

## Demolition: Survey Tool Instructions

Note: Any blighted structure to be demolished in the NDED CDBG NSP must be located in the actual identified census block group and must be either in an area defined by NDED as having the likelihood of a higher than average percentage of dilapidated houses (see map on NDED website) **or** the administrator may complete a survey tool (see below) which identifies an area as having an above average number of dilapidated houses. In addition, the blighted structure must be in an incorporated area that either enforces housing codes/nuisance ordinances or agrees to do so within 12 months of award. The structure to be demolished will have to meet the NDED CDBG NSP definition of a “blighted structure,” which is not the same as “dilapidated” for the purposes of this survey tool. While the survey tool is for reviewing residential properties only, the blighted structure to be demolished does not have to be residential. The intent is to ensure any NDED CDBG NSP investment will have a multiplier effect by impacting an area with an above average number of dilapidated homes along with the direct benefits of removing a blighted structure that may be causing health and safety concerns.

To determine whether a property (located outside the NDED-defined areas) is eligible for demolition-only activities, the survey must be conducted according to the following instructions. The survey area may encompass any area and number of structures; however, the identified survey area must be contiguous. Despite the applicant’s freedom to select the survey area, the survey must identify a minimum of FIVE dilapidated houses (as defined by the survey) **AND** at least FIVE percent of the houses in the surveyed area must be dilapidated (as defined by the survey).

As an example, a community might choose to survey 500 homes. For this area to be eligible for demolition, 25 homes must be considered dilapidated because this will satisfy both requirements (minimum of 5 dilapidated structures and a minimum 5% of the houses in the survey area are considered dilapidated).

Fill out a survey for each house in the survey area. Based upon the survey tool, each structure should receive a score. The scoring criteria breaks down as follows: “Sound” is a structure with a score of 9 or less, defined as a unit that appears new and structurally intact; “Minor-Damage” is a structure with a score from 10 to 15, defined as a unit that shows signs of deferred maintenance or needs replacement of one major component such as a roof; “Moderate-Damage” is a structure with a score from 16 to 39, defined as a unit in need of replacement of one or more major components and other repairs; “Substantial-Damage” is a structure with a score from 40 to 55, defined as a unit that requires replacement of several major systems and possibly other repairs; and “Dilapidated” is a structure with a score of 56 and over, defined for the purposes of this survey as a unit suffering from excessive neglect that appears structurally unsound and unfit for human habitation. Once you have completed surveys for each of the structures in the identified area, please complete the following table where you will list the total number of houses, which fall into each of the criteria. Then, figure out the percentage of dilapidated structures in the total survey area by dividing the number of dilapidated structures by the total number of structures in the survey area.

Total # of “Sound” Houses	Total # of “Minor- Damage” Houses	Total # of “Moderate- Damage” Houses	Total # of “Substantial- Damage” Houses	Total # of “Dilapidated” Houses	Overall Total # of Houses Surveyed

\_\_\_\_\_ # of dilapidated structures

\_\_\_\_\_ % of dilapidated structures in the total survey area

## STRUCTURE CONDITION SURVEY

Address: \_\_\_\_\_ City: \_\_\_\_\_  
 MAP # \_\_\_\_\_ Year Built: \_\_\_\_\_

**Vacant:** Yes  No

**For Sale:** Yes  No

**CONSTRUCTION TYPE:**

Wood Frame   
 Masonry   
 Mobile   
 Modular   
 Other \_\_\_\_\_

**STRUCTURE TYPE:**

Single Family with Detached Garage   
 Single Family with Attached Garage   
 Duplex   
 Multi-Family  # of Units \_\_\_\_\_  
 Other \_\_\_\_\_

**FRONTAGE IMPROVEMENTS, IF APPLICABLE:**

Curbs Yes  No   
 Paved Street Yes  No   
 Gutters Yes  No

Sidewalks Yes  No   
 Driveway Yes  No   
 Adequate Site Drainage Yes  No

**#1 - FOUNDATION:**

0 Existing foundation in good condition  
 10 Repairs needed  
 15 Needs a partial foundation  
 25 No foundation or needs a complete foundation

**#4 - WINDOWS:**

0 No repair needed  
 1 Broken window panes  
 5 In need of repair  
 10 In need of replacement

**#2 - ROOFING:**

0 Does not need repair  
 5 Shingles missing  
 5 Chimney needs repair  
 10 Needs re-roofing  
 25 Roof structure needs replacement and re-roofing

**#5 - ELECTRICAL:**

0 No repair needed  
 5 Minor repair  
 10 Replace main panel

**#3 - SIDING/STUCCO:**

0 Does not need repair  
 1 Needs re-painting  
 5 Needs to be patched and re-painted  
 10 Needs replacement and painting  
 10 Asbestos/Lead-Based

**STRUCTURAL SCORING CRITERIA**

Sound:	9 or less
Minor-Damage:	10 – 15
Moderate-Damage:	16 – 39
Substantial-Damage:	40 – 55
Dilapidated:	56 and over

**DILAPIDATED UNIT (Scoring 56+)**

A unit suffering from excessive neglect, where the building appears structurally unsound and maintenance is nonexistent, not fit for human habitation in its current condition, may be considered for demolition or at a minimum, major rehabilitation will be required.

#1 Foundation	#2 Roofing	#3 Siding/Stucco	#4 Windows	#5 Electrical	TOTAL POINTS

Comments:

Surveyor: \_\_\_\_\_

Surveyor Signature: \_\_\_\_\_ Date: \_\_\_\_\_