



HISTORIC DISTRICT BOARD OF REVIEW SAVANNAH DOWNTOWN HISTORIC DISTRICT

Application for Certificate of Appropriateness 2026

City of Savannah's Code of Ordinances, Division II, Part 8- Planning And Regulation Of Development, Chapter 3. Article 3.0 Application and Review Procedures, requires the submission of a complete application. **Incomplete applications will not be processed nor included on the agenda.**

Applications that are deemed incomplete by the Planning Director for failure to 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.

Detailed checklists of items required to be submitted for each type of project are supplemental to this application in **PDF format**. Each item must be checked off and a page number where the item is located must be noted and included with the application. 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.

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 or staff. If email is not available, contact the office for alternate arrangements.

Applicant Contact Information:

Name (Business & Contact): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail Address: _____

Property Owner Contact Information:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail Address: _____

Official Correspondence: ☐ Applicant ☐ Owner ☐ Other _____ (Check all that apply)

Property Information of Proposed Work: (PIN and Zoning information can be found at <https://www.sagis.org/map/>.)

Address: _____

PIN (Property Identification Number): _____ Zoning: _____

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Scope Of Work:

STAFF REVIEW (<i>two or less of the following*</i>):		BOARD REVIEW (pre-meeting required):	
<input type="checkbox"/> Color Change	<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Illuminated Signs
<input type="checkbox"/> Roof Repair/Replace	<input type="checkbox"/> Shutters	<input type="checkbox"/> Alterations	<input type="checkbox"/> Fences/Gates
<input type="checkbox"/> Awnings	<input type="checkbox"/> Windows and/or Doors	<input type="checkbox"/> Additions	<input type="checkbox"/> Demolition
<input type="checkbox"/> Stucco Repair	<input type="checkbox"/> Mechanical Screening	<input type="checkbox"/> New Construction	<input type="checkbox"/> Relocation
<input type="checkbox"/> Non-Illuminated Signs	<input type="checkbox"/> Siding	<input type="checkbox"/> New Construction (Part II)	
OTHER:		<input type="checkbox"/> New Construction (Accessory Building, Parts I and II)	
<input type="checkbox"/> Amendment to Previous COA Previous CoA File Number:		<input type="checkbox"/> Alternative Energy/Solar Panels	
<input type="checkbox"/> Other (Description): Contact staff for checklist requirements prior to submittal.		<input type="checkbox"/> Variance Recommendation Request/Subdivision	

* Three or more staff review items automatically becomes a Board Review application.

**Application requests for non-contributing structures are automatic Board Reviews.

2026 Historic District Board of Review Schedule:

Application Deadline Dates, by 3:00 p.m.*	Meeting Date (Time: 1:00 p.m.)
<input type="checkbox"/> Wednesday, December 10, 2025	Wednesday, January 14, 2026 (<i>**second Thursday</i>)
<input type="checkbox"/> January 14, 2026 (<i>**second Thursday</i>)	February 11
<input type="checkbox"/> February 11	March 11
<input type="checkbox"/> March 11	April 8
<input type="checkbox"/> April 8	May 13
<input type="checkbox"/> May 13	June 10
<input type="checkbox"/> June 10	July 8
<input type="checkbox"/> July 8	August 12
<input type="checkbox"/> August 12	September 9
<input type="checkbox"/> September 9	October 14
<input type="checkbox"/> October 14	November 10 (<i>**second Tuesday</i>)
<input type="checkbox"/> November 10 (<i>**second Tuesday</i>)	December 9
<input type="checkbox"/> December 9	January 13, 2027

* For petitions that were reviewed at/continued from the immediate prior meeting, the deadline is extended one (1) week.

Per City Ordinance 3.19.4a, prior to the submittal of an application for a COA that will require review by the Savannah Downtown Historic District Board of Review, the applicant shall participate in a pre-application conference with MPC Staff. Staff can be contacted at preservationquestions@thempc.org or call 912.651.1440.

Pre-meetings must be held a minimum of ONE WEEK prior to the submission deadline.

Estimated Cost of the Proposed Work: \$ _____

Filing Fee Schedule: (Fees shall be paid digitally at <https://www.thempc.org/Application#gsc.tab=0>)

Fee Description (Select <u>one ONLY</u>)	Filing Fee
<input type="checkbox"/> Cost of Scope of Work: \$0 - \$2,500	\$25.00
<input type="checkbox"/> Cost of Scope of Work: \$2,501- \$5,000	\$50.00
<input type="checkbox"/> Cost of Scope of Work: \$5,001- \$25,000	\$75.00
<input type="checkbox"/> Cost of Scope of Work: \$25,001- \$50,000	\$100.00
<input type="checkbox"/> Cost of Scope of Work: \$50,001- \$100,000	\$150.00
<input type="checkbox"/> Cost of Scope of Work: \$100,001- \$500,000	\$200.00
<input type="checkbox"/> Cost of Scope of Work: \$500,001 - \$1,000,000	\$300.00
<input type="checkbox"/> Cost of Scope of Work: \$1,000,001 - \$5,000,000	\$500.00
<input type="checkbox"/> Cost of Scope of Work: \$5,000,001 - \$10,000,000	\$1,000.00
<input type="checkbox"/> Cost of Scope of Work: Over \$10,000,000	\$1,500.00
<input type="checkbox"/> Demolition of a contributing building	\$500.00
<input type="checkbox"/> Appeal of Staff Decision	\$250.00
Additional Fees (Select in addition to above, if applicable)	Filing Fee
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/> Amendment to previous COA	Estimated cost of scope of work of amendment
<input type="checkbox"/> After-the-Fact (Work completed without a COA)	Filing fee (above) doubled

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:** _____

Signature of Legal Owner or Authorized Agent:

I have read and understand all the information enclosed in this application form. I hereby certify that I am the legal owner or authorized agent for the legal owner of the subject property.

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.