



# HISTORIC SITE AND MONUMENT COMMISSION

## Commission Review Checklist

### Monument 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](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.

#### **MONUMENT 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](mailto:historic@thempc.org) – max PDF file size 10 MB)

Page No. \_\_\_\_\_: Provide the title for the monument.

Page No. \_\_\_\_\_: Provide a written description of the proposed monument. At a minimum, include: the format (sculpture, fountain, etc.), size (cubic feet), materials, and dimensions.

Page No. \_\_\_\_\_: Provide color photographs of the proposed monument location (site conditions from all sides).

Page No. \_\_\_\_\_: If the monument is an existing piece, provide photographs of all sides.

Page No. \_\_\_\_\_: Provide a map for the monument location.

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

Page No. \_\_\_\_\_: Provide a scaled, dimensioned site plan. Indicate: property lines, the exact location proposed for the monument, the proposed footprint for the monument, adjacent structures, significant vegetation, existing and proposed sidewalks, vegetation, lighting, benches, utilities, other markers, monuments, and public art, and any other objects which may be affected by or art a part of the overall design.

Page No. \_\_\_\_\_: Provide scaled, dimensioned elevations of the proposed monument (minimally from the north, south, east, and west.) On the elevations, indicate materials, colors, location of all text, and relationship to any adjacent structures or other markers, monuments, and public art.

Page No. \_\_\_\_\_: Provide a drawing indicating how the monument will be installed.

Page No. \_\_\_\_\_: If available, provide 3D color renderings of the proposed monument.

Page No. \_\_\_\_\_: Provide the exact text for the monument. 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. \_\_\_\_\_: Provide a statement indicating how the proposed monument will enhance the space and relate to its surroundings.

Page No. \_\_\_\_\_: Provide the theme for the monument. Monuments commemorate people, places, and/or events. The monument 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 statement indicating how the proposed theme is relevant to the community as a whole.
- Page No. \_\_\_\_\_: If the proposed theme fits into a thematic group, provide a statement explaining how the proposed monument continues and enhances the established thematic group.
- Page No. \_\_\_\_\_: Provide a list and images of recent monuments of similar size and scale in the public arena completed by the designer/artist.
- Page No. \_\_\_\_\_: Provide an estimated timeframe for fabrication, construction, and installation of the monument.
- Page No. \_\_\_\_\_: Provide a detailed, realistic budget for all elements of the project and demonstrate the ability to secure the necessary funding. 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 monuments.
- Page No. \_\_\_\_\_: Provide a statement indicating the amount of funds currently secured for the project and a plan for securing the remainder of the funds (if not fully funded).
- Page No. \_\_\_\_\_: Provide a maintenance schedule and maintenance instructions for the proposed monument.
- Page No. \_\_\_\_\_: If the monument 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:** \_\_\_\_\_

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**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

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