a building in lieu of the Building Official having to condemn the building. The Building Official is authorized to participate by offsetting one-half of the documented cost of building demolition, on a reimbursable basis, subject to the following conditions:

1. The maximum level of financial participation will be capped at \$2,000, subject to the availability of funds within the City of Lancaster budget.
2. The amount of financial participation will be confirmed in written form by the Building Official prior to any work beginning. Any work begun prior to the Building Official establishing the amount of funding will not be eligible for inclusion in this program.
3. Prior to the disbursement of funds, the Building Official will ensure that the work has been completed satisfactorily and the lot left in a suitable condition.
4. Reimbursements made by the City will follow normal payment methods established by the City of Lancaster.
5. The building owner must agree to voluntarily demolish the building prior to the Building Official beginning condemnation actions to demolish the building at City expense.
6. The building owner will be responsible for all activities including, but not limited to, the selection of the contractor, the removal of debris, obtaining necessary insurance coverage and meeting all regulations concerning the removal of buildings.
7. In order to qualify for the provisions of this policy, all work performed must be conducted by a properly licensed contractor. All permits must be secured prior to initiating any work.
8. The time limit for a response to cause this policy to be applicable cannot exceed thirty (30) days from the initial date of notification by the Building Official that corrective action is warranted.



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9. In order to exercise provisions of this policy, a building owner, or a building owner's representative, gives express permission to the city to conduct training exercises on the subject premises by emergency personnel and will hold harmless any damage to the property or contents that may result from such training. Advance notice must be provided to the City advising dates of demolition in order that any training activity may be planned accordingly.
10. A building owner, or a building owner's representative, will sign a binding agreement acknowledging all requirements and will, without undue delay, honor any and all commitments made to the City.
11. If, in the opinion of the Building Official, a property is dangerous and warrants immediate corrective action, provisions of this policy cannot be made available.
12. The Building Official may impose such other conditions as may be needed due to the specific character of a building, former use, condition of the land, etc.
13. Any actions deemed to be unacceptable by the Building Official concerning reimbursement from the City for expenses incurred as a result of voluntary demolition, is subject to review and final disposition by the City Administrator.



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Pursuant to Administrative Policy 1.07 of the City of Lancaster, I \_\_\_\_\_, legal owner of property located at \_\_\_\_\_, Tax Map # \_\_\_\_\_, wish to participate by agreeing to demolish the vacant building(s) located on this property. I do hereby authorize the City to enter the premises for purposes of training, as deemed appropriate by the City. I will hold the City of Lancaster harmless for any damage to the structure or property as well as the contents as a result of such training. I will coordinate all activity with the City Building Official and will advise him of the contractor selected and the date scheduled for demolition. I will utilize the services of a properly licensed contractor. Upon completion of demolition, I will submit a receipt of the bill paid in full along with copies of all bids received, for consideration by the City of Lancaster for reimbursement of a portion of the cost, not to exceed one-half of the cost of demolition or two thousand dollars, whichever is less. I understand the funds may not be available at all times. I understand that demolition must comply with City guidelines, and I agree to such. I also understand that reimbursement, if provided, will follow normal payment methods of the City. I affirm that I have read and understand the City of Lancaster's "policy to financially participate when the owner of a building desires to demolish the building in lieu of condemnation" and agree to be bound by its terms. I will commence demolition within thirty (30) days of notification from the Building Official that my property is subject to an enforcement action through rehabilitation or demolition. I understand if any liens are recorded against the property by the City of Lancaster, or if I am subject to other debts owed to the City of Lancaster by judgment or any other means, adjustments in like amounts will be deducted from the amount paid by the City.

Owner Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Owner Name \_\_\_\_\_

Witness Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Witness Name \_\_\_\_\_