



# VICTORIAN HISTORIC DISTRICT

## Application for Certificate of Appropriateness

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

**File No.:** \_\_\_\_\_ (staff only)

**Applicant Mailing Address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Property Owner Mailing Address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Official Correspondence:**  Applicant  Owner  Other \_\_\_\_\_ (Check all that apply)

**Property Information of Proposed Work:** (PIN and Zoning information can be found at [www.sagis.org](http://www.sagis.org).)

Address: \_\_\_\_\_

PIN (Property Identification Number): \_\_\_\_\_ Zoning: \_\_\_\_\_

**Scope of Work:** (Check all that apply.)

STAFF REVIEW:			MPC REVIEW:
<input type="checkbox"/> Signs	<input type="checkbox"/> Shutters	<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction
<input type="checkbox"/> Roof Repair	<input type="checkbox"/> Windows, Doors	<input type="checkbox"/> Additions	<input type="checkbox"/> Demolition (contributing)
<input type="checkbox"/> Awnings	<input type="checkbox"/> Fences	<input type="checkbox"/> Demolition (non-contributing)	<input type="checkbox"/> Relocation
<input type="checkbox"/> Stucco Repair	<input type="checkbox"/> Mechanical Screening		
<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Rehabilitation		
<b>OTHER:</b>			
<input type="checkbox"/> Amendment to Previous COA Previous Case File Number: _____		<input type="checkbox"/> Other (Description): _____	

**Project Description:** Describe the proposed project and scope of work in detail. Additional pages may be attached. Submit all supplemental documentation as required in the separate "Instructions: Submittal Criteria Checklist."

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

Email, Hand Deliver or Mail Applications: MPC, Historic Preservation Department, 110 East State Street, Savannah, GA 31401

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

<b>Application Deadline (Due by Close of Business: 5pm)</b>	<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

**Estimated Cost of the Proposed Work:** \$ \_\_\_\_\_

**Filing Fee Schedule:**

No filing fee is required for Victorian District review.

**Application Submission Procedures:**

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.

**Public Notice for Metropolitan Planning Commission Meetings:**

The applicant is responsible for posting the Board Meeting signs provided by the MPC within two (2) days of filing an application for demolition of a contributing building. Refer to *Section 8-3028 (m) (1) of the Victorian Planned Neighborhood Conservation District ordinance* for additional posting requirements.

**Signature of Legal Owner or Authorized Agent:**

I have read and understand all the information enclosed in this application form. I hereby certify that I am the legal owner or authorized agent for the legal owner of the subject property.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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