



**REQUEST FOR ALTERATION/REPAIR TO  
PROPERTY UNDER EASEMENT OR COVENANT  
BY HISTORIC SAVANNAH FOUNDATION**

1. Address of property under easement or covenant: \_\_\_\_\_
2. Owner/Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
3. Type/use of property: \_\_\_\_\_  
Neighborhood in which property is located: \_\_\_\_\_  
Previous changes/addition made to property and when: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Description of requested change(s), including materials to be used (attach detailed drawings, additional descriptions and/or samples as necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Reason for request: \_\_\_\_\_
6. Architect/Contractor or Designer Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
7. Signature of applicant: \_\_\_\_\_ Date \_\_\_\_\_

**Please return to Historic Savannah Foundation, 321 East York Street, Savannah, GA 31401  
Email: [dmeunier@myHSF.org](mailto:dmeunier@myHSF.org) or telephone: (912) 233-7787 Fax: (912) 233-7706**

Action taken/conditions:	<b>FOR OFFICE USE ONLY</b>
_____	_____
_____	_____
_____	_____
Date: _____	Signature: _____ Name: _____

**SCOPE OF WORK:**

**Nature of Proposed Work. Check all that apply.**

- |   |  |
|---|--|
| <input type="checkbox"/> Color Change             | <input type="checkbox"/> Sign                      |
| <input type="checkbox"/> Roof Repair              | <input type="checkbox"/> Fence                     |
| <input type="checkbox"/> Existing Windows, Doors  | <input type="checkbox"/> Rehabilitation/Alteration |
| <input type="checkbox"/> Shutters                 | <input type="checkbox"/> Addition                  |
| <input type="checkbox"/> Stucco Repair/Repointing | <input type="checkbox"/> New Construction          |
| <input type="checkbox"/> Awning                   | <input type="checkbox"/> Other                     |

**For the proposed scope of work, please reference the Submittal Criteria checklist below to ensure all required documentation is submitted.**

**SUBMITTAL CRITERIA CHECKLIST:**

Items listed below comprise the minimum submittal information required for review based on the proposed scope of work. HSF may request additional information during application review.

Insufficient information may result in a delay in the review of your application.

Refer to the Secretary of the Interior’s Standards for Rehabilitation (<http://www.nps.gov/hps/tps/standguide>) for further information on appropriate treatments.

**1. PAINTING, STUCCO, SHUTTERS, DOORS, WINDOWS, ROOFS**

- a. Color photographs of areas involved and surrounding structures if applicable (i.e., rowhouses).
- b. Samples of colors and/ or materials involved (a stucco sample may be required). Specific brand, color name and manufacturer’s number must be given.

**2. REPOINTING.** Repointing of an historic building has the potential to alter the visual character of a structure in relationship with the neighboring contributing buildings, particularly when the structure to be repointed is part of a block or row of buildings. Additionally, the use of an incorrect mortar mix has the potential to cause permanent damage to buildings, causing long-term erosion to soft paste brick. The Secretary of the Interior’s Standard’s for Rehabilitation and *Preservation Brief 2: Repointing Mortar Joints in Historic Masonry Buildings* are explicit concerning the manner, methods, and materials that are appropriate for the repointing of historic masonry.

- a. Photographs of all elevations with specific areas marked where repointing is proposed.
- b. The proposed mortar mix shall be specified as to proportions of cement, lime, and sand by unit, i.e., by parts per volume (such as 1 part Portland cement, 1 part lime, 4-6 parts sand).
- c. A four foot by four foot test patch of the proposed repointing as it will appear finished (that is including final finish pointing style and relationship to the brick face) shall be installed in an inconspicuous location on the building. In any application in which repointing is the only rehabilitation proposed, HSF may approve the project after review of the test patch and submissions.

### **3. AWNINGS**

- a. Photograph of building elevation to which awning is to be attached.
- b. Dimensioned, scale-drawing indicating a front and side view of awning. Include all graphics, color, and samples. Show relationship to adjacent storefronts. Indicate clearance from bottom of awning to sidewalk.

### **4. SIGNS**

- a. Dimensioned elevation of proposed sign identifying materials, color (including samples), lettering style and verbiage.
- b. Description of lighting (if applicable). Include detail of how lighting will be attached to the building's façade.
- c. Designation of location. For a fascia sign, show location on building to scale and how the sign will be attached. For freestanding and projecting signs show location on site plan, height above ground, and clearance from sidewalk. Provide the linear feet of frontage the business maintains along the street.
- d. Photographs of sign location.

### **5. FENCES/WALLS**

- a. Site plan showing location of proposed fence. Indicate and distinguish any existing fences or walls.
- b. Dimensioned elevations and sections that show design of fence, material, and height in relationship to adjacent structures.
- c. Photograph of area to be fenced and adjacent structures.

### **6. REHABILITATION AND ADDITIONS**

- a. Provide scaled, dimensioned elevations, and floor plan drawings indicating proposed alterations and/or additions. Clearly indicate what exists and what is proposed. For additions, include the relationship to adjacent (see notes below) structures in plan and elevations. If there are to be new building projections or indentions in the remodeling or addition, provide dimensioned sections. For new windows, provide manufacturer's specifications. For rehabilitation of commercial buildings, proposed storefront section must be provided.
- b. Indicate exterior materials on drawings.
- c. Scaled site plan (minimum 1"-10') showing dimensions of lot and location of existing building on lot, location of addition, dimensions of existing structure, addition and all exterior, ground and roof mounted equipment.
- d. Color samples, keyed to elevation. Specific brand, color name and manufacturer number must be given.
- e. Photographs of existing conditions from all sides.
- f. Historic plans; elevations or photographs should accompany any request to return a structure to an earlier historic appearance.

- 7. NEW CONSTRUCTION.** New construction will only be considered for accessory structures on a property with easements or covenants held by HSF.
- a. Dimensioned site plan showing all sides in relation to immediately-adjacent buildings, to scale. Include parking areas and any roof or ground mounted equipment and fence locations.
  - b. 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 as an adjunct to the above criteria.
  - c. Floor plans
  - d. Section through entire building
  - e. Color photographs of proposed site and structures within vicinity of new building.
  - f. Indicate materials, colors and all significant details. Submit specific brand, color name and manufacturer's number must be given for paint, windows, doors, awnings, and roof. Specifications or manufacture cut-sheets of the above materials should be included. If the second submittal includes a fence, wall, awning, or sign, please refers to the checklist for these items.

**NOTES:**

1. Minimum scale of ¼" – 1' on all plans and elevations. Section details of new cornices, columns, railings or any other distinctive details are required at ½" – 1'.
2. When the relationship to adjacent structures is required to be shown and structure is on a corner, "adjacent" includes across lane or street in all directions.

**PROCEDURAL NOTES:**

Please allow at least 15 business days from when HSF receives application for response.