



## **Savannah- Chatham County Historic Site and Monument Commission PART II: Final Design and Funding- Monument and Public Art Application**

### **Guidelines and Criteria for Evaluation**

The Savannah-Chatham County Historic Site and Monument Commission reviews all monuments and public art on public property, and all monuments and public art on private property, if visible from a public right-of-way in any local historic district.

Refer to the Markers, Monuments, and Public Art Master Plan and Guidelines for the City of Savannah available at [www.thempc.org](http://www.thempc.org) or the Metropolitan Planning Commission (110 East State Street) for a more information.

### **Design:**

- Monuments should not be fabricated prior to approval.
- Monuments should be considered permanent and designed accordingly.
- Public art should generally be considered permanent and be designed accordingly, except in special situations which will be evaluated on an individual basis.
- Murals should not be installed on historic buildings without historical precedent.
- Monuments and public art should be designed and constructed of materials suitable for outdoor display. All proposed materials should have performed satisfactorily in the local climate for a period of time long enough to assure permanence. Future maintenance and conservation requirements should be considered.
- Monuments and public art should be designed to be reasonably resistant to vandalism.
- Monuments and public art should be designed so as not to pose a danger to the curious public, such as the use of sharp objects or loose parts.
- Monument and public art design should include landscaping, paving, seating, drainage, lighting, fencing, or other protective measures which may be considered necessary.
- Monuments and public art should be of superior quality and craftsmanship.
- Monuments should not resemble gravestones.
- A monument should be of original design, and public art should be an original work of art (one of a kind) or reproduced in editions of less than 200.
- Monuments and public art should not replicate an original monument or work of art.
- Monuments and public art should be designed to complement and enhance the site in which it is located. It should not compete with, dominate or encroach upon existing monuments, public art, or buildings.
- Monuments and public art should be respectful of the architectural, historical, geographical, and social/cultural context of the site.
- Monuments and public art should be compatible in scale, materials, and form with its context. Context includes the buildings, monuments, public art, landscaping and open space to which the monument or public art is visually related.
- The format of the monument should effectively convey the message of the monument to the public.
- Donor names and monument sponsors may be incorporated into the design (such as inscribed on bricks or on a separate plaque) but should be discreet and not detract from or dominate the monument or artwork.
- The artist's name may be incorporated into the design but should be in a discreet location on the work of art
- The designer and/or fabricator (for a monument) and the artist (for public art) should have

completed projects of similar size and scale in the public arena and be able to provide appropriate documentation.

- The designer and/or fabricator (for a monument) and the artist (for public art) should have an excellent reputation and be able to provide verifiable references attesting to the quality of work.
- The designer and/or fabricator (for a monument) and the artist (for public art) should be able to provide images or samples of existing similar monuments or works of art.
- The designer and/or fabricator (for a monument) and the artist (for public art) should be able to demonstrate the ability to meet the proposed timeframe.

**Text:**

- The text for a monument or work of art is considered part of the overall design concept. Placement of the text, font type and size, etc. should be included with the design drawings.
- Text should be well-researched and based on historically accurate, documented facts.
- The text should accurately and effectively convey to the reader the desired message.
- Quotations should be noted accordingly and permission from the appropriate authority received.
- Text should avoid offensive, obscene, or inflammatory language.
- Donor names may be included provided the names are in an identical but smaller font than the rest of the text and that no slogans or corporate logos are included.

**Funding and Escrow Payment:**

The Mayor and Aldermen do not fund new monuments or works of art. The applicant is fully responsible for funding the design, construction, installation, and any necessary landscaping, paving, or lighting involved with a new monument or work of art.

The applicant must provide a realistic budget and be capable of securing the necessary funding. Construction of the monument, or installation of the work of art will not begin until all of the funding has been secured.

All monuments and public art erected on public property become the property of the Mayor and Aldermen who are responsible for the future maintenance monument or artwork. Therefore, an initial Escrow Payment is required of the applicant subsequent to approval of the application. The Mayor and Aldermen will determine the appropriate Escrow Payment and will notify the applicant. The Escrow Payment must be paid prior to construction/installation of the monument or public art. Any monument or artwork erected on private property is the responsibility of the property owner.

Submit completed application and all required supplementary materials to:

Ellen Harris, Cultural Resource and Urban Planning Manager  
Chatham County-Savannah Metropolitan Planning Commission  
Post Office Box 8246  
Savannah, Georgia 31412  
[harrise@thempc.org](mailto:harrise@thempc.org)  
(912) 651-1482



## Savannah- Chatham County Historic Site and Monument Commission PART II: Final Design and Funding Monument and Public Art Application

### 1. TYPE

- Monument:  
 Major  
 Minor

- Public Art:  
 Commissioned work  
 Existing work

A major monument is characterized by its volume (measured from the outermost edges of the monument) being greater than 500 cubic feet. A minor monument is characterized by its volume being less than 500 cubic feet.

### 2. DESIGN

Provide a written description of the proposed monument or public art. At a minimum this should include the format (sculpture, fountain, etc.), materials, and dimensions.

Provide a statement indicating how the proposed monument or public art will enhance the space and relate to its surroundings.

Provide photographs of existing site conditions from all sides.

Provide scaled, dimensioned elevations of the proposed monument or work of art, (minimally from the north, south, east, and west, if visible from a public right-of-way). Indicate materials, colors, location of all text, and relationship to any adjacent structures or other monuments or public art on the site.

If the work of art is an existing piece, provide photographs of all sides of the artwork.

Provide a scaled, dimensioned site plan. Indicate property lines, footprint of proposed monument/public art as well as all existing and proposed sidewalks, vegetation, lighting, benches, or other objects which may be affected by or are a part of the overall design.

Provide a drawing indicating how the monument or artwork will be installed.

Provide an estimated timeframe for fabrication, construction, and installation.

Provide a maintenance instructions and a maintenance schedule.

### 3. DESIGNER/ ARTIST

Provide a description of the Artist Selection Process utilized.

Provide a list of recent projects of similar size and scale in the public arena completed by the designer/artist.

Provide images or samples of existing similar monuments or works of art completed by the designer/artist.

#### **4. TEXT**

Provide exact wording of all text for the proposed monument or work of art.

Indicate all font types and sizes.

Include footnotes and provide a bibliography for all historical statements.

Provide written permission from the appropriate authority for all quotations utilized.

#### **5. BUDGET AND FUNDING**

Provide a detailed budget for all elements of the project including, but not limited to: design fees, fabrication costs, installation costs, lighting and landscape costs, and any other associated project costs.

Provide a statement indicating the amount of funding currently secured for the project and a plan for the securing the remainder of the funds (if not fully funded).

NOTE: For all monuments and artwork located on public property, the City will require an Escrow Payment in the amount determined by the Mayor and Alderman. The Escrow Payment must be submitted before construction can begin.



## **Savannah- Chatham County Historic Site and Monument Commission PART II: Final Design and Funding Monument and Public Art Application Checklist**

- Completed application form
- Written description of the proposed monument or public art including the format (sculpture, fountain, etc.), materials, and dimensions
- Statement indicating how the proposed monument or public art will enhance the space and relate to its surroundings
- Photographs of existing site conditions from all sides
- Scaled, dimensioned elevations of the proposed monument or work of art, (minimally from the north, south, east, and west, if visible from a public right-of-way), indicating materials, colors, location of all text, and relationship to any adjacent structures or other monuments or public art on the site
- Photographs of all sides of the artwork if an existing piece
- Scaled, dimensioned site plan with property lines, footprint of proposed monument/public art, all existing and proposed sidewalks, vegetation, lighting, benches, or other objects which may be affected by or are a part of the overall design
- Drawing indicating how the monument or artwork will be installed
- Estimated timeframe for fabrication, construction, and installation
- Maintenance instructions and a maintenance schedule
- Description of the Artist Selection Process utilized
- List of recent projects of similar size and scale in the public arena completed by the designer/artist
- Images or samples of existing similar monuments or works of art completed by the designer/artist
- Exact wording of all text for the proposed monument or work of art indicating all font types and sizes
- Footnotes and bibliography for all historical statements
- Written permission from appropriate authority for all quotations utilized
- Detailed budget for all elements of the project
- Statement indicating the amount of funding currently secured for the project
- Plan for the securing the remainder of the funds (if not fully funded)