



# HISTORIC DISTRICT BOARD OF REVIEW

## DOWNTOWN SAVANNAH HISTORIC DISTRICT

### Board Review Checklist for Certificate of Appropriateness Illuminated Signs

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](mailto:historic@thempc.org). Ensure the PDF file size does not exceed 10 MB. For questions, email [preservationquestions@thempc.org](mailto:preservationquestions@thempc.org) or call 912-651-1440.

Do not email questions to [historic@thempc.org](mailto:historic@thempc.org). If email is not available, contact the office for alternate arrangements.

#### ILLUMINATED SIGNS.

☐ **REQUIRED** Pre-Application Conference (Sec. 3.19.4.b. 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. \_\_\_\_\_: Written project description.

☐ Page No. \_\_\_\_\_: Written description of each Special Exception requested.

☐ Page No. \_\_\_\_\_: Clear color photographs of the proposed sign location.

☐ Page No. \_\_\_\_\_: Overall square footage of the proposed sign.

☐ Page No. \_\_\_\_\_: Linear feet of frontage the business maintains along each street frontage.

☐ Page No. \_\_\_\_\_: Dimensioned elevation of the proposed sign on the building. Dimension the clearance from the bottom on the sign to the sidewalk and projection from the building. Identify materials, colors, lettering style, and wordage. Include a description of how the sign will be attached to the building's façade.

☐ Page No. \_\_\_\_\_: Description and manufacturer's specification of lighting. Include how the lighting will be attached to the building's façade (if externally illuminated).

☐ Page No. \_\_\_\_\_: Physical material and color samples.

**SEE NEXT PAGE FOR SIGNATURE**

**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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A complete application submission consists of:

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.**