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MPC Policy for Documenting Buildings Prior to Demolition:

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's Research Library and Municipal Archives Department prior to the issuance of a building permit for total or partial demolition of a building within a local historic 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 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 Research Library and Municipal Archives Department's "Collecting Policy." (See attached.)

MPC Historic Preservation Department Contact Information:

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COS Research Library and Municipal Archives Department Contact Information:

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