



Site and Design Review Policy  
for the  
Historic District

I. EFFECTIVE DATE

Effective September 1, 2007, a new policy governing the site and design review process in the Historic District will be in effect.

II. PURPOSE OF THE POLICY

Presently, site plan review is conducted *after* design review has been completed. This approach is contrary to the existing review process for all other areas of the city, and it has led to a number of issues than can only be resolved by requiring site plan review (i.e., General Development Plan review) prior to design review.

The new policy will ensure that all City infrastructure departments and the Metropolitan Planning Commission have an opportunity to identify critical issues (e.g., zoning requirements, right-of-way encroachments, variances, proposed tree removal/pruning, traffic issues, easements, relocation of utility lines, etc.) before design review will be scheduled and/or conducted. This will also prevent developers from designing buildings before site conditions and design parameters are known.

III. OUTLINE OF THE POLICY

- A. A pre-application meeting will be necessary for projects that meet at least one of the following criteria: 1) all new construction (includes additions and accessory buildings); 2) proposed removal or pruning of any tree located within (including partially within) a right-of-way; 3) any encroachment into a right-of way (includes but is not limited to stoops, balconies, canopies, and signage); and, 4) when such a meeting is requested by any City infrastructure department or by the MPC.

For all other circumstances, a pre-application meeting is not required; however, it is highly encouraged to help the applicant expedite the review process. Contact the City Development Services Department (912-651-6510) to schedule an appointment.

The pre-application meeting and General Development Plan (GDP) submittal can occur on the same day provided that issues discussed in the meeting relative to the GDP checklist and other critical issues have been addressed in the application.

- B. Design review by the Director of Historic Preservation and/or the Historic Board of Review (HBR) will not be scheduled or conducted until the Site Plan Review Team has had an opportunity to review and comment on the GDP. The review will result in: 1) an "okay" to proceed to Part I (Height and Mass) review; or, 2) the need to resolve a vital issue before Part I review.

The GDP must address all applicable items that appear on the GDP checklist. Comments from the SPR Team will be provided, in most instances, within 10 working days. If an item is omitted by the applicant that is necessary for the review, comments may be delayed until the necessary information is received from the applicant.

If your application requires review by the HBR, such review will not be scheduled until comments from all applicable departments/agencies have been completed and posted to

the SPR system. Any department/agency may request resolution of any of their concerns before Part I review.

- C. If a variance is sought, the applicant must submit a separate application for the variance to the ZBA. For any development that requires a GDP, the variance must be reviewed by the HBR at the time of Part I review. The HBR will provide a recommendation on the variance to the ZBA. If the variance is denied, the applicant may need to revise the GDP and resubmit to the SPR Team and the HBR (depending on the type of variance). Staff will provide guidance if a variance is denied.
- D. If Part I approval requires a change to the "approved" GDP, an amended GDP will have to be submitted to the SPR Team and approved before submitting for Part II approval. Part I approval does not "trump" infrastructure and zoning requirements; however, when feasible, staff will work with applicants to mitigate and reconcile these requirements with the applicable departments and agencies.
- E. A Specific Development Plan (engineering drawings) will not be reviewed until Part I and Part II (Design) approval have been granted by the HBR. There is no application form for SDP review since it is a continuation of the GDP application. However, the following departments have checklists that must be completed as part of the SDP submittal: Water & Sewer, Park & Tree, Stormwater, Streets Maintenance, and Traffic Engineering. MPC (zoning) will identify SDP items at the time of the GDP review.
- F. If a right-of-way encroachment is needed, a separate application (or petition) must be made to the City Clerk. City Council must approve the permit in a public hearing. Council approval of any encroachment is required before the Site Plan Review Team will approve a Specific Development Plan (SDP). The petition can be filed at any time in the review process; however, City Council will not hear the petition until Part I and Part II reviews have been completed.
- G. Before a land clearing and/or construction permit is issued, the applicant must submit work-related applications, such as for work in a right-of-way, construction of a new driveway, etc. The SPR Team can help identify the permits that may be needed for your project.

#### IV. APPLICATION FORMS & CONTACT INFORMATION

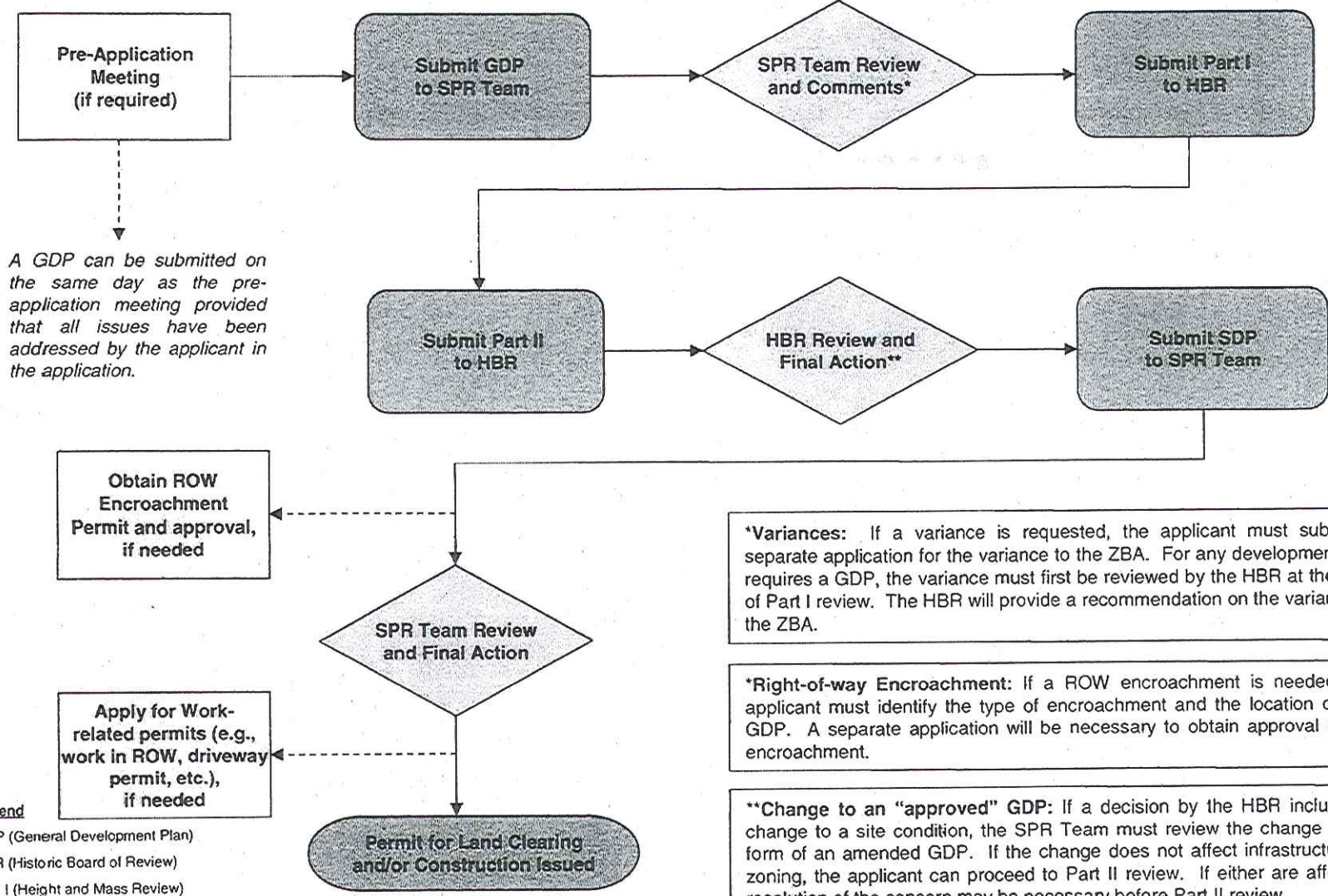
Applications for Site Development Plan and Certificate of Appropriateness reviews are required. Applications for a variance and/or a right-of-way encroachment may be needed.

Application	Contact	Phone Number	Application Location
Site Development Plan (GDP and SDP)	Permit Services Administrator	(912) 651-6510	<a href="http://www.thempc.org">www.thempc.org</a> (click on "Resources" link)
Certificate of Appropriateness (Historic Design)	Director of Historic Preservation	(912) 651-1440	<a href="http://www.thempc.org">www.thempc.org</a> (click on "Resources" link)
Variances	Director of Development Services	(912) 651-1440	<a href="http://www.thempc.org">www.thempc.org</a> (click on "Resources" link)
Right-of-way Encroachment	City Clerk	(912) 651-6441	<a href="http://www.savannahga.gov">www.savannahga.gov</a> (click on "City Forms" and then "Petition" link)
Table Service in Right-of-way	Tourism and Film Services	(912) 651-2360	<a href="http://www.savannahga.gov">www.savannahga.gov</a> (click on "City Forms" and then sidewalk café link)
Right-of-way Work	City Traffic Engineer	(912) 651-6600	<a href="http://www.savannahga.gov">www.savannahga.gov</a> (click on "City Forms")

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# Site and Design Review Process for the Historic District



A GDP can be submitted on the same day as the pre-application meeting provided that all issues have been addressed by the applicant in the application.

**\*Variances:** If a variance is requested, the applicant must submit a separate application for the variance to the ZBA. For any development that requires a GDP, the variance must first be reviewed by the HBR at the time of Part I review. The HBR will provide a recommendation on the variance to the ZBA.

**\*Right-of-way Encroachment:** If a ROW encroachment is needed, the applicant must identify the type of encroachment and the location on the GDP. A separate application will be necessary to obtain approval of the encroachment.

**\*\*Change to an "approved" GDP:** If a decision by the HBR includes a change to a site condition, the SPR Team must review the change in the form of an amended GDP. If the change does not affect infrastructure or zoning, the applicant can proceed to Part II review. If either are affected, resolution of the concern may be necessary before Part II review.

- Legend**
- GDP (General Development Plan)
  - HBR (Historic Board of Review)
  - Part I (Height and Mass Review)
  - Part II (Design Review)
  - SDP (Specific Development Plan)
  - SPR (Site Plan Review)
  - ZBA (Zoning Board of Appeals)

Process revised and approved by City Development Services and the Metropolitan Planning Commission (August, 2007). Chart maintained by MPC.