



HISTORIC DISTRICT BOARD OF REVIEW

Application for Certificate of Appropriateness

This form and the information on the Submittal Criteria checklist must be completed before the Board can consider the approval of any exterior change affecting any property visible from a public right-of way. Please print or type information. Changes that become necessary following this approval must apply for and receive a new COA before execution of the change.

For Office Use Only:

File No.:	
<input type="checkbox"/> Approved:	<input type="checkbox"/> Posting Sign Made:
<input type="checkbox"/> Continued:	<input type="checkbox"/> Posting Sign Issued:
<input type="checkbox"/> Withdrawn:	<input type="checkbox"/> After-the-fact Application

Applicants are strongly urged to meet with Staff prior to completing this application. A pre-application meeting is required for all new construction including additions and accessory buildings. Contact Staff at 912.651.1453 to schedule an appointment. A General Development Plan must be submitted for Site Plan Review (SPR) prior to review by the Historic District Board of Review. Contact the City Development Services Department (912.651.6510) to schedule an appointment. Review by the Historic District Board of Review will not be scheduled or conducted until the SPR departments have had an opportunity to review and comment on the General Development Plan.

Public Notice for Board Meeting: The petitioner is responsible for posting a sign advertising the public meeting at least **fifteen (15) days** in advance of the meeting. Continued petitions shall remain posted and the new hearing date printed on the sign no later than fifteen (15) days prior to the meeting date. Failure to do so may result in the petition being continued until the next meeting. If the sign is stolen or damaged, the petitioner must replace it immediately. Refer to **Section 8-3030, Subsection (h) Public Notice of the Historic District Ordinance** for specific posting requirements.

Contact Information:

Applicant Mailing Address:

Name: _____
Address: _____
City: _____ State _____ Zip _____
Phone: _____ Fax _____ E-Mail Address _____

Property Owner Mailing Address:

Name: _____
Address: _____
City: _____ State _____ Zip _____
Phone: _____ Fax _____ E-Mail Address _____

Property Information of Proposed Work:

Address: _____

PIN No. (Property Identification Number): _____

Historic Easements or Covenants (if applicable):

Historic Savannah Foundation Bee Hive Foundation None

PROCEDURAL NOTES:

For **Board Review**, applicants must provide **one paper copy and an electronic copy in pdf format** of all required documentation on the Submittal Criteria checklist (pages 4-8). For **Staff Review**, **only the paper copy is required**. Do not submit animated files or drawings for interior electrical, roof framing, or plumbing. If any required information from the Submittal Criteria checklist is missing at the time of application cut-off, staff will notify the applicant that the application will not be docketed.

All applications, fees, and supplemental documentation must be submitted to the Historic Preservation Office at the Metropolitan Planning Commission, 110 East State Street. Items requiring Board Review must be completed and submitted by **2:00 p.m.** on the cut-off date (see below) to be placed on the Historic Review Board agenda. There are **no** exceptions. Continued and mailed petitions must also meet the cut off dates.

The following is the schedule of cut-off dates and public meetings for the Historic District Board of Review for the calendar year 2012:

<u>Cut-Off Date (2:00 p.m.)</u>	<u>Meeting Date (2:00 p.m.)</u>
December 22, 2011	January 11, 2012
January 19, 2012	February 8, 2012
February 23, 2012	March 14, 2012
March 22, 2012	April 11, 2012
April 19, 2012	May 9, 2012
May 24, 2012	June 13, 2012
June 21, 2012	July 11, 2012
July 19, 2012	August 8, 2012
August 23, 2012	September 12, 2012
September 20, 2012	October 10, 2012
October 25, 2012	November 14, 2012
November 21, 2012 (Wednesday)	December 12, 2012

Filing Location: Mail petitions and fees to Historic District Board of Review, P. O. Box 8246, Savannah, Georgia 31412 or submit to our office at the Metropolitan Planning Commission, 110 East State Street, Savannah, GA. PDF documents may be submitted via e-mail to staff (NOTE: we are unable to receive e-mails that are 10MB or larger) at:

Sarah Ward: wards@thempc.org
Brittany Bryant: bryantb@thempc.org

Filing Fees: Make checks payable to the City of Savannah. Application filing fees, required with the application:

Cost of Proposed 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
<input type="checkbox"/> Demolition of a contributing building	\$250.00
<input type="checkbox"/> Appeal of Staff Decision	\$200.00

ALL FEES AFTER-THE-FACT WILL BE DOUBLE THE NORMAL RATE.

For applications which include a variance request, public notice must be provided in accordance with Section 8-3167 for Public Hearings.

SUBMITTAL CRITERIA CHECKLIST:

Items listed below comprise the minimum submittal information required for review based on the proposed scope of work. Staff may request additional information during application review.

If the application does not contain all of the information listed on the submittal checklist below for the proposed scope of work, the Board will not review the application. Insufficient information will result in a delay in docketing the application for review. Applicant **MUST** check the box to indicate compliance with the application criteria.

Refer to the *Manual for Development in the Savannah Historic District* for further information on appropriate treatments.

The Submittal Criteria checklist does not need to be submitted with the application, please submit pages 1-2 of the application.

Staff Review:

1. PAINTING, STUCCO, SHUTTERS, DOORS, WINDOWS, ROOFS

- a.** Color photographs of areas involved and surrounding structures if applicable (i.e. rowhouses).
- b.** Samples of colors and/ or materials involved, (a stucco sample may be required). Specific brand, color name and manufacturer's number must be given.

2. REPOINTING. Repointing of an historic building has the potential to alter the visual character of a structure in relationship with the neighboring contributing building, particularly when the structure to be repointed is part of a block or row of buildings. Additionally, the use of an incorrect mortar mix has the potential to cause permanent damage to buildings, causing long-term erosion to soft paste brick. The *Secretary of the Interior's Standard's for Rehabilitation and Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings* are explicit concerning the manner, methods, and materials that are appropriate for the repointing of historic masonry and as such these Standards are incorporated into the historic district section (8-3030) of the city zoning ordinance.

- a.** Photographs of all elevations with specific areas marked where repointing is proposed.
- b.** The proposed mortar mix shall be specified as to 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.** A four foot by four foot test patch of the proposed repointing as it will appear finished (that is including final finish pointing style and relationship to the brick face) shall be installed in an inconspicuous location on the building. In any application in which repointing is the *only* rehabilitation proposed, staff may approve the project after review of the test patch and submissions. If the test patch and submissions are not acceptable or the applicant desires to do more masonry repairs than are consistent with the *Secretary of the Interior's Standards*, the project should be posted on the HBR agenda and considered by the entire Board.

3. AWNINGS

- a.** Photograph of building elevation to which awning is to be attached.
- b.** Dimensioned scaled drawing indicating a front and side view of awning. Include all graphics, color, and samples. Show relationship to adjacent storefronts. Indicate clearance from bottom of awning to sidewalk.

Board Review:

4. **SIGNS (Signs under three square feet do not require Review Board approval, unless lighted).** Refer to *the Broughton Street Sign Ordinance, River Street Factor's Walk Sign Ordinance, or Historic District Sign Ordinance*, as applicable.

- a. Dimensioned elevation of proposed sign identifying materials, color (including samples), lettering style and wordage.
- b. Description of lighting (if applicable). Include how lighting will be attached to the building's façade.
- c. Designation of location. For a fascia sign show location on building to scale and how the sign will be attached. For freestanding and projecting signs show location on site plan, height above ground, and clearance from sidewalk. Provide the linear feet of frontage the business maintains along the street.
- d. Photographs of sign location.

5. **REHABILITATION AND ADDITIONS.** Additions that are equal to or exceed the size of the existing structure shall be treated as new construction (See checklist for No. 8). For these additions, a General Development Plan will need to be submitted to the City for Site Plan Review, concurrent to the Historic Review Board (See page 1 of application).

- a. Provide scaled, dimensioned elevations, and floor plan drawings indicating proposed alterations and/or additions. Clearly indicate what is existing and what is proposed. For additions, include the relationship to adjacent (see notes below) structures in plan and elevations. If there are to be new building projections or indentions in the remodeling or addition, provide dimensioned sections. For new windows, provide manufacturer's specifications. For rehabilitation of commercial buildings, proposed storefront section must be provided.
- b. Indicate exterior materials on drawings.
- c. Scaled site plan (minimum 1"-10') showing dimensions of lot and location of existing building on lot, location of addition, dimensions of existing structure, addition and all exterior, ground and roof mounted equipment. (With staff approval site plan scale may be 1" -20').
- d. Color samples, keyed to elevation. Specific brand, color name and manufacturer number must be given.
- e. Photographs of existing conditions from all sides.
- f. Historic plans; elevations or photographs should accompany any request to return a structure to an earlier historic appearance.

6. **FENCES/WALLS**

- a. Site plan showing location of proposed fence. Indicate and distinguish any existing fences or walls.
- b. Dimensioned elevations and section, showing design of fence, material, and height in relationship to adjacent structures, and height in relationship to adjacent structures.
- c. Photograph of area to be fenced and adjacent structures.

7. **DEMOLITION**

- a.** Identify whether the property proposed for demolition is listed on the Historic District Historic Building Map. If it is not, skip to item **d.** below. If it is on the map, answer and provide items **b.**, **c.**, and **d.** below.

- b.** On a separate sheet of paper, 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? 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 historic 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?

- 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. 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, 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 require details of past rental history.

- d.**
 - i. Color photographs of structure to be demolished, clearly labeled show areas of structural deterioration
 - ii. Information documenting the construction date, history and development of the property.

8. **RELOCATION (WILL BE CONSIDERED AS A NEW CONSTRUCTION APPLICATION). In addition to new construction submittal criteria provide:**

- a. Photograph of structure on existing site showing context, adjacent buildings, and streetscape.
- b. Reason for request to move building.

9. **NEW CONSTRUCTION.** A General Development Plan must be submitted to the City for Site Plan Review, concurrent to the Historic Review Board (See page 1 of application). New Construction will require two hearings for consideration of Height and Mass (Part I) followed by Design Details (Part II) as provided below.

a. **FIRST SUBMITTAL: HEIGHT AND MASS APPROVAL-PART I.** The first submittal review will include 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 will 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.

- i. Dimensioned site plan showing all sides in relation to immediately adjacent buildings, to scale. Include parking areas and any roof or ground mounted equipment and fence locations. Locate HVAC equipment, trash enclosures, and utility boxes.
- ii. Provide all elevations, showing height and width relationships to existing adjacent buildings. (See Notes below) Projections, off sets, and open recesses shall be depicted in dimensioned sections, or otherwise, clearly showing proposed vertical and horizontal relationships of these elements to the façade. Indicate exterior floor-to-floor heights on the elevations. Provide outline locations of all windows, doors, and other façade openings in the elevations, to indicate the rhythm of the solids and voids within each elevation. Renderings, while not required, are desired, but only as an adjunct to the above criteria.
- iii. Floor Plans
- iv. Section through entire building
- v. Color photographs of proposed site and structures within vicinity of new building.
- vi. Mass model showing mass relationship to adjacent (see notes below) properties. Minimum scale, 1" – 20'.

b. **SECOND SUBMITTAL: DESIGN APPROVAL-PART II.** The second submittal review will include the following Visual Compatibility Factors: materials, textures and colors. The following Design Standards will 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 areas, utilities, and mechanical systems. All variances from the City of Savannah zoning ordinance must be obtained from the Zoning Board of Appeals prior to Part II review.

- i. Dimensioned elevations and floor plan drawings showing all sides in relation to immediately adjacent structures, streets, and lanes. Detailed descriptive drawings of design criteria elements listed above; indicate locations of HVAC equipment, utility boxes, trash enclosures and fences if changed from first submittal.
- ii. Indicate materials, colors and all significant details. Submit specific brand, color name and manufacturer's number must be given for paint, windows, doors, awnings, and roof.

Specifications or manufacture cut-sheets of the above materials should be included. If the second submittal includes a fence, wall, awning, or sign, please refer to the checklist for these items.

- iii.** Provide section details of features such as new storefronts, windows, porticos, parapets, stoops, balconies, and porches.
- iv.** Resubmit any item from first submittal if changed between first and second submittal.

NOTES:

- 1) Minimum scale of ¼” – 1’ on all plans and elevations, unless otherwise approved by the Preservation Officer. Section details of new cornices, columns, railings or any other distinctive details are required at ½” – 1’.
- 2) When the relationship to adjacent structures is required to be shown and structure is on a corner, “adjacent” includes across lane or street in all directions.
- 3) Site plans must include the public right-of-way (including sidewalks) and must indicate the location, canopy spread, trunk diameter, and species of all existing trees in the public right-of-way. Indicate where trees are to be saved on the property, if applicable.

Approval from the Historic Review Board is not an exemption from meeting infrastructure requirements such as traffic engineering, stormwater, and landscaping. Contact Tom McDonald, Development Services Office Administrator, 912 651-6510, tmcdonald@savannahga.gov