



# LOCAL HISTORIC AND CONSERVATION DISTRICTS HISTORIC PRESERVATION COMMISSION

*Cuyler-Brownville*

*Streetcar*

*Victorian*

## 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 Commission 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 Commission hearing may be continued to the following month's hearing. The Commission 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. 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.

**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.

### Local Historic and Conservation Districts:

<input type="checkbox"/> Victorian Local Historic District	<input type="checkbox"/> Conservation District (Contributing Demolition only):
<input type="checkbox"/> Cuyler-Brownville Local Historic District	<input type="checkbox"/> Ardsley Park-Chatham Crescent
<input type="checkbox"/> Streetcar Local Historic District	<input type="checkbox"/> Ardmore and Chatham Terrace
	<input type="checkbox"/> Parkside / Kensington Park / Groveland
	<input type="checkbox"/> Historic Carver Village / Flatman Village

### 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: \_\_\_\_\_

**Scope of Work:** (Check all that apply.)

COMMISSION REVIEW:			
<input type="checkbox"/> Roof Repair/Replace	<input type="checkbox"/> Shutters	<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Signs
<input type="checkbox"/> Awnings	<input type="checkbox"/> Windows and/or Doors	<input type="checkbox"/> Fences / Gates	<input type="checkbox"/> Siding
<input type="checkbox"/> Stucco Repair	<input type="checkbox"/> Mechanical Screening	<input type="checkbox"/> Non-Contributing Demolition	
		<input type="checkbox"/> New Construction, Large*** (Part I)	
<input type="checkbox"/> Contributing Demolition	<input type="checkbox"/> Additions	<input type="checkbox"/> New Construction, Large*** (Part II) NO FEE	
<input type="checkbox"/> Rehabilitation/Alterations*	<input type="checkbox"/> Relocation	<input type="checkbox"/> Subdivision	
<input type="checkbox"/> New Construction, Small** (Parts I and II)	<input type="checkbox"/> Alternative Energy Equipment (i.e solar panels)	<input type="checkbox"/> Variance Recommendation Requests NO FEE	
		<input type="checkbox"/> Determination of Contributing Status NO FEE	
OTHER:			
<input type="checkbox"/> Amendment to Previous COA Previous Case File Number:		<input type="checkbox"/> Other (Description): Contact staff for checklist requirements.	

\*\* Small New Construction = cumulative footprint less than 4,000 square feet.

\*\*\* Large New Construction = cumulative footprint 4,000 square feet and greater.

### 2026 Historic Preservation Commission Schedule:

Application Deadline Dates, by 3:00 p.m.	Meeting Date (Time: 2:00 p.m. )
<input type="checkbox"/> Wednesday, December 17, 2024	Wednesday, January 28, 2024
<input type="checkbox"/> January 28	February 25
<input type="checkbox"/> February 25	March 25
<input type="checkbox"/> March 25	April 22
<input type="checkbox"/> April 22	May 27
<input type="checkbox"/> May 27	June 24
<input type="checkbox"/> June 24	July 22
<input type="checkbox"/> July 22	August 26
<input type="checkbox"/> August 26	September 23
<input type="checkbox"/> September 23	October 28
<input type="checkbox"/> October 28	<b>November 18**</b> (third Wednesday)
<input type="checkbox"/> <b>November 18**</b> (third Wednesday)	<b>December 16**</b> (third Wednesday)
<input type="checkbox"/> <b>December 16**</b> (third Wednesday)	January 27, 2027

\*For petitions that were reviewed at the immediately prior meeting, the deadline is extended one (1) week.

\*\*Rescheduled due to holidays.

**Per City Ordinance 3.18.4a, prior to the submittal of an application for a COA that will require review by the Historic Preservation Commission, the applicant shall participate in a pre-application conference with MPC Staff. Staff can be contacted at [preservationquestions@thempc.org](mailto: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 <b>one ONLY</b> )	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:** \_\_\_\_\_

**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. Please do not submit questions to [historic@thempc.org](mailto:historic@thempc.org). For questions, email [preservationquestions@thempc.org](mailto:preservationquestions@thempc.org) or call 912-651-1440. Please do not submit applications to [preservationquestions@thempc.org](mailto:preservationquestions@thempc.org) or staff. If email is not available, contact the office for alternate arrangements.**

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 Commission or Staff's review of the application and/or denial of the request.**