



HISTORIC DISTRICT BOARD OF REVIEW

SAVANNAH HISTORIC DISTRICT

Application for Certificate of Appropriateness

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 this application form, all supplemental documentation as required in the “Instructions: Submittal Criteria Checklist,” and a filing fee check with one hard copy and in PDF electronic format. Electronic files can be emailed to historic@thempc.org (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.)

Address: _____
 PIN (Property Identification Number): _____ Zoning: _____

Scope of Work: (Check all that apply.)

STAFF REVIEW:		BOARD REVIEW:	
<input type="checkbox"/> Color Change	<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Signs
<input type="checkbox"/> Roof Repair	<input type="checkbox"/> Shutters	<input type="checkbox"/> Alterations	<input type="checkbox"/> Fences
<input type="checkbox"/> Awnings	<input type="checkbox"/> Windows, Doors	<input type="checkbox"/> Additions	<input type="checkbox"/> Demolition
<input type="checkbox"/> Stucco Repair	<input type="checkbox"/> Mechanical Screening	<input type="checkbox"/> New Construction	<input type="checkbox"/> Relocation
OTHER:			
<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.”

2018 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 13, 2017	January 10
<input type="checkbox"/> January 17	February 14
<input type="checkbox"/> February 14	March 14
<input type="checkbox"/> March 14	April 11
<input type="checkbox"/> April 11	May 9
<input type="checkbox"/> May 16	June 13
<input type="checkbox"/> June 13	July 11
<input type="checkbox"/> July 11	August 8
<input type="checkbox"/> August 15	September 12
<input type="checkbox"/> September 12	October 10
<input type="checkbox"/> October 17	November 14
<input type="checkbox"/> November 14	December 12
* For petitions that were reviewed at the immediately prior meeting, the deadline is extended one (1) week.	

Estimated Cost of the Proposed Work: \$ _____

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

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

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 and filing fee check for each building.

Public Notice for Historic District Board of Review Meetings:

The applicant is responsible for posting the Board Meeting signs provided by the MPC a minimum fifteen (15) days in advance of the meeting. Refer to *Section 8-3030, Subsection (h) Public Notice of the Historic 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:** _____

Questions? Email the Preservation Department at 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