



## Application Instructions

1. **Submit 1 hardcopy and 1 digital copy of the completed Application Form and all supporting documentation (see Supporting Documentation Requirements below).** Collate and fold drawings to fit an 8 ½" x 14" file. 11" x 17" drawings are encouraged.
2. **Submit the filing fee (see below) with the application. Make checks payable to Chatham County.**

**Alterations, Additions, New Construction (including signage and fencing):**

<b>Estimated Construction Cost:</b>	<b>Fee:</b>
\$0 - \$5,000	\$25
\$5,000 - \$25,000	\$50
\$25,000 - \$50,000	\$100
\$50,000 - \$100,000	\$150
\$100,000 - \$500,000	\$200
\$500,000 - \$1,000,000	\$300
\$1,000,000 - \$5,000,000	\$500
\$5,000,000 - \$10,000,000	\$1,000
Over \$10,000,000	\$2,000

**Demolition of a Contributing Building:**

**\$500**

**Appeal of Staff Decision:**

**\$200**

**All fees for after-the-fact applications will be double the normal rate.**

3. The completed application and supporting documentation must be submitted to the Chatham County Department of Building Safety and Regulatory Services, 1117 Eisenhower Drive before 5:00 pm of the cut-off date (see below) to be placed on the CCHPC agenda. Mailed petitions and continued petitions must also meet the cut off date.

If any required information is missing at the cut-off, the applicant will be notified within three business days. The applicant will have three business days from notification to provide the missing information. Once a completed application has been received, the CCHPC will act on the application within 45 days or the application is automatically considered approved.

**Mailed application can be sent to:**

Chatham County Department of Building and Regulatory Safety  
Post Office Box 8161  
Savannah, GA 31412

4. **Posting Signs:** Staff will provide the applicant with a pre-meeting sign which **MUST** be posted on the premises of the building or structure for which a certificate is being requested at least ten days before the meeting. The Applicant shall be notified when the sign is ready. The sign shall be within ten feet of any public right-of-way to which the structure abuts and/or faces. The lower edge of the sign shall be sufficient height to be read from the road way. It is the applicant's responsibility to maintain the sign on the premises during the posting period. Lost or damaged signs should be replaced immediately. Lack of a posting sign will result in the petition being continued. The sign must remain in place until a decision on the application has been rendered. A separate Certificate of Appropriateness sign will be issued after approval by the CCHPC. This sign must be posted adjacent to the building permit and visible from the public right of way through the duration of construction.
5. **Certificate of Appropriateness (COA) Expiration/ Extensions:** COAs are valid for a period of twelve (12) months. The petitioner may request a one year extension if submitted in writing to the Preservation Professional before the expiration of the previous approval. Only two such extensions will be granted.
6. **Changes During Construction:** Changes that become necessary after construction begins must receive approval from the CCHPC before execution of the changes.
7. **Permitting:** A permit will not be issued until a COA has been received. Issuance of a COA does not exempt the applicant from complying with infrastructure requirements or the building code requirements. Contact Robert Sebek, Zoning Administrator, at 912-201-4300 for more information.
8. For additional information or clarification, please contact the Preservation Professional:  
Ellen Harris, Preservation Professional  
110 East State Street  
Savannah, GA 31401  
Phone: 912-651-1482 Fax: 912-335-5922 Email: [harrise@thempc.org](mailto:harrise@thempc.org)

### Supporting Documentation Requirements

**Criteria listed below comprise the minimum submittal for review. Staff may request additional information during application review. Insufficient information will result in a delay in reviewing the application.**

**1. ADDITIONS**

- Provide color photographs of existing site, existing buildings, and adjacent context.
- Provide scaled site plan (minimum 1" – 10') showing dimensions and property lines of lot, and locations and dimensions of existing buildings, addition, and all exterior ground and roof mounted equipment. (With staff approval site plan scale may be 1" – 20').

- Indicate all exterior materials on drawings.
- Provide manufacturers information including manufacturer specifications, muntin profile, and catalog cuts for all new windows and doors.

**2. SIGNS (Signs under three square feet do not require review).**

- Provide dimensioned elevation of proposed sign identifying materials, color (including samples), lettering style and wordage.
- Describe lighting (if applicable). Include how lighting will be attached to the building's façade.
- Submit designation of location (for fascia sign, show location on building to scale and how the sign will be attached; for freestanding sign, show location on site plan, height above ground, and clearance from sidewalk).
- Provide photographs of sign location.

**3. FENCES/WALLS/PAVING**

- Submit site plan showing location of proposed fence or paving, property lines, and locations of existing buildings. Indicate and distinguish any existing fences or walls or paving.
- Submit dimensioned elevations and section, showing design of fence, material, and height in relationship to adjacent structures, and height in relationship to adjacent structures.
- Submit specifications on paving material.
- Provide photographs of area to be fenced or paved and adjacent structures

**4. RELOCATION**

- Provide photographs of the existing site and proposed site showing context, adjacent buildings, and streetscape.
- Provide a map indicating location of original site and proposed site.
- Provide a site plan of original site and proposed site.
- Explain reason for request to move building.

**5. NEW CONSTRUCTION**

**FIRST SUBMITTAL: HEIGHT AND MASS APPROVAL**

- Dimensioned site plan showing relationship of new structure to immediately adjacent buildings, to scale. Include property lines, parking areas and any roof or ground mounted equipment and fence locations. Locate and dimension HVAC equipment, trash enclosures, and utility boxes. (See Notes below)
- Provide all elevations, showing height and width relationships to existing adjacent buildings. (See Notes below) Projections, off sets, and open recesses shall be depicted in dimensioned sections, or otherwise, clearly showing proposed vertical and horizontal relationships of these elements to the façade. Indicate exterior floor-to-floor heights on the elevations. Provide outline locations of all windows, doors and other façade openings in the elevations, to indicate the rhythm of the solids to voids within each elevation. Renderings, while not required, are desired, but only in addition to the above criteria.
- Provide floor plans and square footage of building foot print.
- Provide at least one section through entire building.
- Provide color photographs of proposed site and structures within vicinity of new building.
- Provide a mass model showing mass relationship to adjacent properties (see notes below). Minimum scale: 1" – 20'.

**SECOND SUBMITTAL: DESIGN APPROVAL**

- a. Dimensioned elevations and floor plan drawings showing all sides in relation to immediately adjacent structures and streets. Detailed descriptive drawings indicating locations of HVAC equipment, utility boxes, trash enclosures and fences, if changed from first submittal.
  - b. Indicate all exterior materials and details on drawings, and submit written description of project.
  - c. Submit specific brand and manufacturer's number for all windows and doors.
  - d. Resubmit any information from first submittal if changed.
- Provide section details of features such as new storefronts, windows, porticos, parapets, stoops, balconies, and porches.

## 6. DEMOLITION OF A CONTRIBUTING BUILDING

- Color photographs of all facades of structure to be demolished, clearly labeled to show areas of structural deterioration.
  - A report prepared by a State of Georgia licensed structural engineer with demonstrated experience in renovation, restoration or rehabilitation regarding the physical integrity of the structure and its adaptability for continued use, renovation, restoration or rehabilitation. Any dangerous conditions should be identified.
  - Appraised fair market value of the property from a qualified real estate appraiser. The appraisal must include a full market sales report including comparable sales.
  - Amount paid for the property, remaining balance on any mortgage or other financing secured by the property and annual debt service for the previous two years.
  - If the property is income producing, the annual gross income from the property for the previous two years; the itemized operating and maintenance expenses for the previous two year; and depreciation deduction and annual cash flow before and after debt service for the previous two years. The Commission may require details of past rental history.
- e. Price asked and offers received within the previous two years. Most recent assessed values of the property and real estate taxes (if applicable). Include evidence of listing for sale.
- f. Economic incentives and/or funding available to the applicant through federal, state, local or private programs.
- g. Information documenting the construction date, history and development of the property.

### **NOTES:**

- 1) Minimum scale of  $\frac{1}{4}'' = 1'$  on all plans and elevations, unless otherwise approved by the Preservation Professional. Section details of new cornices, columns, railings or any other distinctive details are required at  $\frac{1}{2}'' = 1'$ .
- 2) When the relationship to adjacent structures is required to be shown and structure is on a corner, "adjacent" includes across street in all directions.
- 3) Site plans must include the public right-of-way (including sidewalks) and must indicate the location, canopy spread, trunk diameter, and species of all existing trees in the public right-of-way. Indicate where trees are to be saved on the property, if applicable.