

Pre-Demolition Recording Sheet



Planning and Development

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Please complete this form with as much detail as possible. If available, additional information regarding the property may be attached. Save this PDF to your desktop, fill in the required information, and send the completed document to the email listed above.

1.0 GENERAL

Development Street Address: _____ Unit No.: _____

Legal Description: Lot(s)/Unit: _____ Block: _____ Plan (LTO): _____

Original Use: _____

Current Use: _____

Year Built: _____ Number of Storeys: _____ Scheduled Demolition Date: _____

Architectural Style (ie. Queen Anne, Tudor, Prairie): _____

Information Recorded By: _____

Mailing Address: _____

City/Province: _____ Postal Code: _____ Email: _____

Tel. No.: _____ Cell No.: _____ Fax No.: _____

Recording Date: _____

2.0 PHOTOGRAPHS

Submit at least one photograph for each building elevation (north, south, east, west) in addition to photographs of any special features, architectural details and unique characteristics. Label the photographs (1,2,3...) and show the location from where the photo was taken on a plot plan.

3.0 FOUNDATION / BASEMENT

Foundation

Materials (circle): concrete block poured cement cut stone rubble brick wood other

Special Features: _____

Basement (circle):

none crawl space partial above ground partial below ground full above ground full below ground

4.0 ROOF

Type (gable, hip, mansard, gambrel, etc.):

Pitch (steep, moderate, low, flat):

Materials (shingle, asphalt, tar/gravel, tile, metal, slate):

Dormers (shed, gable, #, location):

Features of interest (cupola, widow walk, ect.):

Trim/eaves:

5.0 WALLS

	North Elevation	South Elevation	East Elevation	West Elevation
Construction materials (frame, etc.)				
Finishing materials				
Colour(s)				
Length				
Height				
Details (features of interest ie. quoins, tudor, parapets, turrets, etc.)				

6.0 DOORS

Location:

Materials:

Styles:

Colour:

Special Features:

7.0 WINDOWS

	North Elevation	South Elevation	East Elevation	West Elevation
Spacing / arrangement				
Type (casement, double hung, single pane, multi-pane)				
Materials				
Shutters				
Special windows (round, ellipse, bay, diamond, transom, skylights)				
Trim detailing				
Colour				

8.0 PORCH / VERANDAH

Porch (partial frontage)

- Open
- Closed

Location:

Design (platform, recessed, etc.):

Materials:

Colour:

Verandah (full frontage)

- Open
- Closed

Location:

Design:

Materials:

Colour:

9.0 ALTERATIONS

Describe any additions or alterations to the building: _____

10.0 LANDSCAPING

Mature Trees:

Gardens:

Walkways:

Retaining Walls:

Fences:

Ponds:

Topography (flat, slope to street, slope to back):

Other:

11.0 ACCESSORY BUILDINGS

Location on site:

Use:

Materials / Colours:

12.0 INTERIOR

Layout:

Materials:

Colours:

Flooring:

Ceiling:

Walls:

Wainscoting:

Room Dimensions:

Details (features of interest):

Stairs:

Hardware:
