

CITY OF SAVANNAH
APPLICATION FOR CERTIFICATE OF APPROPRIATENESS
VICTORIAN PLANNED
NEIGHBORHOOD CONSERVATION DISTRICT

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

File No. _____
(For Office Use Only)

This form and submittal criteria must be completed before the Visual Compatibility Officer (VCO) can consider the approval of any change affecting the appearance of any building visible from a public right-of way. Clearly print or type information.

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

1. **Applicant's**
 Name: _____
 Address: _____
 City: _____ State _____ Zip _____
 Phone: _____ Fax _____ E-Mail Address _____

2. **Property Owner's**
 Name: _____
 Address: _____
 City: _____ State _____ Zip _____
 Phone: _____ Fax _____ E-Mail Address _____

3. **Property Address** _____

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

<input checked="" type="checkbox"/>	VCO REVIEW		
<input type="checkbox"/>	Roof Repair	<input type="checkbox"/>	Fences
<input type="checkbox"/>	Awning	<input type="checkbox"/>	Stucco Repair/Repointing
<input type="checkbox"/>	Alteration/Rehabilitation	<input type="checkbox"/>	Addition
<input type="checkbox"/>	Shutters	<input type="checkbox"/>	New Construction
<input type="checkbox"/>	Windows, Doors	<input type="checkbox"/>	Moving A Building
<input type="checkbox"/>	Signage	<input type="checkbox"/>	Demolition
<input type="checkbox"/>	Other		

SUBMITTAL CRITERIA:

Criteria 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 application. Applicant **MUST** check the box to indicate compliance with the application criteria.

1. **SIGNS (Signs under three (3) square feet do not require review). Signs shall be reviewed in accordance with the sign standards for the Victorian Planned Neighborhood Conservation District (Section 8-3028(q)).**

- 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 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. 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. 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., row houses).
- b. Samples of mortar or stucco.

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. Provide information on replacement windows, including manufacturer information, muntin profile, and catalog cuts.
- b. Provide information in replacement exterior doors, including material and manufacturer.

7. **DEMOLITION (Refer to Section 8-3028 in the Victorian Planned Neighborhood Conservation District Ordinance for the process regarding request for demolition and other evidence to be presented by applicant for review.)**

- a. Color photographs of structure to be demolished, clearly labeled to show areas of structural deterioration.
- b. An engineering report prepared by a State of Georgia licensed engineer regarding the physical integrity of the structure.
- c. 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.
- d. An economic feasibility study regarding the rehabilitation and reuse of the structure.
- e. Any recent financial history of the property, including expenses and revenue.
- f. Any other supporting evidence the applicant chooses to submit.

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. 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 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.
- c. Floor Plans. Give square footage of building footprint. Indicate number of dwelling units and number of bedrooms in each unit for multi-family dwellings.
- d. Section through entire building.
- e. Color photographs of proposed site and structures within vicinity of new building.
- f. Indicate materials and all significant details, and submit written description of project using compatibility criteria in ordinance. Specific brand and manufacturer’s number must be given for windows.
- g. 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.

PROCEDURES FOR POSTING SIGNS:

For demolition of a rated structure, the applicant is responsible for posting the property within two (2) working days of the receipt of request for demolition. The sign shall be erected within ten (10) feet of all traveled public rights-of-way to which the structure abuts. Signs are obtained from the City Preservation Officer. Removal of Signs: The applicant shall not remove the sign until a decision on the application has been rendered. If a sign is removed or damaged, the applicant is responsible for replacing it with another immediately.

APPLICANTS, PLEASE NOTE:

Approval from the Visual Compatibility Officer 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 VCO 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 approval from the VCO **BEFORE** execution of the changes.

For additional information or clarification, please contact the VCO:

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

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