



MPC Policy for Documenting Buildings Prior to Demolition or Relocation:

When required as a condition of Certificate of Appropriateness approval, the following items shall be submitted to the MPC's Preservation Department for review and approval. The MPC will then provide the documentation to the City of Savannah Municipal Archives prior to the issuance of a building permit for relocation, or total or partial demolition of a building within a local historic or conservation district. One hardcopy and one digital copy (in TIF, JPG, or PDF format) shall be submitted.

1. Photographs: Thorough documentation of the entire site, exterior, and interior of the building. This includes but is not limited to: each exterior façade, each interior room, and additional photographs of significant exterior and interior details. All photographs shall be in color, labeled to identify what each photo is showing, and have a minimum resolution of 300 pixels per inch or larger.
2. Scaled Site Plan: Indicate lot dimensions, property lines, location and dimensions of existing building(s) on the lot.
3. Scaled Floor Plans: Indicate all rooms on each floor, including basements and attics, and locating doors and windows.
4. Scaled Exterior Elevations: Indicate floor-to-floor heights; locate all windows, doors, and other façade openings. Show windows, doors, shutters, porches, balconies, railings, and all other appurtenances in detail.

In addition, all materials must meet the City of Savannah Municipal Archives' "Collecting Policy" and the donor will be required to sign and submit a Deed of Gift for the Municipal Archives at the time of documentation submission. (See attached.)

MPC Historic Preservation Department Contact Information:

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