



# BECOMING A LOCAL HISTORIC DISTRICT

*Savannah is a city of long history. Designed in 1733, Savannah is one of the oldest planned cities in the United States, the historic resources give the area its unique character, create a sense of place, and contribute significantly to the high quality of life residents enjoy.*

*Savannah is committed to preserving its rich history and one-way historic preservation can be achieved is through the designation of local historic districts. The information below outlines the steps on how to become a Local Historic District.*

## INTERESTED IN BECOMING A LOCAL HISTORIC DISTRICT?

### 1. Historic Resources Survey.

All preservation activities begin with knowing what historic resources exist. What exactly is a historic resources survey? A survey consists of collecting and recording information about existing historic resources 40 years old or older within a given area. Typical survey information includes an architectural description of the resource, photographs, and field notes on its age, history, setting, and geographical location. With this, the local historic district eligibility can be determined.

### 2. Determination of Eligibility.

Once a historic resource survey is completed the information will be utilized to determine the eligibility of the structures within the proposed district. If it is found that 50% or more of the buildings within the proposed district boundaries are historic, then the neighborhood can proceed with the next step.

### 3. Neighborhood Decides Standards.

The neighborhood, along with the Metropolitan Planning Commission staff (MPC), will develop design standards that will reflect the character of the proposed district as well as create a boundary map. The information created during this step in will be utilized to complete the applications described in the next step.

### 4. Apply for Text/Map Amendments.

The neighborhood will to apply to the MPC utilizing the text amendment applications found on the MPC's website [www.thempc.org](http://www.thempc.org) and pay the \$600 non-refundable application fee. With the application, 50% of the resident's signatures showing consent is required, and these signatures will be verified by MPC staff. The applications are simple to fill out, with an optional fillable PDF or printable version of the form. Please contact the MPC at the number found at the bottom of this brochure with any questions you may have regarding the application process.

### 5. MPC Staff Makes a Recommendation to the Planning Commission Board.

The MPC staff reviews the applications received and presents a recommendation to the Planning Commission Board for approval or denial based on whether the text/map amendments proposed meet all the standards. The recommendation will be presented to the Commission for review on a designated pre-determined MPC public meeting date. If staff recommends approval, the Commission may motion for approval or denial of the text/map amendments which the commission will then vote upon. If the motion is approved the next step is a recommendation to City Council.

### 6. The Planning Commission Makes A Recommendation to City Council.

The Planning Commission Board makes a recommendation to be sent forward to City Council. The City Council meetings are held twice a month every other Thursday at 2 PM. The request for approval of the text/map amendments is heard at two public hearings (a first and second reading) to allow for citizens to make public comment and to have a say in what is happening within the community. After the second public hearing and the second reading, City Council may motion for approval or denial then the motion will be voted upon.

### 7. City Council Will Adopt the Local Historic District.

If City Council sees fit that the text/map amendments meet all the criteria and the motion for approval is passed, the result is the creation of a new Local Historic District within the City of Savannah.

### 8. What Next?

Once the new Local Historic District is formed, any exterior building changes proposed within the district will be required to receive a Certificate of Appropriateness from the Metropolitan Planning Commission which is the Preservation Department for the district's Historic Preservation Commission.



**Questions? Please contact the Historic Preservation Department of the MPC:**

912-651-1440

OR

[historic@thempc.org](mailto:historic@thempc.org)



# CITY OF SAVANNAH

## LOCAL HISTORIC DISTRICT MAP

