



HISTORIC SITE AND MONUMENT COMMISSION (HSMC)

Instructions for Historical Markers, Monuments, and Public Art Application

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

Local Historic Districts:

SAVANNAH HISTORIC DISTRICT

VICTORIAN HISTORIC DISTRICT

MID-CITY HISTORIC DISTRICT

CUYLER-BROWNVILLE HISTORIC DISTRICT

(See attached map)

Guidelines utilized in the review process:

Refer to the *Markers, Monuments, and Public Art Master Plan and Guidelines for the City of Savannah* prior to submitting application to ensure that all guidelines are met. The guidelines can be found at <http://www.thempc.org/HistoricPreservation/SitesMonuments.htm>.

Definitions for Historical Markers, Monuments, and Public Art:

HISTORICAL MARKER: A marker is defined as any permanent or semi-permanent plaque with text that is embedded in the ground, mounted to a structure, or erected on a freestanding pole for the primary purpose of informing the public about a historic event, place, or person. If a marker is physically attached to a structure, the marker and structure operate independently. (The Georgia Historical Society administers the state's marker program. Call 912-651-2128 for further information on their marker program.)

MONUMENT: A monument is defined as any permanent or semi-permanent object (including statues, fountains, obelisks, planters, etc.) installed specifically to commemorate or memorialize an event, place, or person.

PUBLIC ART: Public Art is defined as any permanent or semi-permanent artwork crafted by an artist or craftsman and installed specifically to enhance the public space. Public art may consist of a variety of media including, but not limited to, sculpture, mosaic, fountains or other water elements, or murals. Public art may be existing artwork or commissioned artwork. If a public artwork is to commemorate or memorialize a person, place, or event, the artwork is considered a monument and evaluated as such.

A mural, which is considered Public Art, is further defined as a singular, flat work of art applied on a building, structure, fence, or other object within public view. The work does not contain text, graphics, or symbols which advertise or promote a business, product, or service; nor does it promote a political candidate or party. The City Zoning Administrator will determine if a mural constitutes a sign and must, therefore, meet the requirements of the Zoning Ordinance. In the Savannah Local Historic District, a mural is considered a material change to a building and must receive a Certificate of Appropriateness from the Historic District Board of Review (HDBR) in addition to approval from the HSMC. It is recommended that a mural be reviewed by HDBR in advance of the HSMC.

Application Submission Procedures:

HSMC reviews all historical markers, monuments, and public art on public property or visible from the public right-of-way on private property within all local historic districts. (Exceptions include: cornerstones, names of buildings and dates of construction cut into any masonry surface and made a permanent and integral part of the building, and house plaques provided by Historic Savannah Foundation, Inc.)

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

Applications must be complete before the HSMC can begin the review process. Submit an application form and all supplemental documentation as required in the “Instructions: Submittal Criteria Checklist” with one hard copy and in PDF format. Electronic files can be emailed (10mb limit) or submitted with the application on a disc.

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

Application Review Time:

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

HSMC 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.

Staff Level Reviews:

Staff to the HSMC may make staff decisions on the following items provided that they have been reviewed by the HSMC at a previous public meeting:

- Any detail referred by the HSMC to staff at a public meeting;
- The design of a rotating mural after the location and theme have been approved by the HSMC;
- Changes to the text of a marker or monument which do not involve any substantive change in meaning or interpretation of the text;
- Updates to the text of a marker or monument such as adding the name of the officers of an organization to the list of previous officers of that organization;
- Changes to the colors used in a mural;
- Minor changes in the location of a marker or monument in order to avoid utilities, trees, or other infrastructure, in coordination with City staff;
- Minor changes to materials of a monument or public art work which involve no substantive changes to the aesthetics, durability, or structural integrity of the piece; and
- The correction of any text which, after approval by the HSMC, was discovered to be incorrect, such as a date.

2017 Savannah-Chatham County Historic Site and Monument Commission Meeting Schedule:

Application Deadline (Due by Close of Business: 5pm)	Meeting Date
☐ December 12, 2016	January 5, 2017
☐ January 9, 2017	February 2, 2017
☐ February 6, 2017	March 2, 2017
☐ March 13, 2017	April 6, 2017
☐ April 10, 2017	May 4, 2017
☐ May 15, 2017	June 1, 2017
☐ June 12, 2017	July 6, 2017
☐ July 10, 2017	August 3, 2017
☐ August 14, 2017	September 7, 2017
☐ September 12, 2017	October 5, 2017
☐ October 16, 2017	November 2, 2017
☐ November 13, 2017	December 7, 2017

Estimated Cost of the Proposed Work: \$ _____

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Filing Fee Schedule:

No filing fee is required for HSMC review.

Building Permit:

The applicant may be required to obtain a building permit in addition to the HSMC approval. 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.

Approval from the HSMC 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.

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 HSMC cannot review the application.

1. HISTORICAL MARKER.

- a. Provide a completed application form.
- b. Provide color photographs and a map of the proposed marker location.
- c. Provide the theme for the marker. Markers commemorate people, places, and/or events. The marker should embody one or more of the following themes. For each theme selected, provide a statement explaining how the subject is significant in respect to the history of Chatham County or Savannah; stress the historical importance of the theme:
 - Arts and Humanities (including art, architecture, music, theater, literature, education, etc.)
 - Science and Engineering (including technology, inventions, medical, communications, etc.)
 - Civic and Institutional
 - Social and Humanitarian
 - Industry and Commerce (including economics, agriculture, transportation, etc.)
 - Military History (people, places, and/or events)
 - Religious History (people, places, and/or events)
 - Maritime History
 - Colonial History
 - Local History (folklore and/or local heroes)
 - Cultural and Ethnic Heritage
- d. Provide a drawing of the marker indicating the shape, size, material, color, and text placement. For temporary markers, provide a plan for removal or replacement of the marker at the end of the temporary period.
- e. Provide a title and the exact text for the marker. Indicate the text size and font style. Should quotations be a part of the proposed text, include a written permission letter from the appropriate authority. Include footnotes and a bibliography. Ensure that primary resources are utilized and documented when possible. County histories should not be relied upon solely as sources of information and should be considered secondary sources. Final wording of the text will rest with the HSMC.
- f. If the marker is to be installed on an historic building, indicate how the marker will be installed.
- g. Provide a cost estimate that includes the marker fabrication and installation.

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- h. Provide a statement indicating the amount of funds currently secured. If complete funding has not been secured, indicate the plan to secure the remainder of the funds. The applicant/owner is fully responsible for funding the design, construction, installation, and any necessary landscaping, paving, and lighting required as The Mayor and Aldermen do not fund new historical markers.
- i. Provide a statement of understanding that an Escrow Payment is required for any historical marker erected on public property and that the monument becomes the property of The Mayor and Aldermen who become responsible for all future maintenance of the marker. An initial Escrow Payment is required of the applicant/owner prior to construction and installation; The Mayor and Aldermen will determine the appropriate Escrow Payment and will notify the applicant/owner.
- j. If the marker will be located on private property, provide a consent letter from the property owner.

2. MONUMENT.

- a. Provide a completed application form.
- b. Provide the title for the monument.
- c. Provide a written description of the proposed monument. At a minimum, include: the format (sculpture, fountain, etc.), size (cubic feet), materials, and dimensions.
- d. Provide color photographs of the proposed monument location (site conditions from all sides).
- e. If the monument is an existing piece, provide photographs of all sides.
- f. Provide a map for the monument location. (A list of available sites can be found in *Chapter 4 of the Markers, Monuments, and Public Art Master Plan and Guidelines for the City of Savannah.*)
- g. Provide a scaled, dimensioned site plan. Indicate: property lines, the exact location proposed for the monument, the proposed footprint for the monument, adjacent structures, significant vegetation, existing and proposed sidewalks, vegetation, lighting, benches, utilities, other markers, monuments, and public art, and any other objects which may be affected by or art a part of the overall design.
- h. Provide a list of “Special Considerations” for the site. (See *Chapter 4 of the Markers, Monuments, and Public Art Master Plan and Guidelines for the City of Savannah* for additional information.)
- i. Provide scaled, dimensioned elevations of the proposed monument (minimally from the north, south, east, and west.) On the elevations, indicate materials, colors, location of all text, and relationship to any adjacent structures or other markers, monuments, and public art.
- j. If available, provide 3D color renderings of the proposed monument.
- k. Provide a drawing indicating how the monument will be installed.
- l. Provide the exact text for the monument. Indicate the text size and font style. Should quotations be a part of the proposed text, include a written permission letter from the appropriate authority. Include footnotes and a bibliography. Ensure that primary resources are utilized and documented when possible. County histories should not be relied upon solely as sources of information and should be considered secondary sources. Final wording of the text will rest with the HSMC.
- m. Provide a statement indicating how the proposed monument will enhance the space and relate to its surroundings.
- n. Provide the theme for the monument. Monuments commemorate people, places, and/or events. The monument should embody one or more of the following themes. For each theme selected, provide a statement explaining how the subject is significant in respect to the history of Chatham County or Savannah; stress the historical importance of the theme:
 - Arts and Humanities (including art, architecture, music, theater, literature, education, etc.)
 - Science and Engineering (including technology, inventions, medical, communications, etc.)
 - Civic and Institutional

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- Social and Humanitarian
 - Industry and Commerce (including economics, agriculture, transportation, etc.)
 - Military History (people, places, and/or events)
 - Religious History (people, places, and/or events)
 - Maritime History
 - Colonial History
 - Local History (folklore and/or local heroes)
 - Cultural and Ethnic Heritage
- o. Provide a statement indicating how the proposed theme is relevant to the community as a whole.
 - p. If the proposed theme fits into a thematic group, provide a statement explaining how the proposed monument continues and enhances the established thematic group.
 - q. Provide a description of the Artist Selection Process utilized.
 - r. Provide a list and images of recent monuments of similar size and scale in the public arena completed by the designer/artist.
 - s. Provide an estimated timeframe for fabrication, construction, and installation of the monument.
 - t. Provide a detailed, realistic budget for all elements of the project and demonstrate the ability to secure the necessary funding. The applicant/owner is fully responsible for funding the design, construction, installation, and any necessary landscaping, paving, and lighting required as The Mayor and Aldermen do not fund new monuments.
 - u. Provide a statement indicating the amount of funds currently secured for the project and a plan for securing the remainder of the funds (if not fully funded).
 - v. Provide a maintenance schedule and maintenance instructions for the proposed monument.
 - w. If the monument will be located on private property, provide a consent letter from the property owner.

3. PUBLIC ART (excluding murals).

- a. Provide a completed application form.
- b. Provide the title for the work of art.
- c. Provide a written description of the proposed work of art. At a minimum, include: the format (sculpture, fountain, etc.), materials, and dimensions.
- d. Provide color photographs of the proposed location for the work of art (site conditions from all sides).
- e. If the work of art is an existing piece, provide photographs of all sides.
- f. Provide a map for the location of the work of art. (A list of available sites can be found in *Chapter 4 of the Markers, Monuments, and Public Art Master Plan and Guidelines for the City of Savannah.*)
- g. Provide a scaled, dimensioned site plan. Indicate: property lines, the exact location proposed for the work of art, the proposed footprint for the work of art, adjacent structures, significant vegetation, existing and proposed sidewalks, vegetation, lighting, benches, utilities, other markers, monuments, and public art, and any other objects which may be affected by or art a part of the overall design.
- h. Provide a list of “Special Considerations” for the site. (See *Chapter 4 of the Markers, Monuments, and Public Art Master Plan and Guidelines for the City of Savannah* for additional information.)
- i. Provide scaled, dimensioned elevations of the proposed work of art (minimally from the north, south, east, and west.) On the elevations, indicate materials, colors, location of all text, and relationship to any adjacent structures or other markers, monuments, and public art.
- j. If available, provide 3D color renderings of the proposed work of art.

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- k. Provide a drawing indicating how the work of art will be installed.
- l. Provide the exact text for the work of art. Indicate the text size and font style. Should quotations be a part of the proposed text, include a written permission letter from the appropriate authority. Include footnotes and a bibliography. Ensure that primary resources are utilized and documented when possible. County histories should not be relied upon solely as sources of information and should be considered secondary sources. Final wording of the text will rest with the HSMC.
- m. Provide a statement indicating how the proposed work of art will enhance the space and relate to its surroundings.
- n. Provide a description of the Artist Selection Process utilized.
- o. Provide a list and images of recent works of art of similar size and scale in the public arena completed by the designer/artist.
- p. Provide an estimated timeframe for fabrication, construction, and installation of the work of art.
- q. Provide a detailed, realistic budget for all elements of the project and demonstrate the ability to secure the necessary funding. The applicant/owner is fully responsible for funding the design, construction, installation, and any necessary landscaping, paving, and lighting required as The Mayor and Aldermen do not fund new works of art.
- r. Provide a statement indicating the amount of funds currently secured for the project and a plan for securing the remainder of the funds (if not fully funded).
- s. Provide a statement of understanding that an Escrow Payment is required for any work of art erected on public property and that the work of art becomes the property of The Mayor and Aldermen who become responsible for all future maintenance of the monument. An initial Escrow Payment is required of the applicant/owner subsequent to approval by HSMC; The Mayor and Aldermen will determine the appropriate Escrow Payment and will notify the applicant/owner.
- t. Provide a maintenance schedule and maintenance instructions for the proposed work of art.
- u. If the work of art will be located on private property, provide a consent letter from the property owner.

3. MURAL (public art).

- a. Provide a completed application form.
- b. Provide the title for the mural.
- c. Is the mural within the Savannah Local Historic District (see attached map)? If yes, provide a copy of the approved Certificate of Appropriateness from the Historic District Board of Review.
- d. Provide a written description of the proposed mural. At a minimum, include: materials and dimensions.
- e. Provide color photographs of the proposed location for the mural (site conditions from all sides).
- f. Provide a map for the location of the mural.
- g. Provide color renderings or drawings of the proposed mural.
- h. Provide a statement describing the theme of the mural. Explain how the theme is respectful to the greater context of the community, including historic and socio-cultural contexts.
- i. Provide a statement indicating how the scale and design of the mural are appropriate to, complements, and enhances the building or structure.
- j. Provide a statement describing how the mural enhances and complements the context and character of the surrounding neighborhood.
- k. Provide a description of the Artist Selection Process utilized.

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- l. Provide a list and images of recent works of art of similar size and scale in the public arena completed by the designer/artist.
- m. Provide an estimated timeframe for installation of the mural.
- n. Provide a statement describing any neighborhood outreach, meetings, or feedback received.
- o. If the mural is intended to be temporary, provide a removal plan.
- p. Provide a determination from the Zoning Administrator that the proposal is a mural and not a sign.

LOCAL HISTORIC DISTRICTS

SAVANNAH HISTORIC DISTRICT

VICTORIAN P-N-C DISTRICT

MID-CITY DISTRICT

CUYLER-BROWNSVILLE P-N-C DISTRICT

