



# HISTORIC SITE AND MONUMENT COMMISSION (HSMC)

Application for Historical Markers, Monuments, and Public Art **2025**

HSMC reviews all historical markers, monuments, and public art on public property; markers, monuments, and public art visible from the public right-of-way on private property within all local historic districts; murals visible from the public right-of-way.

**Applications that do not provide documentation or required materials will be noted as incomplete** and may result in delays in the Commission or Staff's review of the application and/or denial of the request. Revisions made to the applications after the submittal deadline

and prior to the Commission hearing may be continued to the following month's hearing. The Commission reserves the right to require additional information if it believes that the submission of such information is necessary to understand the nature of the intended activity.

**Submissions will only be accepted when emailed to [historic@thempc.org](mailto:historic@thempc.org). Ensure the file size does not exceed 10 MB.**

**For questions, email [preservationquestions@thempc.org](mailto:preservationquestions@thempc.org) or call 912-651-1440.**

**Do not email questions to [historic@thempc.org](mailto:historic@thempc.org).** If email is not available, contact the office for alternate arrangements.

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

**Applicant Contact Information:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

**Property Owner Contact Information and Consent** (Complete only if the marker will be on private property):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address \_\_\_\_\_

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

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

Public Property  Private Property PIN (Property Identification Number): \_\_\_\_\_

Address: \_\_\_\_\_

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

<b>HISTORICAL MARKER:</b>	<b>MONUMENT:</b>
<input type="checkbox"/> Freestanding	<input type="checkbox"/> Person
<input type="checkbox"/> Wall-Mounted	<input type="checkbox"/> Place
<input type="checkbox"/> Ground-Embedded	<input type="checkbox"/> Event
<input type="checkbox"/> Other:	<input type="checkbox"/> Other:
<b>PUBLIC ART / MURAL</b> (Commissioned or Existing Work):	<b>NAMING AND RENAMING:</b>
<input type="checkbox"/> Mural	<input type="checkbox"/> Public Property
<input type="checkbox"/> Sculpture	<input type="checkbox"/> Public Facilities
<input type="checkbox"/> Other:	<input type="checkbox"/> Public Streets

**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.”

**Contact staff to schedule a pre-meeting: [preservationquestions@thempc.org](mailto:preservationquestions@thempc.org) or call 912-651-1440.**

**Pre-meetings must be held a minimum of ONE WEEK before a deadline.**

**2025 Savannah-Chatham County Historic Site and Monument Commission Meeting Schedule:**

<b>Application Deadline, by 3:00 P.M.</b>	<b>Meeting Date</b>	<b>4:00 P.M.</b>
<input type="checkbox"/> Thursday, December 5, 2024	<b>Thursday, January 9, 2025</b>	** rescheduled due to holiday
<input type="checkbox"/> January 2	February 6	
<input type="checkbox"/> February 6	March 6	
<input type="checkbox"/> March 6	April 3	
<input type="checkbox"/> April 3	May 1	
<input type="checkbox"/> May 1	June 5	
<input type="checkbox"/> June 5	<b>July 10</b>	**rescheduled due to holiday
<input type="checkbox"/> July 3	August 7	
<input type="checkbox"/> August 7	September 4	
<input type="checkbox"/> September 4	October 2	
<input type="checkbox"/> October 2	November 6	
<input type="checkbox"/> November 6 (December 4)	December 4	<b>(January 8, 2026)</b>

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

**Filing Fee Schedule:**

No filing fee is required for HSMC review.

**Public Notice for Historic Site and Monument Commission Meetings:**

The applicant is responsible for posting the Board Meeting signs provided by the MPC fifteen (15) days prior to the HSMC Meeting. Refer to *Chapter 9 of the Markers, Monuments, and Public Art Master Plan and Guidelines for the City of Savannah* 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 understand that an Escrow Payment is required for any historical marker erected on public property. I hereby certify that I am the legal owner or authorized agent for the legal owner of the subject property.

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

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A complete application submission consists of:

1. Complete, signed application
2. Complete, signed checklist(s) for each request
3. Checklist documentation
4. Payment receipt

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