



# VICTORIAN HISTORIC DISTRICT

## Application for Certificate of Appropriateness

All exterior changes visible from the public right-of-way (including lanes where applicable) within the Victorian Historic District require a Certificate of Appropriateness (COA). Applications must be complete before the MPC or Staff can begin the review process. Submit this application form and all supplemental documentation as required in the "Instructions: Submittal Criteria Checklist" with one hard copy and in PDF electronic format. Electronic files can be emailed (10mb limit) or submitted with the application on a disc.

**File No.:** \_\_\_\_\_ (staff only)

**Applicant Mailing Address:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Property Owner Mailing Address:**

Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Official Correspondence:**  Applicant  Owner  Other \_\_\_\_\_ (Check all that apply)

**Property Information of Proposed Work:** (PIN and Zoning information can be found at [www.sagis.org](http://www.sagis.org))

Address: \_\_\_\_\_  
 PIN (Property Identification Number): \_\_\_\_\_ Zoning: \_\_\_\_\_

**Scope of Work:** (Check all that apply.)

STAFF REVIEW:			MPC REVIEW:
<input type="checkbox"/> Signs	<input type="checkbox"/> Shutters	<input type="checkbox"/> Alterations	<input type="checkbox"/> New Construction
<input type="checkbox"/> Roof Repair	<input type="checkbox"/> Windows, Doors	<input type="checkbox"/> Additions	<input type="checkbox"/> Demolition (contributing)
<input type="checkbox"/> Awnings	<input type="checkbox"/> Fences	<input type="checkbox"/> Demolition (non-contributing)	<input type="checkbox"/> Relocation
<input type="checkbox"/> Stucco Repair	<input type="checkbox"/> Mechanical Screening		
<input type="checkbox"/> Brick Repointing	<input type="checkbox"/> Rehabilitation		
<b>OTHER:</b>			
<input type="checkbox"/> Amendment to Previous COA Previous Case File Number: _____		<input type="checkbox"/> Other (Description): _____	

**Project Description:** Describe the proposed project and scope of work in detail. Additional pages may be attached. Submit all supplemental documentation as required in the separate "Instructions: Submittal Criteria Checklist."

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**2018 Metropolitan Planning Commission Schedule: (For New Construction, Demolition, and Relocation)**

<b>Application Deadline (Due by Close of Business: 5pm)</b>	<b>Meeting Date</b>
<input type="checkbox"/> December 13, 2017	January 9
<input type="checkbox"/> January 3	January 30
<input type="checkbox"/> January 24	February 20
<input type="checkbox"/> February 15	March 13
<input type="checkbox"/> March 7	April 3
<input type="checkbox"/> March 27	April 24
<input type="checkbox"/> April 18	May 15
<input type="checkbox"/> May 9	June 5
<input type="checkbox"/> May 30	June 26
<input type="checkbox"/> June 20	July 17
<input type="checkbox"/> July 11	August 7
<input type="checkbox"/> August 1	August 28
<input type="checkbox"/> August 22	September 18
<input type="checkbox"/> September 12	October 9
<input type="checkbox"/> October 3	October 30
<input type="checkbox"/> October 24	November 20
<input type="checkbox"/> November 14	December 11
<input type="checkbox"/> December TBA	January TBA

**Estimated Cost of the Proposed Work:** \$ \_\_\_\_\_

**Filing Fee Schedule:**

No filing fee is required for Victorian District review.

**Application Submission Procedures:**

A pre-application meeting is required for all new construction including additions and accessory buildings (such as carriage houses). Pre-application meetings are strongly encouraged for all other projects.

Each building is considered an individual project (with the exception of duplexes, identical rowhouses and accessory structures); therefore, submit a separate application for each building.

**Public Notice for Metropolitan Planning Commission Meetings:**

The applicant is responsible for posting the Board Meeting signs provided by the MPC within two (2) days of filing an application for demolition of a contributing building. Refer to *Section 8-3028 (m) (1) of the Victorian Planned Neighborhood Conservation District ordinance* for additional posting requirements.

**Signature of Legal Owner or Authorized Agent:**

I have read and understand all the information enclosed in this application form. I hereby certify that I am the legal owner or authorized agent for the legal owner of the subject property.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Questions: Email the Preservation Department at [historic@thempc.org](mailto:historic@thempc.org) or call 912-651-1440.

Email, Hand Deliver or Mail Applications: MPC, Historic Preservation Department, 110 East State Street, Savannah, GA 31401