



HISTORIC DISTRICT BOARD OF REVIEW

SAVANNAH 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.

Savannah Historic District Boundaries:

Bounded on the north by the Savannah River, on the east by East Broad Street (including Trustees' Garden), on the south by Gwinnett Street, and on the west by Boundary Street. See the boundary map at the end of this document.

Zoning Ordinances utilized in the review process for the Savannah Historic District:

The ordinances can be found at <http://www.thempc.org/Dept/Shd>.

Section 8-3030: Savannah Historic District Ordinance

Section 8-3119: Broughton Street Sign Ordinance

Section 8-3120: River Street / Factors Walk Sign Ordinance

Section 8-3121: Historic District Sign Ordinance

Secretary of the Interior's Standards for Rehabilitation Design Manual

Policies and Interpretations:

Refer to <http://www.thempc.org/Dept/Shd> for any additional policies and interpretations that may be relevant.

Application Submission Procedures:

All exterior changes visible from the public right-of-way (including lanes) within the Savannah Historic District require a Certificate of Appropriateness (COA). Applications must be complete before the Board or Staff can begin the review process. Submit the application form, all supplemental documentation, a filing fee check, one hard copy, and one printable PDF electronic copy. Electronic files can be emailed (10mb limit) or submitted on any removeable media (disc, jump drive, etc.)

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 identical rowhouses, duplexes, and accessory structures); therefore, submit a separate application and filing fee check for each building.

Submit applications to the Historic Preservation Office at the Metropolitan Planning Commission, 110 East State Street, Savannah, Georgia, 31401, or email to historic@thempc.org. Items requiring Board Review must be complete and received by 5pm on the deadline date in order to be placed on the Historic District Board of Review (HDBR) agenda. There are no exceptions.

Scope of Work Procedures:

STAFF REVIEW: Color changes, roof repair or replacement, awnings, stucco repair, brick repointing, shutters, windows, doors, and mechanical screening.

BOARD REVIEW: Rehabilitation, alterations, additions, new construction, signs, fences, demolition, and building relocation.

Application Review Time:

STAFF REVIEW: Up to ten (10) business days upon receipt of the completed application form, supplemental documentation, and filing fee.

BOARD REVIEW: Application will be docketed on the next available meeting agenda upon receipt of the completed submission by the deadline.

Variance Requests:

Variance requests must be in writing and included with the application. Variances can only be requested for Design Standards; Visual Compatibility Criteria are not variable. The HDBR must make a recommendation before the Zoning Board of Appeals can review the request.

2017 Historic District Board of Review Schedule: (Application deadline is 4 weeks before the scheduled meeting date)

Application Deadline (Due by Close of Business: 5pm)*	Meeting Date
<input type="checkbox"/> December 14, 2016	January 11
<input type="checkbox"/> January 11	February 8
<input type="checkbox"/> February 8	March 8
<input type="checkbox"/> March 15	April 12
<input type="checkbox"/> April 12	May 10
<input type="checkbox"/> May 17	June 14
<input type="checkbox"/> June 14	July 12
<input type="checkbox"/> July 12	August 9
<input type="checkbox"/> August 16	September 13
<input type="checkbox"/> September 13	October 11
<input type="checkbox"/> October 11	November 8
<input type="checkbox"/> November 15	December 13
* For petitions that were reviewed at the immediately prior meeting, the deadline is extended one (1) week.	

Filing Fee Schedule (Check payable to the City of Savannah)

Estimated Cost of Scope of Work	Filing Fee
\$0-\$5,000	\$25.00
\$5,001-\$25,000	\$50.00
\$25,001-\$50,000	\$100.00
\$50,001-\$100,000	\$150.00
\$100,001-\$500,000	\$200.00
\$500,001-1,000,000	\$300.00
Over \$1,000,000	\$500.00
Other	
Demolition of a contributing building	\$250.00
Appeal of Staff Decision	\$200.00
Amendment to previous COA	Estimated cost of scope of work for amendment
After-the-Fact (Work completed without a COA)	Double the estimated cost of the scope of work

HDBR Sample Panel Policy:

A sample panel is required to be reviewed and approved by Staff for all new construction projects prior to commencement of construction, with the exception of carriage houses, single, and two-family residential construction, or as otherwise specified by the HDBR Refer to the “HDBR Sample Panel Policy” for additional information: <http://www.thempc.org/Dept/Shd>.

Building Permit:

The applicant may be required to obtain a building permit in addition to the COA. Contact the City’s 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 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 or other requirements.

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

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's 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 Historic District Board of Review cannot review the application.

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

1. AMENDMENTS. Provide:

- a. Written list of all proposed amendments.
- b. "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. PAINTING, STUCCO, SHUTTERS, DOORS, WINDOWS, ROOFS. Provide:

- a. Color photographs of building areas involved.
- b. Manufacturer's specifications of all proposed products.
- c. Samples of all proposed colors and materials.

2. BRICK REPOINTING. Refer to the *Secretary of the Interior's Standard's for Rehabilitation and Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings* for appropriate historic masonry repointing methods and materials. Provide:

- a. Color photographs of building areas involved with specific areas marked where repointing is proposed.
- b. 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. Manufacturer's specifications of all proposed products (i.e.: brick and mortar).
- d. A repointing test patch as it will appear finished will be required as a condition of the Certificate of Appropriateness approval, which will include the final finish pointing style and relationship to the brick face.

3. AWNINGS. Provide:

- a. Color photographs of building elevations to which awnings are proposed to be attached.
- b. 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. Fabric sample.

4. MECHANICAL SCREENING. Provide:

- a. Color photographs of the proposed locations for the mechanical screening/equipment.
- b. Site plan indicating the existing building(s) and proposed locations for the mechanical screening/equipment.
- c. Dimensioned elevation of the proposed screening.
- d. Dimensioned section through the proposed screening.
- e. Manufacturer's specifications for all proposed screening products.

Board Reviews:

- 5. SIGNS. (One non-illuminated principal use sign less than three square feet does not require Review Board approval, unless it is freestanding or encroaches on the public right-of-way.)** Refer to the *Broughton Street Sign Ordinance (Section 8-3119)*, *River Street Factor's Walk Sign Ordinance (Section 8-3120)*, or *Historic District Sign Ordinance (Section 8-3121)* as applicable. Provide:
- Color photographs of the proposed sign location.
 - Overall square footage of the proposed sign.
 - Linear feet of frontage the business maintains along each street frontage.
 - Dimensioned elevation of the proposed sign on the building. Dimension the clearance from the bottom on the sign to the sidewalk. Identify materials, colors, lettering style, and wordage. Include a description of how the sign will be attached to the building's façade.
 - Description and manufacturer's specification of lighting (if applicable). Include how the lighting will be attached to the building's façade.
 - Material and color samples.
- 6. FENCES.** Provide:
- Color photographs of the area proposed to be fenced.
 - Scaled site plan. Indicate lot dimensions, property lines, location of existing building(s) on the lot, all public rights-of-way (including sidewalks), location and dimensions of the proposed new fence, and any/all existing fences or walls.
 - Dimensioned elevation of the proposed new fence.
 - Dimensioned section through the proposed new fence.
 - Manufacturer's specifications for all proposed fence products.
 - Material and color samples. Include digital photographs of all color and material samples (sample boards.)
- 7. REHABILITATION AND ALTERATIONS.** Provide:
- A detailed written project description.
 - A detailed written description of each variance requested.
 - Color photographs of existing conditions from all sides.
 - Demolition plans. Show all areas and materials proposed to be removed.
 - Dimensioned floor plans. Label the proposed use for each interior space. Minimum scale of $\frac{1}{4}'' = 1'$.
 - Dimensioned roof plan. Indicate all/any roof pitches, roof mounted equipment, and equipment screening.
 - Dimensioned exterior elevations. Indicate floor-to-floor heights; locate and dimension all windows, doors, and other façade openings. Show windows, doors, shutters, porches, balconies, railings, and all other appurtenances. Show all roof mounted equipment including screening heights and locations. Minimum scale of $\frac{1}{4}'' = 1'$.
 - Provide manufacturer's specifications for all proposed products.
 - Material and color samples. Include digital photographs of all color and material samples (sample boards.)
 - Historic plans, elevations, or photographs to return a building to an earlier historic appearance (if applicable).
- 8. ADDITIONS.** Additions that are equal to or exceed the size of the existing building will be reviewed as new construction. See the New Construction Submittal Criteria. Provide:
- City Development Services Department may require a General Development Plan (GDP); when required, provide a copy of the GDP and the date of SPR meeting attended.
 - A detailed written project description.
 - A detailed written description of each variance requested.

- d. 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 8-3025 (d) of the Savannah Zoning ordinance.)
- e. Color photographs of existing conditions from all sides.
- f. Demolition plans. Show all areas and materials proposed to be removed.
- g. Scaled site plan. Show footprints and dimension setbacks of existing adjacent buildings, lot dimensions, property lines, sidewalks, curb cuts, location and dimensions of proposed building(s) on the lot, fences, electric meter locations, refuse storage area, and all ground and roof mounted equipment including equipment screening heights and locations. When the subject building is on a corner, “adjacent buildings” also includes buildings across the lane or street in all directions. Minimum scale of 1”=10’.
- h. Dimensioned floor plans. Label the proposed use for each interior space. Minimum scale of ¼” = 1’.
- i. Dimensioned roof plan. Indicate all/any roof pitches, roof mounted equipment, and equipment screening.
- j. Dimensioned exterior elevations. Show and dimension height and width relationships to existing adjacent buildings. Indicate floor-to-floor heights; locate and dimension all windows, doors, and other façade openings. Show windows, doors, shutters, porches, balconies, railings, and all other appurtenances. Show all roof mounted equipment including equipment screening heights and locations. When the subject building is on a corner, “adjacent buildings” also includes buildings across the lane or street in all directions. Minimum scale of ¼” = 1’.
- k. Minimum of two (2) dimensioned wall sections through all additions. Show all projections, window and door depths, off sets, and opening recesses. Minimum scale of ½” = 1’.
- l. Multiple sightline drawings of all additions from all adjacent public rights-of-way including the most visible.
- m. Provide manufacturer’s specifications for all proposed products.
- n. Material and color samples. Include digital photographs of all color and material samples (sample boards.)
- o. Historic plans, elevations, or photographs to return a building to an earlier historic appearance (if applicable).

9. DEMOLITION.

- a. Identify whether the building proposed for demolition is listed as an *historic structure* on the *Savannah Historic District, Historic Building Map*. The map can be accessed at <http://www.thempc.org/docs/lit/hist/maps/hbm.pdf>. If it is not, skip to item d. below. If it is, answer items b., c., and d. below.
- b. Provide answers to the following questions:
 - i. Did the applicant have knowledge of the building’s historic designation of the property at the time of acquisition?
 - ii. Have there been attempts to sell, lease or donate the building? If yes, provide the asking price and offers received within the previous two years. Provide the most recent assessed value of the property and real estate taxes. Include evidence that the property has been listed for sale.
 - iii. Is the building 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 building been identified that are compatible with the preservation guidelines for the Historic District?
 - vi. Has the building been altered to such a degree that its historic and architectural character cannot be recaptured through rehabilitation?
 - vii. Is the physical integrity of the building compromised to such a degree that it is no longer salvageable and/or represents a hazardous or unsafe condition as determined by the City’s Director of Inspections?

- c. Provide the following documentation:
 - i. An engineering report prepared by a State of Georgia licensed structural engineer - with demonstrated experience in renovation, restoration, or rehabilitation - regarding the structural soundness of the building and its adaptability for continued use, renovation, restoration, or rehabilitation. Any dangerous conditions should be identified.
 - ii. Appraised fair market value of the property from a qualified professional appraiser. The appraisal must include a full market sales report to include comparable sales.
 - iii. The amount paid for the property and the remaining balance on any mortgage or other financing secured by the property and the annual debt service for the previous two years.
 - iv. If the property is income producing, provide the annual gross income from the property for the previous two years; the itemized operating and maintenance expenses for the previous two years; and the depreciation deduction and annual cash flow before and after debt service for the previous two years. The Board may also require details of past rental history.
 - v. Color photographs of the building proposed to be demolished; clearly show areas of structural deterioration.
 - vi. Information documenting the construction date, history, and development of the property.
- d. Provide the following documentation:
 - i. Color photographs of the building proposed to be demolished.
 - ii. Information documenting the construction date, history, and development of the property.

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

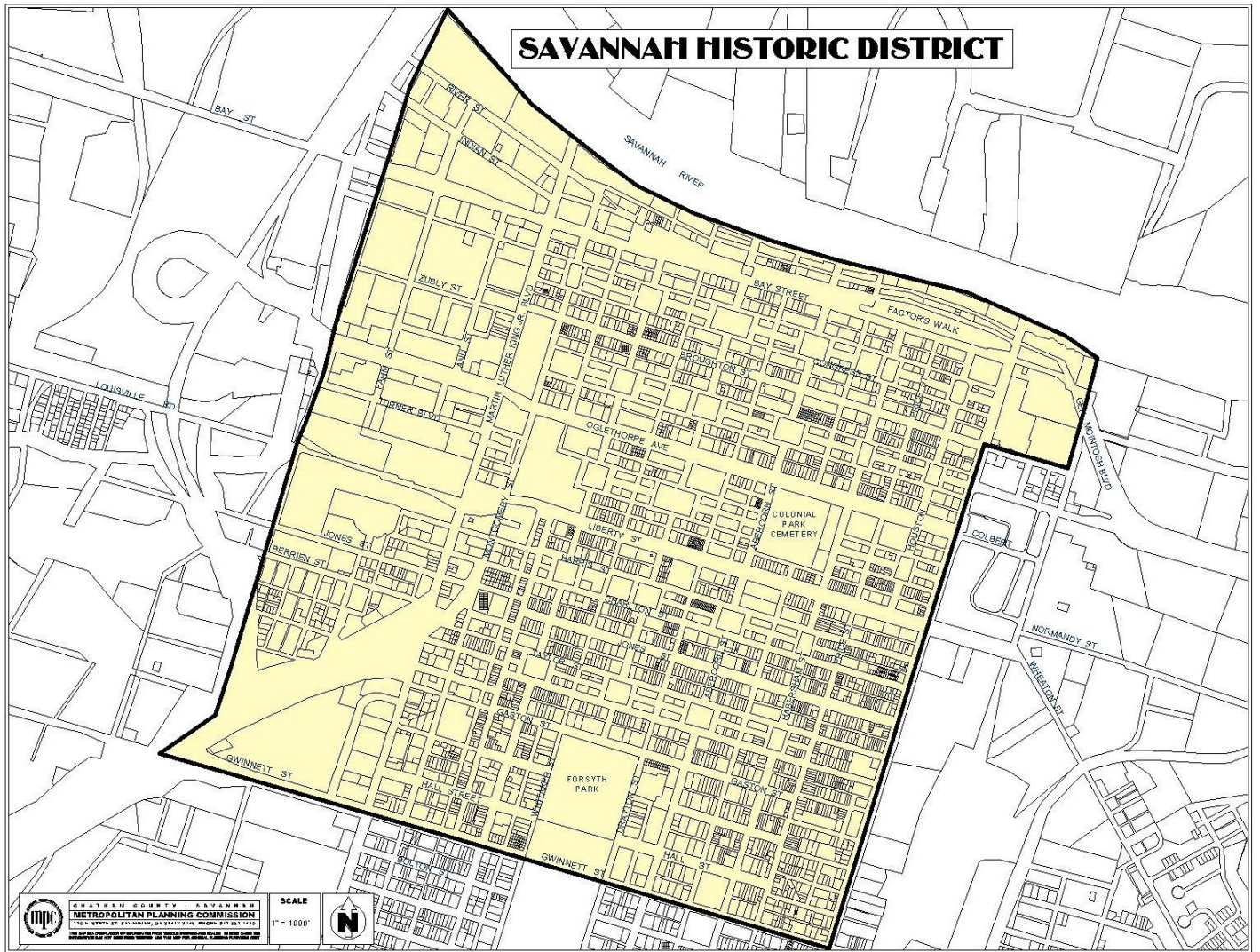
- a. Color photographs of the building on the existing site. Photographs must show context, adjacent buildings, and streetscape.
- b. Reason for the request to move the building.

11. NEW CONSTRUCTION. New Construction requires a minimum of two hearings for consideration of Height and Mass (Part I) followed by Design Details (Part II) as provided below, including: carriage houses, garages, etc. even when attached to the main building.

- a. **PART I: HEIGHT AND MASS.** This submittal review includes the following Visual Compatibility Factors: height, proportion of structure's front façade, proportion of openings, rhythm of solids-to-voids in front façade, rhythm of structure on street, rhythm of entrance and/or porch projections (including balconies), roof shapes, walls of continuity, scale, and directional expression. The following Design Standards apply to Part I review: streets and lanes, setbacks, building form, entrances, building height, large-scale development requirements, or monumental building and character area standards, as applicable. Provide:
 - i. City Development Services Department may require a General Development Plan (GDP); when required, provide a copy of the GDP and the date of SPR meeting attended.
 - ii. A detailed written project description.
 - iii. A detailed written description of each variance requested.
 - iv. Lot area building coverage percentage. (The maximum lot area building coverage percentage for the applicable zoning designation can be found in Section 8-3025 (d) of the Savannah Zoning ordinance.)
 - iii. Color photographs of proposed site and existing buildings within the vicinity of the project.
 - iv. Scaled site plan. Show footprints and dimension setbacks of existing adjacent buildings, lot dimensions, property lines, sidewalks, curb cuts, location and dimensions of proposed building(s) on the lot, fences, electric meter locations, refuse storage area, and all ground and roof mounted equipment including equipment screening heights and locations. When the subject building is on a corner, "adjacent buildings" also includes buildings across the lane or street in all directions. Minimum scale of 1"=10'.

- v. Dimensioned floor plans. Label the proposed use for each interior space. Minimum scale of $\frac{1}{4}'' = 1'$.
 - vi. Dimensioned roof plan. Indicate all/any roof pitches, roof mounted equipment, and equipment screening.
 - vii. Dimensioned exterior elevations. Show and dimension height and width relationships to existing adjacent buildings. Indicate floor-to-floor heights; locate and dimension all windows, doors, and other façade openings. Show windows, doors, shutters, porches, balconies, railings, and all other appurtenances. Show all roof mounted equipment including screening heights and locations. When the subject building is on a corner, "adjacent buildings" also includes buildings across the lane or street in all directions. Minimum scale of $\frac{1}{4}'' = 1'$.
 - viii. Minimum of two (2) dimensioned building sections (north-south and east-west). Show all projections, window and door depths, off sets, and opening recesses. Minimum scale of $\frac{1}{2}'' = 1'$.
 - ix. Mass model showing relationship to adjacent properties. Show windows, doors, screening, fencing and any other elements that may affect height and mass such as elevator overruns. Include a minimum of four (4) digital photographs of the model. Minimum scale of $1'' = 20'$.
 - x. Large Scale Development Projects: Percentage of windows and doors on the ground floor and on all upper floors for each façade fronting a street (not including lanes); dimension all architectural bay widths; describe the two selected massing devices; describe the selected bonus story criteria; dimension the distance between each entry door.
- b. PART II: DESIGN DETAILS.** This submittal review includes the following Visual Compatibility Factors: materials, textures and colors. The following Design Standards apply to Part II review: commercial design standards (where applicable), window and door standards, roof standards, design details for balconies, stoops, porticos, and side porches, fences, character area standards, service/parking areas, utilities, and mechanical systems. Provide:
- i. A detailed narrative describing how each condition from the Part I approval is met.
 - ii. Revised documents and revised mass model illustrating any conditions identified in the Part I approval and/or any items that changed after the Part I approval. Including but not limited to: site plan, floor plans, roof plan, and building sections.
 - iii. A detailed written description of each variance requested.
 - iv. Color renderings of all street fronting facades. If the renderings are 2-D elevations, also provide 3-D perspective drawings of the building (can be black and white).
 - v. Dimensioned exterior elevations. Illustrate and label all materials. Show muntins, window, storefront, and door configuration details. Also show details of other items such as awnings, balconies, porches, etc. Minimum scale of $\frac{1}{4}'' = 1'$.
 - vi. Minimum of two (2) dimensioned wall sections through all typical and atypical locations. Show all projections, window and door depths, off sets, and opening recesses. Provide dimensioned section details of features such as storefronts, windows, doors, porticos, parapets, stoops, balconies, and porches. Minimum scale of $\frac{1}{2}'' = 1'$.
 - vii. If applicable, all items included in the "AWNINGS," "SIGNS," and "FENCES" checklists.
 - viii. Manufacturer's specifications for all proposed products.
 - ix. Material and color samples. Include digital photographs of all color and material samples (sample boards.)
 - x. Large Scale Development Projects: Percentage of modular masonry materials for each façade fronting a street (not including lanes).

Savannah Historic District Boundary Map:



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