



# HISTORIC DISTRICT BOARD OF REVIEW

## SAVANNAH HISTORIC DISTRICT

### Application for Certificate of Appropriateness

All exterior changes visible from the public right-of-way (including lanes) within the Savannah Historic District require a Certificate of Appropriateness (COA). Applications must be complete before the Board or Staff can begin the review process. Submit this application form, all supplemental documentation as required in the “Instructions: Submittal Criteria Checklist,” and a filing fee check with one hard copy and in PDF electronic format. Electronic files can be emailed to [historic@thempc.org](mailto:historic@thempc.org) (10mb limit) or submitted with the application on a disc.

**File No.:** \_\_\_\_\_ (staff only)

**Applicant Mailing Address:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Property Owner Mailing Address:**

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 [www.sagis.org](http://www.sagis.org).)

Address: \_\_\_\_\_

PIN (Property Identification Number): \_\_\_\_\_ Zoning: \_\_\_\_\_

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

STAFF REVIEW:		BOARD REVIEW:	
<input type="checkbox"/> Color Change	<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Rehabilitation	<input type="checkbox"/> Signs
<input type="checkbox"/> Roof Repair	<input type="checkbox"/> Shutters	<input type="checkbox"/> Alterations	<input type="checkbox"/> Fences
<input type="checkbox"/> Awnings	<input type="checkbox"/> Windows, 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
<b>OTHER:</b>			
<input type="checkbox"/> Amendment to Previous COA Previous Case File Number: _____		<input type="checkbox"/> Other (Description): _____	

**Project Description:** Describe the proposed project and scope of work in detail. Additional pages may be attached. Submit all supplemental documentation as required in the separate “Instructions: Submittal Criteria Checklist.”

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Questions? Email the Preservation Department at [historic@thempc.org](mailto:historic@thempc.org) or call 912-651-1440.

Email, Hand Deliver or Mail Applications: MPC, Historic Preservation Department, 110 East State Street, Savannah, GA 31401

**2017 Historic District Board of Review Schedule:** (Application deadline is 4 weeks before the scheduled meeting date)

<b>Application Deadline</b> (Due by Close of Business: 5pm)*	<b>Meeting Date</b>
<input type="checkbox"/> December 14, 2016	January 11
<input type="checkbox"/> January 11	February 8
<input type="checkbox"/> February 8	March 8
<input type="checkbox"/> March 15	April 12
<input type="checkbox"/> April 12	May 10
<input type="checkbox"/> May 17	June 14
<input type="checkbox"/> June 14	July 12
<input type="checkbox"/> July 12	August 9
<input type="checkbox"/> August 16	September 13
<input type="checkbox"/> September 13	October 11
<input type="checkbox"/> October 11	November 8
<input type="checkbox"/> November 15	December 13
* For petitions that were reviewed at the immediately prior meeting, the deadline is extended one (1) week.	

**Estimated Cost of the Proposed Work:** \$ \_\_\_\_\_

**Filing Fee Schedule:** (Check payable to the City of Savannah)

<b>Estimated Cost of Scope of Work</b>	<b>Filing Fee</b>
<input type="checkbox"/> \$0-\$5,000	\$25.00
<input type="checkbox"/> \$5,001-\$25,000	\$50.00
<input type="checkbox"/> \$25,001-\$50,000	\$100.00
<input type="checkbox"/> \$50,001-\$100,000	\$150.00
<input type="checkbox"/> \$100,001-\$500,000	\$200.00
<input type="checkbox"/> \$500,001-1,000,000	\$300.00
<input type="checkbox"/> Over \$1,000,000	\$500.00
<b>Other</b>	
<input type="checkbox"/> Demolition of a contributing building	\$250.00
<input type="checkbox"/> Appeal of Staff Decision	\$200.00
<input type="checkbox"/> Amendment to previous COA	Estimated cost of scope of work for amendment
<input type="checkbox"/> After-the-Fact (Work completed without a COA)	Double the estimated cost of the scope of work

**Application Submission Procedures:**

A pre-application meeting is required for all new construction including additions and accessory buildings (such as carriage houses). Pre-application meetings are strongly encouraged for all other projects.

Each building is considered an individual project (with the exception of duplexes, identical rowhouses and accessory structures); therefore, submit a separate application and filing fee check for each building.

**Public Notice for Historic District Board of Review Meetings:**

The applicant is responsible for posting the Board Meeting signs provided by the MPC a minimum fifteen (15) days in advance of the meeting. Refer to *Section 8-3030, Subsection (h) Public Notice of the Historic District Ordinance* for additional posting requirements.

**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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