



# LOCAL HISTORIC AND CONSERVATION DISTRICTS

## HISTORIC PRESERVATION COMMISSION

### Board Review Checklist for New Construction, Large, Part II: Design Details

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 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.

**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.**

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

#### **NEW CONSTRUCTION, PART II: DESIGN DETAILS.**

☐ **REQUIRED** Pre-Application Conference (Sec. 3.18.4.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. \_\_\_\_\_: Narrative describing how each condition from Part I: Height and Mass is met.

☐ Page No. \_\_\_\_\_: Revised documents illustrating any conditions identified in Part I: Height and Mass, including but not limited to: site plan, floor plans, roof plan, and building sections (showing revisions).

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

☐ Page No. \_\_\_\_\_: Color renderings of each street fronting façade.

☐ Page No. \_\_\_\_\_: Exterior Elevations:

☐ All materials illustrated and labeled.

☐ Muntins and other window and storefront configuration details.

☐ Door configuration details.

☐ Details of awnings, balconies, and porches.

☐ Page No. \_\_\_\_\_: Wall Sections (minimum of two through typical and atypical locations):

☐ All materials illustrated and labeled.

☐ Projections, window and door depths, off-sets, and opening recesses.

☐ Details such as storefronts, windows, doors, porticos, parapets, stoops, balconies, and porches.

☐ Page No. \_\_\_\_\_: Specifications for each product.

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

**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: \_\_\_\_\_

**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.**