



HISTORIC DISTRICT BOARD OF REVIEW

DOWNTOWN SAVANNAH HISTORIC DISTRICT

Application for Certificate of Appropriateness

Per House Bill 493, **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.** **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 Board 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 Board hearing may be continued to the following month's hearing. The Board 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. Ensure the 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.

Applicant Contact Information:

Name (Business & Contact): _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ E-Mail Address: _____

Property Owner Contact Information:

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 <https://www.sagis.org/map/>.)

Address: _____
PIN (Property Identification Number): _____ Zoning: _____

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Scope Of Work:

STAFF REVIEW (two or less of the following*):		BOARD REVIEW:	
<input type="checkbox"/> Color Change	<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Rehabilitation*	<input type="checkbox"/> Illuminated Signs
<input type="checkbox"/> Roof Repair/Replace	<input type="checkbox"/> Shutters	<input type="checkbox"/> Alterations	<input type="checkbox"/> Fences
<input type="checkbox"/> Awnings	<input type="checkbox"/> Windows and/or 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
<input type="checkbox"/> Non-Illuminated Signs		<input type="checkbox"/> New Construction (Part II)	
OTHER:		<input type="checkbox"/> New Construction (Accessory Building, Parts I and II)	
<input type="checkbox"/> Amendment to Previous COA Previous Case File Number:		<input type="checkbox"/> Special Exception(s) Requests	
<input type="checkbox"/> Other (Description): Contact staff for checklist requirements prior to submittal.		<input type="checkbox"/> Variance Recommendation Requests	

*Three or more staff review items automatically becomes a Board Review application.

2023 Historic District Board of Review Schedule:

Application Deadline Dates, by 3:00 p.m.*	Meeting Date (Time: 1:00 p.m.)
<input type="checkbox"/> December 15, 2022	January 11, 2023
<input type="checkbox"/> January 12	February 8
<input type="checkbox"/> February 9	March 8
<input type="checkbox"/> March 9	April 12
<input type="checkbox"/> April 13	May 10
<input type="checkbox"/> May 11	June 14
<input type="checkbox"/> June 15	July 12
<input type="checkbox"/> July 13	August 9
<input type="checkbox"/> August 10	September 13
<input type="checkbox"/> September 14	October 11
<input type="checkbox"/> October 12	November 8
<input type="checkbox"/> November 9	December 12
<input type="checkbox"/> December 14	January 10, 2024

* For petitions that were reviewed at the immediately prior meeting, the deadline is extended one (1) week.

2023 Pre-Application Conference Schedule: NEW!

Contact staff to schedule a pre-meeting: preservationquestions@thempc.org or call 912-651-1440.

Pre-Application Conference Day	Pre-Application Conference Time
First and Fourth Tuesdays of the Month	9am, 9:45am, 10:30am, 11:15am, 11:45am
First and Fourth Thursdays of the Month	1pm, 1:45pm, 2:30pm, 3:14pm, 4:30pm

Pre-meetings must be held a minimum of ONE WEEK before a deadline.

Estimated Cost of the Proposed Work: \$ _____

Filing Fee Schedule: (Fees shall be paid digitally at <https://www.thempc.org/Application#gsc.tab=0>)

Fee Description (Select <u>one ONLY</u>)	Filing Fee
<input type="checkbox"/> Cost of Scope of Work: \$0 - \$2,500	\$25.00
<input type="checkbox"/> Cost of Scope of Work: \$2,501- \$5,000	\$50.00
<input type="checkbox"/> Cost of Scope of Work: \$5,001- \$25,000	\$75.00
<input type="checkbox"/> Cost of Scope of Work: \$25,001- \$50,000	\$100.00
<input type="checkbox"/> Cost of Scope of Work: \$50,001- \$100,000	\$150.00
<input type="checkbox"/> Cost of Scope of Work: \$100,001- \$500,000	\$200.00
<input type="checkbox"/> Cost of Scope of Work: \$500,001 - \$1,000,000	\$300.00
<input type="checkbox"/> Cost of Scope of Work: \$1,000,001 - \$5,000,000	\$500.00
<input type="checkbox"/> Cost of Scope of Work: \$5,000,001 - \$10,000,000	\$1,000.00
<input type="checkbox"/> Cost of Scope of Work: Over \$10,000,000	\$1,500.00
<input type="checkbox"/> Demolition of a contributing building	\$500.00
<input type="checkbox"/> Appeal of Staff Decision	\$250.00
Additional Fees (Select in addition to above, if applicable)	Filing Fee
<input type="checkbox"/> Special Exception Request	\$1,000.00
<input type="checkbox"/> Special Exception Request – (Church, Family Care Home, Family Daycare, Institutional Uses)	\$500.00
<input type="checkbox"/> Amendment to previous COA	Estimated cost of scope of work of amendment
<input type="checkbox"/> After-the-Fact (Work completed without a COA)	Double the filing fee

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:** _____

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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A complete application submission consists of:

1. Complete, signed application
2. Complete, signed checklist(s) for each request
3. Checklist documentation
4. Payment receipt

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