



CONSERVATION DISTRICT

Application and Instructions for Certificate of Appropriateness

All demolitions within Conservation Districts require a Certificate of Appropriateness (COA). Applications must be complete before the MPC or Staff can begin the review process. Submit this application form and all supplemental documentation in one hard copy and in PDF electronic format. Electronic files can be emailed (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)

Address: _____

PIN (Property Identification Number): _____

Photographs: Attach color photographs of the building proposed to be demolished from each façade and interior photographs. Clearly label the photographs to show areas of structural deterioration.

Historical Information: Provide any information available on the proposed building to be demolished, including, but not limited to, the date of construction, architect, builder etc.

Project Description: Describe the proposed project and extent of demolition.

Additional information required for Contributing Buildings (contact staff to determine if a building is contributing):

- Provide an engineering report, prepared by a State of Georgia licensed engineer, regarding the physical integrity of the structure.
- Provide an appraisal report, prepared by a State of Georgia certified real estate appraiser, regarding the current and future market value of the property upon which the building is located.
- Provide an economic feasibility study regarding the potential rehabilitation and reuse of the building.
- Provide all financial history for the property; include expenses and revenue.
- Provide any other supporting evidence that is available.

Questions: Email the Preservation Department at 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

2019 Metropolitan Planning Commission Schedule: (For Demolition of Contributing Buildings)

Application Deadline (Due by Close of Business: 5pm)	Meeting Date
December 14, 2018	January 8
January 4	January 29
January 22	February 19
February 12	March 12
March 5	April 2
April 2	April 23
April 16	May 14
May 7	June 4
May 28	June 25
June 18	July 16
July 9	August 6
July 30	August 27
August 20	September 17
September 10	October 8
October 1	October 29
October 22	November 19
November 12	December 10
December 17	January TBA

Estimated Cost of the Proposed Work: \$ _____

Process:

STAFF REVIEW: Demolition of non-contributing buildings can be reviewed at Staff Level. Review and COA issuance may take up to ten (10) working days upon receipt of the completed application form and supplemental documentation.

MPC REVIEW: Demolition of contributing buildings requires review by the MPC. Upon receipt of the completed application form and supplemental documentation on the application deadline date, applications will be docketed on the next available meeting agenda.

Building Permit:

The applicant may be required to obtain a building permit in addition to the COA. Contact the City of Savannah Development Services Department at 912-651-6530 to determine if a building permit is required. If a building permit is required, we will need to stamp your permit plans- submit three sets of permit plans to the Historic Preservation Department of the MPC for a stamp. Two sets of plans will be returned to the applicant to include with the building permit application; the third set is for MPC records. Please contact us for an appointment to review and stamp your plans.

A COA is not an exemption from meeting City infrastructure requirements. Contact the City of Savannah Development Services Department at 912-651-6530 for further information on infrastructure requirements.

Public Notice for Metropolitan Planning Commission Meetings:

The applicant is responsible for posting the Board Meeting signs provided by the MPC within two (2) days of filing an application for demolition of a contributing building.

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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