



## CUYLER-BROWNVILLE HISTORIC DISTRICT

### Instructions for Certificate of Appropriateness Application

**This document is for information purposes only and does not need to be submitted with the Application Form.**

#### **Cuyler-Brownville Historic District Boundaries:**

Bounded on the north by Anderson Street, on the east by Martin Luther King, Jr. Blvd., on the south by Victory Drive, and on the west – roughly - by Ogeechee Road and Kollack Street. See the boundary map at the end of this document.

#### **Zoning Ordinances utilized in the review process for the Cuyler-Brownville Historic District:**

Refer to the following City of Savannah Zoning Ordinances prior to submitting applications to ensure that all visual compatibility criteria and design standards are met. The ordinances can be found at <http://www.thempc.org/Dept/Cbd>.

**Section 8-3029:** Cuyler-Brownville Historic District Ordinance

**Section 8-3028(q):** Victorian District Ordinance (Signs only)

#### **Application Submission Procedures:**

All exterior changes visible from the public right-of-way (including lanes where applicable) within the Cuyler-Brownville Historic District require a Certificate of Appropriateness (COA). Applications must be complete before the MPC or Staff can begin the review process. Submit the application form, all supplemental documentation as required in the “Instructions: Submittal Criteria Checklist”, one hard copy, and one printable PDF electronic copy. Electronic files can be emailed (10mb limit) or submitted with the application on a disc.

A pre-application meeting is required for all new construction including additions and accessory buildings (such as carriage houses). Pre-application meetings are strongly encouraged for all other projects.

Each building is considered an individual project (with the exception of duplexes, identical rowhouses and accessory structures); therefore, submit a separate application for each building.

Submit applications to the Historic Preservation Office at the Metropolitan Planning Commission, 110 East State Street, Savannah, Georgia, 31401. Items requiring MPC Review must be complete and received by the close of business (5pm) on the application deadline date in order to be placed on the MPC agenda (see the meeting schedule in this document). There are no exceptions.

#### **Scope of Work Procedures:**

**STAFF REVIEW:** Exterior work which can be reviewed at Staff Level includes: signs, roof repair, awnings, stucco repair, brick repointing, shutters, windows, doors, fences, mechanical screening, rehabilitation, alterations, additions, demolition of a non-contributing building, and new construction.

**MPC REVIEW:** Exterior work which requires review by the MPC includes: demolition of a contributing building and building relocation.

#### **Application Review Time:**

**STAFF REVIEW:** Review and COA issuance may take up to ten (10) working days upon receipt of the completed application form and supplemental documentation.

**MPC REVIEW:** Upon receipt of the completed application form and supplemental documentation on the application deadline date, applications will be docketed on the next available meeting agenda.

#### **Variance Requests:**

All variance requests must be submitted to the City of Savannah Zoning Board of Appeals (ZBA). The criteria for requesting a variance can be located in *Section 8-3163(c) of the City of Savannah Zoning Ordinance*. Variances can only be requested for Design and Development Standards; Visual Compatibility Criteria are not variable. In order for a variance request to be docketed on a ZBA agenda, the proposed project must have first received a Cuyler-Brownville

Questions: Email the Preservation Department at [historic@thempc.org](mailto:historic@thempc.org) or call 912-651-1440.

Certificate of Appropriateness (COA) from the MPC Historic Preservation Department. Contact ZBA staff, Jack Butler, at 921-651-1464 or butlerj@thempc.org for more information regarding the ZBA process.

**2017 Metropolitan Planning Commission Schedule:** (For Demolition, and Relocation)

<b>Application Deadline</b> (Due by Close of Business: 5pm)	<b>Meeting Date</b>
<input type="checkbox"/> December 15, 2016	January 10
<input type="checkbox"/> January 4	January 31
<input type="checkbox"/> January 23	February 21
<input type="checkbox"/> February 13	March 14
<input type="checkbox"/> March 8	April 4
<input type="checkbox"/> March 27	April 25
<input type="checkbox"/> April 17	May 16
<input type="checkbox"/> May 8	June 6
<input type="checkbox"/> May 29	June 27
<input type="checkbox"/> June 19	July 18
<input type="checkbox"/> July 10	August 8
<input type="checkbox"/> July 31	August 29
<input type="checkbox"/> August 21	September 19
<input type="checkbox"/> September 11	October 10
<input type="checkbox"/> October 2	October 31
<input type="checkbox"/> October 23	November 21
<input type="checkbox"/> November 13	December 12
<input type="checkbox"/> December TBD	January TBD

**Filing Fee Schedule:**

No filing fee is required for Cuyler-Brownville District review.

**Building Permit:**

The applicant may be required to obtain a building permit in addition to the Cuyler-Brownville Historic District Certificate of Appropriateness (COA). Contact the City of Savannah Development Services Department at 912-651-6530 to determine if a building permit is required. If a building permit is required, we will need to stamp your permit plans. Please submit three sets of permit plans to the Historic Preservation Department of the MPC for a stamp. Two sets of plans will be returned to the applicant to include with the building permit application; the third set will be retained for MPC records. Please contact us to schedule an appointment to review and stamp your plans.

A COA is not an exemption from meeting City infrastructure requirements. Contact the City of Savannah Development Services Department at 912-651-6530 for further information infrastructure requirements.

**Encroachment License:**

The applicant may be required to obtain an encroachment license for use of the City (public) Right-of-Way. Some items that may require a license are: projecting signs, awnings, and stoops. Contact the City of Savannah Real Property Services Department at 912-651-6524 to determine if an encroachment license is required.

**Submittal Criteria Checklist:**

These checklists comprise the minimum supplemental documentation required based on the proposed scope of work. Staff may request additional information during the review process. If the application does not contain all of the items in the appropriate Submittal Criteria Checklist, Staff and the MPC cannot review the application.

**Amendments to Previous COA:** (Contact staff to determine if the amendments require staff or Board review.)

**1. AMENDMENTS.**

- a. Provide a written list of all proposed amendments.

Questions: Email the Preservation Department at historic@thempc.org or call 912-651-1440.

- b. Provide a “before” and “after” of each drawing to be amended. On each “after” drawing, indicate each amendment with a bubble or other device to ensure that the amendments are easy to identify.

### **Staff Reviews:**

#### **1. STUCCO, SHUTTERS, DOORS, WINDOWS, ROOFS.**

- a. Provide color photographs of building areas involved.
- b. Provide manufacturer’s specifications of all proposed products.

#### **2. BRICK REPOINTING.**

- a. Provide color photographs of building areas involved with specific areas marked where repointing is proposed.
- b. Provide the proposed mortar mix; stating proportions of cement, lime, and sand by unit, i.e. by parts by volume (such as 1 part Portland cement, 1 part lime, 4-6 parts sand).
- c. Provide manufacturer’s specifications of all proposed products (i.e.: brick and mortar).
- d. A repointing test patch as it will appear finished may be required by Staff, which includes the final finish pointing style and relationship to the brick face.

#### **3. AWNINGS.**

- a. Provide color photographs of building elevations to which awnings are proposed to be attached.
- b. Provide a dimensioned scaled elevations of the front and sides of the proposed awnings. Dimension the clearance from the bottom of the awnings to the sidewalk.
- c. Indicate all proposed signage/graphics on the awning elevations and the total square footage of all signage/graphics.
- d. Provide a fabric sample.

#### **4. SIGNS. (One non-illuminated principal use sign less than three square feet does not require Staff approval, unless it is freestanding or encroaches on the public right-of-way.)** Refer to the *Victorian District Ordinance: Section 8-3028, pages 18-23* for sign requirements.

- a. Provide color photographs of the proposed sign location.
- b. Provide the overall square footage of the proposed sign.
- c. Provide the linear feet of frontage the business maintains along each street frontage.
- d. Provide a dimensioned elevation of the proposed sign on the building. Dimension the clearance from the bottom on the sign to the sidewalk. Identify materials, lettering style, and wordage. Include a description of how the sign will be attached to the building’s façade.
- e. Provide a description and manufacturer’s specification of lighting (if applicable). Include how the lighting will be attached to the building’s façade.

#### **5. MECHANICAL SCREENING.**

- a. Provide color photographs of the proposed locations for the mechanical screening/equipment.
- b. Provide a site plan indicating the existing building(s) and proposed locations for the mechanical screening/equipment.
- c. Provide a dimensioned elevation of the proposed screening.
- d. Provide a dimensioned section through the proposed screening.
- e. Provide manufacturer’s specifications for all proposed screening products.

#### **6. REHABILITATION, ALTERATIONS, AND ADDITIONS.** Additions that are equal to or exceed the size of the existing building will be considered New Construction. See the New Construction Submittal Criteria.

- a. Provide color photographs of existing conditions from all sides.

- b. Provide the existing and proposed lot area building coverage percentage. (The maximum lot area building coverage percentage for the applicable zoning designation can be found in Section 8-3029, Schedule 1 of the City of Savannah Zoning Ordinance.)
- c. Provide a scaled site plan. Indicate lot dimensions, property lines, location and dimensions of existing building(s), locations of existing adjacent buildings, location and dimensions of addition (where applicable), and all exterior ground and roof mounted equipment. When the subject building is on a corner, “adjacent buildings” also includes buildings across the lane or street in all directions. The site plan is to be a minimum scale of 1”=10’. With staff approval the site plan may be 1”=20’.
- d. Provide dimensioned floor plans. All plans are to be a minimum scale of ¼” = 1’.
- e. Provide dimensioned exterior elevations. Show height and width relationships to existing adjacent buildings. Indicate floor-to-floor heights. Locate all windows, doors, and other façade openings. When the subject building is on a corner, “adjacent buildings” also includes buildings across the lane or street in all directions. All elevations are to be a minimum scale of ¼” = 1’.
- f. Provide dimensioned wall sections through all additions (where applicable). All projections, window and door depths, off sets, and opening recesses must be depicted. All sections are to be a minimum scale of ½” = 1’.
- g. Provide manufacturer’s specifications for all proposed products.
- j. Provide historic plans, elevations, or photographs to return a building to an earlier historic appearance (if applicable).

**7. FENCES.**

- a. Provide color photographs of the area proposed to be fenced.
- b. Provide a scaled site plan. Indicate lot dimensions, property lines, location of existing building(s) on the lot, all public right-of-ways (including sidewalks), location and dimensions of the proposed new fence, and any/all existing fences or walls.
- c. Provide a dimensioned elevation of the proposed new fence.
- d. Provide a dimensioned section through the proposed new fence.
- e. Provide manufacturer’s specifications for all proposed fence products.

**8. NEW CONSTRUCTION.**

- a. Provide color photographs of proposed site and existing buildings within the vicinity of the project area.
- b. Provide the existing and proposed lot area building coverage percentage. (The maximum lot area building coverage percentage for the applicable zoning designation can be found in Section 8-3029, Schedule 1 of the City of Savannah Zoning Ordinance.)
- c. Provide a scaled site plan. Indicate lot dimensions, property lines, location and dimensions of proposed building(s) on the lot, location of existing adjacent buildings, all proposed fences, electric meter/panels locations, refuse storage areas, and all exterior ground and roof mounted equipment. When the subject building is on a corner, “adjacent buildings” also includes buildings across the lane or street in all directions. The site plan is to be a minimum scale of 1”=10’. With staff approval the site plan may be 1”=20’.
- d. Provide dimensioned floor plans. All plans are to be a minimum scale of ¼” = 1’.
- e. Provide dimensioned exterior elevations. Show height and width relationships to existing adjacent buildings. Indicate floor-to-floor heights; locate all windows, doors, and other façade openings. Show windows, doors, shutters, porches, balconies, railings, and all other appurtenances in detail. When the subject building is on a corner, “adjacent buildings” also includes buildings across the lane or street in all directions. All elevations are to be a minimum scale of ¼” = 1’.
- f. Provide dimensioned wall sections through all typical and atypical locations. All projections, window and door depths, off sets, and opening recesses must be depicted. Provide dimensioned section details of features such as storefronts, windows, doors, porticos, parapets, stoops, balconies, and porches. All sections are to be a minimum scale of ½” = 1’.

- g. If applicable, provide all items included in the “AWNINGS,” “SIGNS,” and “FENCES” checklists included in this document.
- h. Provide manufacturer’s specifications for all proposed products.

**9. DEMOLITION. (For non-contributing buildings.)**

- a. Identify whether the building proposed for demolition is listed as *contributing* on the *Cuyler-Brownville District, Contributing Structures Map*. The map can be accessed at <http://www.thempc.org/docs/lit/hist/maps/cbbm.pdf>. If it is not, provide the following:
  - i. Color photographs of the building proposed to be demolished; clearly show areas of structural deterioration.
  - ii. Information documenting the construction date, history, and development of the property.

**MPC Reviews:**

**10. DEMOLITION. (For contributing buildings.)**

- a. Identify whether the building proposed for demolition is listed as *contributing* on the *Cuyler-Brownville District, Contributing Structures Map*. The map can be accessed at <http://www.thempc.org/docs/lit/hist/maps/cbbm.pdf>. If it is, provide the following:
- b. Provide the following documentation:
  - i. Provide color photographs of the building proposed to be demolished. Clearly label the photographs to show areas of structural deterioration.
  - ii. Provide information documenting the construction date, history, and development of the building and property.
  - iii. Provide an engineering report, prepared by a State of Georgia licensed structural engineer, with demonstrated experience in renovation, restoration, or rehabilitation. Include information regarding the structural soundness of the building and its adaptability for continued use, renovation, restoration, or rehabilitation. Any dangerous conditions should be identified.
  - iv. Provide an appraisal report, prepared by a State of Georgia certified real estate appraiser, regarding the current and future market value of the property upon which the building is located.
  - v. Provide an economic feasibility study regarding the potential rehabilitation and reuse of the building.
  - vi. Provide the amount paid for the property, the remaining balance on any mortgages or other financing secured for the property, and the annual debt service for the previous two years.
  - vii. If the property is income producing, provide the annual gross income from the property, the depreciation deduction, and the annual cash flow before and after debt service for the previous two years. Staff may also require details of past rental history.
  - viii. Provide any other supporting evidence that is available.
- c. Provide answers to the following questions:
  - i. Did the applicant have knowledge of the historic designation of the property at the time of acquisition?
  - ii. Have there been attempts to sell, lease or donate the structure? Provide price asked and offers received within the previous two years. Most recent assessed values of the property and real estate taxes. Include evidence of listing for sale.
  - iii. Is the structure creating an undue economic hardship since it cannot provide a reasonable economic return based on its value?
  - iv. Are there any economic incentives for preservation available to the applicant through federal, state, city or private programs?
  - v. Have feasible alternative uses for the structure been identified that are compatible with the preservation guidelines for the Cuyler-Brownville District?

- vi. Has the structure been altered to such a degree that its historic and architectural character cannot be recaptured through rehabilitation?
- vii. Is the physical integrity of the structure compromised to such a degree that it is no longer salvageable and/or represents a hazardous or unsafe condition as determined by the City Director of Inspections?

**11. RELOCATION (WILL BE CONSIDERED AS A NEW CONSTRUCTION APPLICATION).** In addition to the New Construction Submittal Criteria provide the following:

- a. Provide color photographs of the building on the existing site. Photographs must show context, adjacent buildings, and streetscape.
- b. Provide the reason for the request to move the building.

**Cuyler-Brownville District Boundary Map:**

