

UNIFIED GOVERNMENT OF WYANDOTTE COUNTY/KANSAS CITY KANSAS

Standard Operating Procedures

Demolition Program

Revised 11/15/2017



Neighborhood Resource Center

DEMOLITION PROGRAM GUIDELINE

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Normal Referral Process

The Code Enforcement Division works a case to try to get the property owner to bring the property condition into city ordinance compliance by means of unfit hearings, or notice to appear in court. When the Inspector cannot find an owner responsible for the property, or an owner has been found but have no economic means to repair or demolish a property, if the property is structurally compromised, the case is referred for demolition review.

Emergency Demolition

This occurs when a structure is in imminent danger of collapse, usually through a fire or other calamity. A rotation schedule has been established, whereas the Demolition Program Coordinator calls the next contractor on the list, and an on-site bid is agreed upon for the removal of the compromised structure. This can include having Asbestos/Household Hazardous Waste, or other contaminants abated in a rush.

72 Hour Notification

This occurs when a structure is significantly structurally compromised or severely damaged by fire, not in imminent danger of collapse, but is unsafe to enter. The owner of record is notified via certified mail and the notice is placed on the structure to contact this office within 72 hours, to determine what the owner's plans are and if insurance is available. This does not mean the structure will be demolished in 72 hours, just advising the owner if no corrective measures are taken, this office will start the demolition legal process.

Authorization to raze and assess costs

An owner has no economic means to repair or remove the structure, and gives the Unified Government the authority to raze on their behalf, and asses all costs, such as publications, title search and encumbrance reports, utility disconnects and razing, and place a special lien against the parcel. The owner understands they are responsible to pay these fees, as well as continue to pay taxes and maintain property, as they are still the legal owner.

U/G Land Bank Properties

These properties although owned by the U/G, still must have required inspections, abatements and reports. No lien is filed after completion of razing.

With all of these processes, the property must have an onsite inspection to determine the extent of the damage according to the adopted Building Code. Current (2009 pricing guideline reflected in the following) visit the ICC website @ iccsafe.org for further information.

Damage Assessment Guidelines:

25% Light Damage

- ❖ New sheetrock / insulation needed (some walls)
- ❖ Some new roof sheathing needed
- ❖ Some new flooring needed
- ❖ Minor structural repair or replacement needed (i.e. rafter, wall studs, ceiling and/or floor joists)

50% Medium Damage

- ❖ New sheetrock / insulation needed (some rooms)
- ❖ All new roof sheathing needed (entire roof)
- ❖ New flooring needed (some rooms)
- ❖ Window replacement needed
- ❖ Rafter, ceiling or floor joist replacement in certain rooms or in limited_areas/ some structural or bracing needed
- ❖ Wall studs need some minor repairs or replacement

75% Heavy Damage

- ❖ entire roof structure (rafters, ceiling joists, sheathing) must be replaced
- ❖ New sheetrock/insulation needed through the structure
- ❖ Major areas of flooring need replaced
- ❖ Most or all the floor joists need replaced
- ❖ Foundation requires major repairs or replacement
- ❖ Wall studs require major repairs or replacement

100% damaged

- ❖ Repairs deemed not possible or economically feasible
- ❖ Engineers/architects report required to verify if repairs are possible, and documentation must include itemized cost estimates.

The Criteria

In order for a structure to be accepted in to the Demolition Program, it must first meet Kansas State Statute, and Local City Ordinance:

17-4759

Chapter 17.--CORPORATIONS

Article 47.--URBAN RENEWAL LAW

17-4759. Ordinances relating to repair, closing, demolition or removal of structures unsafe, insanitary, dangerous or inimical to welfare of residents; complaints and orders issued pursuant thereto. (a) Whenever any municipality finds that there exist in such municipality structures which are unfit for human use or habitation due to dilapidation, defects increasing the hazards of fire, accidents or other calamities, lack of ventilation, light or sanitary facilities, or due to other conditions, including those set forth in subsection (c), rendering such structures unsafe, insanitary or dangerous or detrimental to the health, safety or morals, or otherwise inimical to the welfare of the residents of such municipality, the municipality may require or cause the repair, closing, demolition or removal of such structures in the manner herein provided. "Residential structure" or "dwelling" means any building, or structure, or part thereof, used and occupied for human habitation or intended to be so used, and includes any appurtenances belonging thereto or usually enjoyed therewith. "Nonresidential structure" means any structure which is used for other than residential purposes, or a part of such structure, or a structure a part of which is used for other than residential purposes and, where applicable, the premises on which such structures are situated.

(b) Upon the adoption of an ordinance finding that structural conditions of the character described in subsection (a) exist within a municipality, the governing body of such municipality is hereby authorized to adopt ordinances relating to the structures within such municipality which are unfit for human use or habitation. Such ordinances shall include the following provisions that:

(1) A public officer be designated or appointed to exercise the powers prescribed by the ordinances.

(2) Whenever a petition is filed with the public officer or by at least five residents of the municipality charging that any structure is unfit for human use or habitation or whenever it

appears to the public officer, on the officer's own motion, that any structure is unfit for human use or habitation, the officer, if the officer's preliminary investigation discloses a basis for such charges, shall issue and cause to be served upon the owner, every mortgagee of record and all parties in interest in such structure, including persons in possession, a complaint stating the charges. Such complaint shall contain a notice that: A hearing will be held before the public officer or the officer's designated agent at a place therein fixed not less than 10 days nor more than 30 days after the serving of the complaint; that the owner, mortgagee and parties in interest shall be given the right to file an answer to the complaint and to appear in person, or otherwise, and give testimony at the place and time fixed in the complaint; and that the rules of evidence prevailing in courts of law or equity shall not be controlling in hearings before the public officer.

(3) If, after such notice and hearing, the public officer determines that the structure under consideration is unfit for human use or habitation, the officer shall state in writing the findings of facts in support of such determination and shall issue and cause to be served upon the owner thereof an order which:

(A) Requires the owner, within the time specified in the order, to repair, alter, or improve such structure to render it fit for human use or habitation or to vacate and close the structure until conformance with ordinances established under this law if the repair, alteration or improvement of the structure can be made at a reasonable cost in relation to the replacement value of the structure. The ordinance of the municipality shall fix a certain percentage of such cost as being reasonable; or

(B) requires the owner, within the time specified in the order, to remove or demolish such structure if the repair, alteration or improvement of the structure cannot be made at a reasonable cost in relation to the replacement value of the structure. The ordinance of the municipality shall fix a certain percentage of such cost as being reasonable.

(4) If the owner fails to comply with an order to repair, alter or improve or to vacate and close the structure, the public officer may cause such structure to be repaired, altered or improved, or to be vacated and closed.

(5) If the owner fails to comply with an order to remove or demolish the structure, the public officer may cause such structure to be removed or demolished.

(6) The amount of the cost of the repairs, alterations, improvements, vacating and closing or removal or demolition by the public officer shall be a lien against the real property upon which the cost was incurred. Such lien shall include allowance of the officer's costs and the necessary attorney's fees and may be foreclosed in judicial proceedings in the manner provided or authorized by law for loans secured by liens on real property. In lieu [lieu] of foreclosure, the costs, including the officer's costs, may be assessed as a special assessment against the lot or parcel of land on which the structure was located, in which case the city clerk, at the time of certifying other city taxes, shall certify the unpaid portion of the costs and the county clerk shall extend the same on the tax rolls of the county against the lot or parcel of land. If the structure is removed or demolished by the public officer, the

officer shall sell the materials of such structure and shall credit the proceeds of the sale against the cost of the removal or demolition. If there is any balance remaining it shall be paid to the parties entitled thereto as determined by proper judicial proceedings instituted by the public officer after deducting the costs of such judicial proceedings, including necessary attorneys' fees incurred therein, as determined by the court.

(c) An ordinance adopted by a municipality pursuant to this section shall provide that the public officer may determine that a structure is unfit for human use or habitation if the officer finds that conditions exist in such structure which are dangerous or injurious to the health, safety or morals of the occupants of such buildings or other residents of the municipality or which have a blighting influence on properties in the area. Such conditions may include, but are not limited to, the following: Defects increasing the hazards of fire, accident, or other calamities; lack of adequate ventilation; air pollution; light or sanitary facilities; dilapidation; disrepair; structural defects; uncleanliness; overcrowding; inadequate ingress and egress; dead and dying trees, limbs or other unsightly natural growth or unsightly appearances that constitute a blight to adjoining property, the neighborhood or the city; walls, sidings or exteriors of a quality and appearance not commensurate with the character of the properties in the neighborhood; unsightly stored or parked material, equipment, supplies, machinery, trucks or automobiles or parts thereof; vermin infestation; inadequate drainage; or any violation of health, fire, building or zoning regulations, or any other laws or regulations relating to the use of land and the use and occupancy of buildings and improvements. Such ordinance may provide additional standards to guide the public officer or the officer's agents or employees in determining the fitness of a structure for human use or habitation.

(d) Complaints or orders issued by a public officer pursuant to an ordinance adopted under this section shall be served upon persons either personally or by registered or certified mail. If the location of such persons is unknown and cannot be ascertained by the public officer in the exercise of reasonable diligence, and the public officer makes an affidavit to that effect, service may be made by publishing the complaint or order once in a newspaper printed and published in the municipality or, in the absence of such newspaper, in one printed and published in the county and circulating in the municipality in which the structures are located. A copy of such complaint or order shall be posted in a conspicuous place on the premises affected by the complaint or order. A copy of such complaint or order also shall be filed with the clerk of the district court of the county in which the structure is located and the filing of the complaint or order shall have the same force and effect as other *lis pendens* notices provided by law.

(e) Any person affected by an order issued by a public officer pursuant to this section may petition the district court of the county in which the property is located for an injunction restraining the public officer from carrying out the provisions of the order. Upon such petition, the court may issue a temporary injunction restraining the public officer pending the final disposition of the case. Such petition shall be filed not later than 30 days after the posting and service of the order of the public officer. Hearings shall be held by the court on such petition as soon thereafter as possible and shall be given preference over other matters

before the court. The court shall hear and determine the issues raised and shall enter a final order or decree in the proceedings. In all such proceedings the findings of the public officer as to facts, if supported by evidence, shall be conclusive. Costs shall be in the discretion of the court. The remedies herein provided shall be exclusive remedies and no person affected by an order of a public officer pursuant to this section shall be entitled to recover any damages for action taken pursuant to such order or because of compliance by such person with such order.

(f) An ordinance adopted by the governing body of the municipality pursuant to this section may authorize the public officer to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this section, including, in addition to others herein granted, the power to:

(1) Investigate the structure conditions in the municipality in order to determine which structures therein are unfit for human use or habitation;

(2) administer oaths and affirmations, examine witnesses and receive evidence;

(3) enter upon premises for the purpose of making examinations, provided that such entries shall be made in such manner as to cause the least possible inconvenience to the persons in possession, and obtain an order for this purpose from a court of competent jurisdiction in the event entry is denied or resisted;

(4) appoint and fix the duties of such officers, agents and employees as the officer deems necessary to carry out the purposes of such ordinance; and

(5) delegate any of the officer's functions and powers under such ordinance to such officers, agents and employees as the officer may designate.

(g) As soon as possible after adopting an ordinance under this section, the governing body of any municipality shall prepare an estimate of the annual expenses or costs to provide the equipment, personnel and supplies necessary for periodic examinations and investigations of the structures in such municipality to determine the fitness of such structures for human use or habitation, and for the enforcement and administration of its ordinance or ordinances adopted under this section.

(h) Nothing in this section shall be construed to abrogate or impair the powers of the courts or of any department of any municipality to enforce any provisions of its charter or its ordinances or regulations, nor to prevent or punish violations thereof and the powers conferred by this section shall be in addition and supplemental to the powers conferred by any other law.

(i) Nothing in this section shall be construed to impair or limit in any way the power of the municipality to define and declare nuisances and to cause their removal or abatement, by summary proceedings or otherwise.

(j) Any municipality, by ordinance adopted by its governing body, may:

- (1) Prescribe minimum standards for the use and occupancy of any type structure throughout the city;
- (2) prevent the use or occupancy of any structure which is injurious to the public health, safety, morals or welfare; and
- (3) prescribe punishment for the violation of any provision of such ordinance.

History: L. 1955, ch. 86, § 18; L. 1965, ch. 155, § 1; L. 1981, ch. 173, § 54; L. 1998, ch. 159, § 1; July 1.

ORDINANCE

The code of UG ordinances can also be accessed through the website; wycokck.org

Sec. 8-453. Repair, removal or demolition by public officer.

(a) If the owner fails to comply within the allotted time period, an order will be issued under this division to repair, alter, or improve or to vacate and close a structure to be repaired, altered or improved, or to be vacated and closed. If the owner fails to comply with an order to remove or demolish the structure, the public officer may cause such structure to be removed or demolished.

(b) The amount of the cost of such repairs, alterations or improvements, vacating and closing, or removal or demolition by the public officer shall be a lien against the real property upon which such cost was incurred, and such lien, including, as a part thereof, allowance of costs and the necessary attorney's fees, may be foreclosed in judicial proceedings in the manner provided or authorized by law for loans secured by liens on real property or shall be assessed as a special assessment against the lot or parcel of land on which the structure was located. The unified government clerk shall, at the time of certifying other unified government taxes, certify the unpaid portion of the aforesaid costs, and the county clerk shall extend the same on the tax rolls of the county against such lot or parcel of land. If the structure is removed or demolished by the public officer, the public officer shall sell the materials of such structure and shall credit the proceeds of such sale against the cost of the removal or demolition, and, if there is any balance remaining, it shall be paid to the parties entitled thereto as determined by proper judicial proceedings instituted by the public officer, after deducting the costs of such judicial proceedings, including the necessary attorney's fees incurred therein, as determined by the court.

(Code 1964, § 21-37; Code 1988, § 8-354; Ord. No. 41302, § 5.5, 11-7-1957; Ord. No. 45018, § 47, 7-13-1965; Ord. No. 51745, § 9, 3-20-1973)

Sec. 8-454. Emergency action and waivers.

(a) Notwithstanding the other provisions of this division, whenever any structure or structure unit is found to be unfit for human use or habitation by the public officer, and the conditions are such as to require, in the opinion of the public officer, the immediate vacation of the premises, the public officer shall designate and placard the premises as unfit for human use or habitation, and the same shall be vacated within a reasonable time, as ordered by the public officer. No structure or structure unit which has been so designated and placarded as unfit for human use or habitation shall again be used for human use or habitation until written approval is secured

from, and such placard is removed by, the public officer. The public officer shall remove such placard whenever the defect or defects upon which the designation and placarding action were based have been eliminated.

(b) No person shall deface or remove the placard from any structure or structure unit that has been designated as unfit for human use or habitation and placarded as such under this section.

(c) Any person affected by any order relating to the designation and placarding of a structure or structure unit as unfit for human use or habitation under this section may request and shall be granted a hearing on the matter before the public officer under procedures set forth in section 8-451.

(d) The public officer shall have the power to withhold strict enforcement of the requirements of this division, upon written application therefore by any owner or occupant, after making determination that:

(1) Any variation or modification of structure or use approved by the public officer will not in any material way alter the standards of this division and cannot affect detrimentally the health or safety of occupants or owners of adjacent premises or of the neighborhood;

(2) Strict enforcement would constitute an undue and unnecessary hardship on the owner or occupant because it would compel expenditures on the premises which would be disproportionate to any benefit to health, safety or welfare that might be derived there from; and

(3) The owner or occupant is without any practical or feasible means to comply with the strict provisions of this division.

(e) The public officer shall also have the power to withhold strict enforcement of the requirements of this division if the premises are contemplated for acquisition or are within an area where acquisition is contemplated within a period of two years by a public body having power of eminent domain and that the strict enforcement of the provisions of this chapter would require the installation of repairs and improvements estimated to exceed \$300.00 in cost and that there is an alternative means satisfactory to the public officer to be used which will eliminate conditions constituting hazards to the health, safety and welfare of the occupants or the premises and persons in the immediate vicinity thereof; provided, however, that any waiver permitted under this section shall be cancelled if it shall be ascertained subsequent to the granting of the waiver that the premises are in fact not to be acquired for any public use or purpose.

(Code 1964, § 21-38; Code 1988, § 8-355; Ord. No. 41302, § 11, 11-7-1957; Ord. No. 45018, § 48, 7-13-1965)

Sec. 8-455. Service, posting and filing of complaints and orders.

Complaints or orders issued by the public officer pursuant to this division shall be served upon persons either personally or by registered or certified mail, but if the whereabouts of such persons are unknown and the same cannot be ascertained by the public officer in the exercise of reasonable diligence, and the public officer makes an affidavit to that effect, then the serving of such complaint or order upon such persons may be made by publishing the same once in the official newspaper of the unified government. A copy of such complaint or order shall be posted in a conspicuous place affected by the complaint or order. A copy of such complaint or order shall also be filed with the clerk of the district court of the county, and such filing of the complaint or order shall have the same force and effect as other lis pendens notices provided by law.

(Code 1964, § 21-39; Code 1988, § 8-356; Ord. No. 41302, § 5.6, 11-7-1957; Ord. No. 45018, § 49, 7-13-1965)

State law references: Similar provisions, K.S.A. 17-4759(B)(6)(d).
Sec. 8-456. Appeals.

(a) Any person affected by a written order by the public officer, as provided for in this division, following a hearing before such public officer, may appeal the finding of the public officer to an appeal board as designated by the unified government commission. Any such appeal request shall be filed within the period of not less than ten days nor more than 30 days after the order of the public officer. Notice of such appeal shall be served by the appellant upon all parties entitled to notice under section 8-451 and in the manner provided in section 8-455. Following the conclusions of the hearing on any such appeal, the board shall enter an order affirming, reversing or modifying the order of the public officer, which shall become the order of the officer for purposes of K.S.A. 17-4759(e).

(b) Any person affected by an order issued by the board may petition the district court of the county for an injunction restraining the public officer from carrying out the provisions of the order and for such further relief as may be authorized pursuant to K.S.A. 17-4759(e). Any such petition shall be filed within 30 days after the posting and service of the order issued by the board.

(c) In order to perfect the appeal, the appellant must post a deposit equal to the fee for obtaining a building permit or demolition permit based upon the information contained in the order issued pursuant to section 8-452. Said deposit shall not be refundable but shall be applied toward the cost of any permits requested and issued to the appellant regarding the subject property.

(Code 1988, § 8-357; Ord. No. 65792, § 3, 4-1-1993; Ord. No. O-112-98, § 2, 12-17-1998)

WORKSHEET EXAMPLE

The estimated costs of repairs are established by multiplying the percent of damage dollar figure per square feet by the total number of square feet. This example is based on the 2009 pricing guideline index. For updated pricing guidelines, visit the International Code Council (ICC) website;
<http://www.iccsafe.org/cs/Documents/BVD.pdf>

EXAMPLE: 1000 square feet @ 50% damaged = \$50,980.00 estimated cost of repairs

Wyandotte County Appraiser lists the value of the structure for \$25,000.00.

The estimated cost of repairs is 200% of the appraisal.

The replacement cost (rebuild at today's cost) as designated by the appraiser is \$100,000.00.

The estimated cost of repairs 25% of the rebuild value.

The estimated cost of repairs must be equal to or greater than 100% of the appraisal value, and equal to or greater than 25% of the rebuild value in order to be accepted into the Demolition Program. If it does not meet the requirements, the referral goes back to Code Enforcement, where the Officer continues to track the case, and keep it secured/ boarded and abated as funds are available. Or refer it to the tax sale, if it meets tax sale criteria.

If the criteria is met, the process continues with creating a track-able computer case in the MAUWI system. After this the next step is the title search and encumbrance report.

Title Search and Encumbrance Report

Currently, the Delinquent Tax Division performs these functions, which identifies all owners, mortgage companies, and assignments or agreements or federal tax liens if registered through the County.

Also included in this report is a list of any judgments, state tax liens, mechanic liens or pending lawsuits or action, again if registered through the county.

Legal Process

A certified mailing of the Complaint to all interested parties, as identified in the Title Search or encumbrance report, which identifies the hearing date and time. See attachment A

The Complaint is posted on the front door of the structure, and published in the Wyandotte Echo (official designated paper), a copy is mailed via certified US Postal Service, with return service required to all persons of interest as identified on the encumbrance report.

DEMOLITION HEARING

The Public Officer or his designee, typically the Demolition Program Coordinator, will hold the demolition hearing at the specified time indicated on the Complaint, with the owner and/ or interested parties of the structure, and commonly the Code Enforcement Officer attends as a witness.

The Process is explained to the owner of why the structure was referred for demolition. Next the owner is shown that the criteria was met according to state and local laws. The owner is asked what their intentions for the property are. If they respond they have no economical means for repair, or they have no interest in the property, they are given the opportunity to sign an Authorization to raze and assess fees.

If the property owner indicates their interest is to repair the structure and bring it into code compliance, a list of requirements is reviewed, and a follow –up hearing is scheduled for 30 days later. All parties are required to show they have available to them the funds for total estimated cost of repairs, by means of a letter on bank letterhead, a grant, or other documentation proving the funds are available to complete the repairs before any work can be done or permits application. The owner is also responsible to provide bids from Unified Government Occupational tax Licensed Contractors for each, Electrical, Mechanical and Plumbing repairs, as well as Kansas State Licensed Engineer or Architect reports for significant structural repairs. The owner is asked to either provide bids for the repairs that fall under the Building Permit, or provide a detailed Scope of Work, which outlines the repairs and materials room by room and the exterior. All repairs are required to be done within 6 months as per the timeline requirement portion of the Scope of Work. Additional time may be given on a case by case situation, and if the owner is showing progress.

The Order is filed after the Hearing or follow-up Hearing, if no significant process has been made. Once the Order has been filed the owner has 30 days to file an appeal, or abate the nuisance themselves.

ADDITIONAL PROCESSES

30 days after the Order has been filed, provided no legal actions, the sewer, water, gas, electricity, and phone is requested to be disconnected from the mains by this office.

Sewer/Water Abandonments- A bid for the water/sewer abandonments is submitted to 3 KCK licensed plumbers. The contract is awarded to the lowest and most responsive bidder. Each package has up to 2-3 weeks to be completed.

SHPO

Kansas State Historical Preservation Office (SHPO) has to approve all demolitions prior to razing, according to HUD regulations, except for properties constructed after 1950. A request for each property with current pictures and a map is sent to SHPO for their review of historical significance. Once SHPO approves, the project may proceed.

Landmarks Commission

The Landmarks Commission is a Board of volunteers, who identify local Historical Districts and sites. A detailed report with pictures and map is provided for their review, which is done in a hearing-type setting, where the Public Officer or Demolition Program Coordinator must be present. They also must approve of the demolition before it can proceed if the structure falls within a Historical District, or with 500 feet of a Historical District or Historical Site.

Asbestos/Household Hazardous Waste Identification

The suspect **A**sbestos **C**ontaining **M**aterial (ACM) and **H**ousehold **H**azardous **W**aste (HHW) inspections are ordered through a contractor. The contractor takes samples of any suspected (ACM) and an independent laboratory provides **P**olarized **L**ight **M**icroscopy (PLM) results, which confirms ACM. All ACM must be removed by Kansas State licensed remediation contractor, and is the responsibility of the demolition contractor to provide oversight and compliance.

Additionally, any refrigerant containing appliance or equipment such as air conditioning systems, refrigerators, freezers or chillers, must have the refrigerant re-claimed by a certified professional. Thermostats containing mercury must also be abated as hazardous materials.

PRIORITIZING BIDS

There are a number of ways to prioritize demolitions, subject to change, sometimes as a property status changes, structural fires, political pressure or police involvement in a high crime nuisance situation, or abandoned structures near schools and daycares.

This generally is the order in which they are bid out for razing:

- ❖ Emergency situations where the structure is in imminent danger of collapse.
- ❖ Fire damaged or structurally compromised structures that are dangerous, but are not in imminent danger of collapsing.
- ❖ Vacant properties that are near schools and daycares.
- ❖ UG/Landbank owned properties
- ❖ Community Development Corporations (CDC's) are next on the list as there are requirements to raze a structure in order for a new structure to be built.
- ❖ Older cases are the next priority. Normal process structures - Each year when funding is exhausted; there are many structures that remain on the demo list. If they are secured, boarded and weeds/trash is abated, they may be passed by till the next year, as priorities and funding dictate.

DEMOLITION BID PROCESS

Site Inspection- Each property is inspected, and bid specifications are written. All wood, trash and debris is removed. All foundations footings, slabs, sidewalks, driveways, sheds and retaining walls not near an adjoining property, street or alley. Trees greater than 10 inches in diameter, brush, bushes or vegetation restricting visible site of the lot is removed. All trees greater than 10 inches in diameter are trimmed 10 feet from grade, with no branches allowed to overhang adjacent properties, Right of Ways or alleys. As per ordinance, and if the property is not CDC/Landbank owned or scheduled for rebuild, the concrete, asphalt, cinder block, concrete block, stone and rock less than 10 inches in size can be used as fill material under 36 inches of top soil. All lots are rough graded to prevent ponding, and grass seed and straw is distributed to aid in germination as an erosion control. No grade is to be greater than a 3 to 1 slope (33% grade), and silt fencing is required to prevent erosion onto an adjoining property or right of way.

A copy of the ACM report, suspect ACM schedule and the PLM findings are provided to the contractor. The contractor is responsible for ACM/HHW oversight compliance, and is monitored by the Kansas Department of Health and Environment (KDHE). The contractor provides this documentation, along with the ASB-10 form, to the Kansas City Kansas Occupational Tax Licensed Asbestos Remedial contractor for abatement prior to razing

These are then e-mailed to each contractor, with a deadline to submit their bid, usually within two weeks.

Bid Opening- bids less than \$50, 000.00 are done in the Demolition Program Coordinators office. A bid result is sent to all contractors working on a two year contractual agreement, whether participating in this bid or not. The contract is awarded to the lowest and most responsive bidder. Each bid project has up to 30-60 days to be completed, weather permitting.

CONTRACTOR COMPLIANCE AND RESPONSIBILITIES

The Demolition Program Coordinator is responsible to maintain a good working relationship with each contractor, solicit bids and provide oversight and compliance for the program.

Every project must be permitted, inspected and approved by Building Inspections, KDHE, Public Works, BPU, as well as this department.

Each invoice is accompanied by documentation for compliance with all state, local and federal laws. A copy of waste disposal manifests, plumbing invoice if needed, and ACM removal/landfill receipts are included.

Demolition Special Assessments

Once the contractor has submitted all required documentation, the contractor is paid, and those costs, plus administrative fees (includes publications), and sewer/water disconnect fees, are totaled and a special assessment is placed against the parcel.

After the lien is verified as placed by the County, the demolition case is closed, and the file is placed on file @ the NRC for an indefinite period.