



HISTORIC DISTRICT BOARD OF REVIEW

DOWNTOWN SAVANNAH HISTORIC DISTRICT

Board Review Checklist for Certificate of Appropriateness Demolition and/or Relocation

Detailed checklists of items required to be submitted for each type of project are supplemental to this application. **Each item must be checked off and a page number where the item is located must be noted and included with the application in PDF format. The applicant must sign the affidavit**, at the end of the application and each required checklist, certifying that all required items are provided. If there are questions regarding items required for your specific project, contact staff for clarification prior to submitting the application.

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline and prior to the Board hearing may be continued to the following month's hearing. The Board reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

Submissions will only be accepted when emailed to historic@thempc.org. Ensure the PDF file size does not exceed 10 MB. For questions, email preservationquestions@thempc.org or call 912-651-1440.

Do not email questions to historic@thempc.org. If email is not available, contact the office for alternate arrangements.

DEMOLITION.

☐ **REQUIRED** Pre-Application Conference (Sec. 3.19.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

☐ Provide electronic payment receipt and indicate amount: \$ _____

☐ Provide one (1) electronic copy of the entire submittal packet.

☐ Page No. _____: Identify whether the building proposed for demolition is listed as a *contributor resource* on the *Savannah Historic District, Historic Building Map*.

Provide answers to the following questions if listed as an *historic structure*:

☐ Page No. _____: Please provide a detailed explanation for the demolition and why it cannot be avoided.

☐ Page No. _____: Have there been attempts to sell, lease or donate the building? If yes, provide the asking price and offers received within the previous two years. Provide the most recent assessed value of the property and real estate taxes. Include evidence that the property has been listed for sale.

☐ Page No. _____: Is the building creating an undue economic hardship since it cannot provide a reasonable economic return based on its value?

☐ Page No. _____: Are there any economic incentives for preservation available to the applicant through federal, state, city, or private programs?

☐ Page No. _____: Have feasible alternative uses for the building been identified that are compatible with the preservation guidelines for the Historic District?

☐ Page No. _____: Has the building been altered to such a degree that its historic and architectural character cannot be recaptured through rehabilitation?

☐ Page No. _____: Is the physical integrity of the building compromised to such a degree that it is no longer salvageable and/or represents a hazardous or unsafe condition as determined by the City's Director of Inspections?

Provide the following documentation:

- ☐ Page No. _____ : Clear color photographs of the building proposed to be demolished; clearly show areas of structural deterioration.
- ☐ Page No. _____ : Information documenting the construction date, history, and development of the property.
- ☐ Page No. _____ : 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.
- ☐ Page No. _____ : 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.
- ☐ Page No. _____ : The amount paid for the property and the remaining balance on any mortgage or other financing secured by the property and the annual debt service for the previous two years.
- ☐ Page No. _____ : If the property is income producing, provide 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 also require details of past rental history.

RELOCATION (WILL BE CONSIDERED AS A NEW CONSTRUCTION APPLICATION). In addition to all items on the New Construction Parts I and II checklists, provide:

- ☐ **REQUIRED** Pre-Application Conference (Sec. 3.19.4.a. of the zoning ordinance):

Date attended and with which staff member: _____

- ☐ Provide electronic payment receipt and indicate amount: \$ _____
- ☐ Provide one (1) electronic copy of the entire submittal packet.
- ☐ Page No. _____ : Clear color photographs of the building on the existing site. Photographs must show context, adjacent buildings, and streetscape.
- ☐ Page No. _____ : Reason for the request to move the building.

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

Signature: _____ **Date:** _____

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1. Complete, signed application
2. Complete, signed checklist(s) for each request
3. Checklist documentation
4. Payment receipt

Applications that do not provide documentation or required materials will be noted as incomplete and may result in delays in the Board or Staff's review of the application and/or denial of the request.