



# HISTORIC DISTRICT BOARD OF REVIEW

## Application for Certificate of Appropriateness

- Initial Application
- Amended Application
- After-the-Fact Application

File No. \_\_\_\_\_  
*(For Office Use Only)*

This form must be completed before the Board can consider the approval of any change affecting the appearance of any building visible from a public right-of way. Please print or type information. Applicants are strongly urged to meet with Staff (in person or by telephone) prior to completing this application.

**A pre-application meeting is also required for all new construction including additions and accessory buildings. A General Development Plan must be submitted for Site Plan Review (SPR) prior to review by the Historic District Board of Review.** This review will include, but is not limited to, any proposed removal or pruning of any tree located or partially located within a right-of-way and any encroachment into a right-of-way, including but not limited to stoops, balconies, canopies, awnings, and signage. 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. Vital issues need to be resolved prior to Part I Review. All variances from the City of Savannah zoning ordinance must be obtained from the Zoning Board of Appeals prior to Part II review. Some variances require a finding of fact from the Historic Board of Review prior to submittal to the Board of Appeals (See Section 8-3030 of ordinance or contact staff).

**Applicant Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Property Owner Information:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**PIN No.** (Property Identification Number) \_\_\_\_\_

**Nature of Proposed Work. Check (✓) all that apply.**

STAFF REVIEW:	BOARD REVIEW:
<input type="checkbox"/> Color Change	<input type="checkbox"/> Sign
<input type="checkbox"/> Roof Repair	<input type="checkbox"/> Rehabilitation/Alteration
<input type="checkbox"/> Awning	<input type="checkbox"/> Fence
<input type="checkbox"/> Stucco Repair/Repainting	<input type="checkbox"/> Demolition
<input type="checkbox"/> Shutters	<input type="checkbox"/> Moving a Building
<input type="checkbox"/> Existing Windows, Doors	<input type="checkbox"/> New Construction
<input type="checkbox"/> Other	<input type="checkbox"/> Addition



**The following is the schedule of cut-off dates, posting deadlines and public meetings for the Historic District Board of Review for the calendar year 2010:**

<u>Cut-Off Date (2:00 p.m.)</u>	<u>Posting Date</u>	<u>Meeting Date (2:00 p.m.)</u>
December 23, 2009* (Wednesday)	December 29, 2009	January 13, 2010
January 21, 2010	January 26, 2010	February 10, 2010
February 18, 2010	February 23, 2010	March 10, 2010
March 25, 2010	March 30, 2010	April 14, 2010
April 22, 2010	April 27, 2010	May 12, 2010
May 20, 2010	May 25, 2010	June 9, 2010
June 24, 2010	June 29, 2010	July 14, 2010
July 22, 2010	July 27, 2010	August 11, 2010
August 19, 2010	August 24, 2010	September 8, 2010
September 23, 2010	September 28, 2010	October 13, 2010
October 21, 2010	October 26, 2010	November 10, 2010
November 18, 2010	November 23, 2010	December 8, 2010

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

**To be placed on the agenda, applicants must provide one paper copy and an electronic copy in pdf format of all required documentation.** The paper copy must include one set of scaled drawings if required on the Submittal Criteria checklist. Do not submit drawings for interior electrical, roof framing, or plumbing.

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

Sarah Ward: [wards@thempc.org](mailto:wards@thempc.org)

**Filing Fees:** Make checks payable to the City of Savannah. Application filing fees are as follows:

Staff Review:	\$10.00
Board Review:	\$25.00
Demolition of Historic Structure:	\$35.00

**I have read and understand all the above information. I hereby certify that I am the owner or authorized agent for the legal owner of the subject property.**

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

**SUBMITTAL CRITERIA:**

Criteria listed below comprise the **minimum** submittal for review. Staff may request additional information during application review.

If the application does not contain all of the information listed on the submittal checklist below, 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.

1. **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.
  
2. **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.

3. **PAINTING, STUCCO, REPOINTING**

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

4. **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

5. **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.

6. **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 **c.** 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.

7. **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.

8. **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).

**a. FIRST SUBMITTAL: HEIGHT AND MASS APPROVAL**

- 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. (See Notes below)
- 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.** 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 in Note 4) b. on the following page indicate locations of HVAC equipment, utility boxes, trash enclosures and fences if changed from first submittal.
- ii.** Indicate materials, colors and all significant details, and submit written description of project using compatibility criteria in ordinance. Specific brand, color name and manufacturer's number must be given for paint and windows.
- 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.
- 4) **a. For New Construction first submittal (Height and Mass) review will include the following items:**

**Standards:**

Setbacks  
Dwelling Unit Type  
Street Elevation Type  
Entrances  
Building Height  
Tall Building Principles, Large-Scale Development Requirements, or Monumental Building Standards as Applicable

**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 Streets  
Rhythm of Entrance and/or Porch Projection (Includes Balconies)  
Roof Shapes  
Walls of Continuity  
Scale  
Directional Expression

- b. Second submittal (Design) review shall include the following items:**

**Standards:**

Commercial Design Standards (Where Applicable)  
Window and Door Standards  
Roof Standards  
Design Details for Balconies, Stairs, Stoops, Porticos, and Side Porches  
Fences  
Character Area Standards

**Visual Compatibility Factors**

Materials, Textures, Colors

**PROCEDURES FOR PUBLIC NOTICE:**

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.

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

**APPLICANTS, PLEASE NOTE:**

Approval from the Historic Review Board is not an exemption from meeting infrastructure requirements such as traffic engineering, stormwater, and landscaping. Contact Alvin McGrath, Development Services Office Administrator, 912 651-6510, [amcgrath@savannahga.gov](mailto:amcgrath@savannahga.gov)

**CHANGES THAT BECOME NECESSARY AFTER CONSTRUCTION BEGINS MUST RECEIVE APPROVAL FROM THE HISTORIC DISTRICT REVIEW BOARD BEFORE EXECUTION OF THE CHANGES.**

**To schedule a pre-application meeting or for additional information or clarification, please contact Staff:**

**Sarah Ward, LEED AP  
Director of Historic Preservation  
912-651-1453  
[wards@thempc.org](mailto:wards@thempc.org)**

Revised 4.19.10