



# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

Date Received: \_\_\_\_\_ By: \_\_\_\_\_

SAVANNAH HISTORIC ZONING COMMISSION  
140 Main Street, Savannah, TN 38372  
(731) 925-8007, (731) 926-1130 fax, rfranks@cityofsavannah.org

**DEADLINE:** Complete applications must be received a minimum of 16 days prior to the next HZC hearing which takes place on the second Tuesday of the month. Incomplete applications will not be scheduled.

**PROPERTY ADDRESS:** \_\_\_\_\_

**APPLICANT** (all communication by phone, fax, email or mail will be with the applicant)

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Owner     Contractor     Architect/Designer     Other \_\_\_\_\_

**PROPERTY OWNER** (if different from applicant)

Name \_\_\_\_\_ Mailing \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

Zip code \_\_\_\_\_ Contact Phone \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

**TYPE OF WORK**     New Construction (Addition)     Demolition     Renovation     Other \_\_\_\_\_

(Only exterior projects are reviewed.)

**DESCRIPTION OF WORK** (please use a separate sheet of paper for longer descriptions)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any substitution or deviation from the approved work items listed on the Certificate of Appropriateness requires further review and approval by the Historic Zoning Commission prior to being undertaken. Accurate scale elevations, drawings, and site plans are needed for project review. The HZC retains copies of all materials submitted.

**Estimated Cost of Work** \_\_\_\_\_

**Codes Department Building Permit #** \_\_\_\_\_

(This number starts with a "B" followed by the year. It may also be obtained later.)

**SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

I/We the above signed do hereby make application for a Certificate of Appropriateness following plans and proposals to be undertaken within the boundaries of an historic district overlay in the City of Savannah, Tennessee.

Review by:



# APPLICATION FOR CERTIFICATE OF APPROPRIATENESS - INFORMATION

## SAVANNAH HISTORIC ZONING COMMISSION

140 Main Street, Savannah, TN 38372

(731) 925-8007, (731) 926-1130 fax, [rfranks@cityofsavannah.org](mailto:rfranks@cityofsavannah.org)

### INFORMATION TO BE SUBMITTED WITH APPLICATION

All applications must have documentation which clearly illustrates the proposed exterior appearance of the project. Incomplete applications will not be scheduled for a Savannah Historic Zoning Commission public hearing. Minor Design Guideline issues may be administratively reviewed and a Certificate of Appropriateness may be issued by the HZC/CLG Coordinator. Design Guidelines are available at City Hall.

#### **NEW CONSTRUCTION** (Including Additions)

At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.

- Site plan showing the entire lot with property lines and with all setbacks clearly noted. For infill projects, the footprints of the abutting properties should be shown in relation to the proposed building and elevation contour lines. *More accurate maps may be obtained through the Community Planning/Building Codes Office.*
- Elevation drawings of each façade with dimensions (including roof pitch) and materials specified. For additions, existing and proposed should be clearly delineated. For infill projects, the building height and porch floor heights of the abutting properties should be shown in relation to the proposed building.
- Floor Plans
- Plans showing all associated site improvements, e.g. sidewalks, lighting, pavement, etc.
- Window and door manufacturer and model
- Current photographs of building or site. (Digital preferred)
- Drawings, samples, product literature manufacturer's illustrations may be required
- Roof plan may be necessary for complex additions or new construction
- Demolition plans are required for projects that require partial demolition.
- Any additional information requested

#### **DEMOLITION**

At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.

- Written description of the structure's condition and reason for demolition.
- Photographs of structure's current condition showing all elevations, interior, accessory buildings and site features.
- Describe the proposed reuse of the site, including plans of any proposed new structure.
- Any additional information requested

#### **REHABILITATION**

At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.

- Plans or drawings illustrating the proposed work
- Photographs (detail and overall) of the relevant facades
- Specifications, manufacturer's literature and samples may be required
- Window and door manufacturer and model
- Any additional information requested

#### **ECONOMIC HARDSHIP** (When demolition has been denied.)

The Economic Hardship process is to determine the economic hardship of the property, not the property owner.

- Estimated cost of demolition
- Report from a licensed engineer
- Estimated market value of current condition and after alterations to meet basic code requirements
- Estimate from an architect, developer, real estate consultant, appraiser or other real estate professional experienced in rehab as to the economic feasibility of rehab or reuse of the structure
- Amount Paid for the property, date of purchase, who purchased from including a description of the relationship, if any, and terms of financing between seller and buyer
- For income producing properties: Annual gross income for the previous two years, itemized operating and maintenance expenses for the previous two years, and depreciation deduction and annual cash flow before and after debt service
- Any additional information requested

#### **DECISION MAKING**

Decisions of the Historic Zoning Commission are guided by design guidelines based on the National Park Services' Secretary of Interior Standards for Rehabilitation. To view the design guidelines, visit City Hall.

**SUBMITTING AN APPLICATION** Applications may be scanned and emailed to [rfranks@cityofsavannah.org](mailto:rfranks@cityofsavannah.org) or hand-delivered.