



HISTORIC SITE AND MONUMENT COMMISSION

Commission Review Checklist

Historical Marker on Private or Public Property

HSMC reviews all historical markers, monuments, and public art on public property; markers, monuments, and public art visible from the public right-of-way on private property within all local historic districts; murals visible from the public right-of-way.

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.

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

HISTORICAL MARKER ON PRIVATE OR PUBLIC PROPERTY

☐ **REQUIRED** Pre-Application Conference:

Date attended and with which staff member: _____

☐ Provide one (1) electronic copy of the entire submittal packet. (Email to historic@thempc.org – max PDF file size 10MB)

☐ Page No. _____: Written project description.

☐ Page No. _____: Provide color photographs and a map of the proposed marker location.

☐ Page No. _____: Provide a drawing of the marker indicating the shape, size, material, color, and text placement. For temporary markers, provide a plan for removal or replacement of the marker at the end of the temporary period.

☐ Page No. _____: Provide a title and the exact text for the marker. Indicate the text size and font style. Should quotations be a part of the proposed text, include a written permission letter from the appropriate authority. Include footnotes and a bibliography. Ensure that primary resources are utilized and documented when possible. County histories should not be relied upon solely as sources of information and should be considered secondary sources. Final wording of the text will rest with the HSMC.

☐ Page No. _____: If the marker is to be installed on an historic building, indicate how the marker will be installed.

☐ Page No. _____: Provide the theme for the marker. Markers commemorate people, places, and/or events. The marker should embody one or more of the following themes. For each theme selected, provide a statement explaining how the subject is significant in respect to the history of Chatham County or Savannah; stress the historical importance of the theme:

- ☐ Arts and Humanities (including art, architecture, music, theater, literature, education, etc.)
- ☐ Science and Engineering (including technology, inventions, medical, communications, etc.)
- ☐ Civic and Institutional
- ☐ Streets, lanes, and sidewalk.
- ☐ Social and Humanitarian
- ☐ Industry and Commerce (including economics, agriculture, transportation, etc.)
- ☐ Military History (people, places, and/or events)
- ☐ Religious History (people, places, and/or events)
- ☐ Maritime History
- ☐ Colonial History

☐ Local History (folklore and/or local heroes)

☐ Cultural and Ethnic Heritage

☐ Page No. _____: Provide a cost estimate that includes the marker fabrication and installation.

☐ Page No. _____: Provide a statement indicating the amount of funds currently secured. If complete funding has not been secured, indicate the plan to secure the remainder of the funds. The applicant/owner is fully responsible for funding the design, construction, installation, and any necessary landscaping, paving, and lighting required as The Mayor and Aldermen do not fund new historical markers.

☐ Page No. _____: Provide a statement of understanding that an Escrow Payment is required for any historical marker erected on public property and that the monument becomes the property of The Mayor and Aldermen who become responsible for all future maintenance of the marker. An initial Escrow Payment is required of the applicant/owner prior to construction and installation; The Mayor and Aldermen will determine the appropriate Escrow Payment and will notify the applicant/owner.

☐ Page No. _____: If the marker will be located on private property, provide a consent letter from the property owner.

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. Ensure the PDF file size does not exceed 10 MB. Please do not submit questions to historic@thempc.org. For questions, email preservationquestions@thempc.org or call 912-651-1440. Please do not submit applications to 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

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.