

CITY OF SAVANNAH
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
MID-CITY DISTRICT

- Initial Application
- Amended Application
- Amended Application

File No. _____
(For Office Use Only)

This form and submittal requirements must be completed before any change affecting the appearance of any building visible from a public right-of way can be approved. Clearly print or type information.

The petitioner is encouraged to meet with Staff prior to submittal of a complete application, especially for large rehabilitation projects and new construction.

1. Authorized Agent

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

2. Property Owner

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

3. Property Address _____

4. Nature of Proposed Work. Check (√) all that apply.

(√)	Staff Review	(√)	Design Administrator Review
	Sign		Demolition
	Rehabilitation/Alteration/Addition		Relocation/Moving a Building
	Stucco Repair/ Repointing		New Construction
	Fences/Walls		Large Additions
	Awnings		Other
	Windows/ Doors/Shutters		
	Roof Repair		

SUBMITTAL REQUIREMENTS:

Requirements listed below comprise the **minimum** submittal for review. Staff may request additional information during application review. Insufficient information will result in a delay in reviewing the project. Applicant **MUST** check the box to indicate compliance with the submittal requirements.

STAFF REVIEW

1. **SIGNS (Signs under three square feet do not require Staff approval, unless lighted).** For signs in the TN-2 and CIV zoning districts refer to the R-I-P sign requirements, and for signs in the TC-1 and TC-2 districts refer to the B-N sign requirements in Article E Signs in the City of Savannah Zoning Ordinance.

- 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. Location (for fascia sign show location on building to-scale and how the sign will be attached; for freestanding sign show location on site plan, height above ground, and clearance from sidewalk).
- d. Photographs of sign location.

2. **REHABILITATION AND ADDITIONS**

- a. 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. Photographs of existing conditions from all sides.
- e. Historic plans; elevations or photographs should accompany any request to return a structure to an earlier historic appearance

3. **STUCCO, REPOINTING**

- a. Color photographs of areas involved and surrounding structures if applicable (i.e., attached houses).
- 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. **WINDOWS AND DOORS**

- a. For windows give a full description including materials, dimensions, number of panes, make, and model number.
- b. For doors show materials, dimensions, and design or provide catalog cut if available.
- c. For shutters indicate materials, dimensions, and verify that they are hinged and sized to fit the window.

DESIGN ADMINISTRATOR REVIEW

7. **DEMOLITION** The demolition requirements for the Mid-City District are the same as those for Cuyler-Brownsville City of Savannah Zoning Ordinance, Section 8-3029 (H), Subsections (1)(2)(3)(4)a-d.

- a. Is the structure proposed for demolition listed on the Mid-City Contributing Structures Map? **If the answer is no, skip to item c. If the answer is yes proceed to b and c.**

- b.** Provide answers to the following questions:
 1. Have there been attempts to sell, lease, or donate the structure?
 2. Is the structure creating an undue economic hardship since it cannot provide a reasonable economic return based on its value?
 3. Have feasible alternative uses for the structure, that are compatible with the preservation guidelines for the Mid-City district been identified?
 4. Has the structure been altered to such a degree that its historic and architectural character cannot be recaptured through rehabilitation?
 5. 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?
 6. Is there any other evidence that supports the demolition or relocation of this structure?
 7. An engineering report prepared by a State of Georgia licensed engineer regarding the physical integrity of the structure.
 8. An appraisal report prepared by a State of Georgia certified real estate appraiser regarding the current and future market value of the property upon which the structure is located.
 9. An economic feasibility study regarding the rehabilitation and reuse of the structure.
 10. Any recent financial history of the property, including expenses and revenue.
 11. Any other supporting evidence that the applicant chooses to submit.

- c.** Color photographs of structure to be demolished, clearly labeled to show areas of structural deterioration.

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

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

9. **NEW CONSTRUCTION (For large projects, a pre-meeting with Staff is required.)**

- a.** 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.)
- b.** Provide all elevations, showing height and width relationships to existing adjacent buildings. (See “Notes” below) Projections, offsets, 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 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.

- c. Floor Plans
- d. Section through entire building
- e. Color photographs of proposed site and structures within vicinity of new building.
- f. A mass model showing mass relationship to adjacent (see “Notes” below) properties may be required. Minimum scale, 1” – 20’.
- g. 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.
- h. Provide section details of features such as new storefronts, windows, porticos, parapets, stoops, balconies, and porches.

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.

For additional information or clarification, please contact staff at:

Sarah Ward, LEED AP
Director of Historic Preservation
912-651-1453
wards@thempc.org

APPLICANTS, PLEASE NOTE:

Approval is **NOT** an exemption from meeting infrastructure requirements such as traffic engineering, stormwater, and landscaping. The Inspections Department requires two (2) copies of approved site plans and elevations with the Mid-City approval stamp and a stamped copy of the Certificate of Appropriateness in order to issue building permits.

Changes that become necessary after construction begins must receive written approval from Staff **BEFORE** execution of the changes.

The completed application and supporting documentation must be submitted to Historic Preservation Staff at the Metropolitan Planning Commission, 110 East State Street. Mailed application can be sent to: Mid-City Design Review, Metropolitan Planning Commission, Post Office Box 8246, Savannah, GA 31412-8246. Please copy the completed application and all support documentation for your records.