



HISTORIC SITE AND MONUMENT COMMISSION

Board Review Checklists for HSMC Application

Mural on Private or Public Property

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. Ensure the file size does not exceed 10 MB.

For questions, email preservationquestions@thempc.org or call 912-651-1440.

Do not email questions to historic@thempc.org. If email is not available, contact the office for alternate arrangements.

MURAL ON PRIVATE OR PUBLIC PROPERTY

REQUIRED Pre-Application Conference:

Date attended and with which staff member: _____

- Provide electronic payment receipt and indicate amount: \$ _____
- Provide one (1) electronic copy of the entire submittal packet. (Email to historic@thempc.org – max file size 10 MB)
- Page No. _____: Provide the title for the mural.
- Page No. _____: Is the mural within the Savannah Local Historic District (see attached map)? If yes, provide a copy of the approved Certificate of Appropriateness from the Historic District Board of Review.
- Page No. _____: Provide a written description of the proposed mural. At a minimum, include: materials and dimensions.
- Page No. _____: Provide color photographs of the proposed location for the mural (site conditions from all sides).
- Page No. _____: Provide a map for the location of the mural.
- Page No. _____: Provide color renderings or drawings of the proposed mural.
- Page No. _____: Provide a statement describing the theme of the mural. Explain how the theme is respectful to the greater context of the community, including historic and socio-cultural contexts.
- Page No. _____: Provide a statement indicating how the scale and design of the mural are appropriate to, complements, and enhances the building or structure.
- Page No. _____: Provide a statement describing how the mural enhances and complements the context and character of the surrounding neighborhood.
- Page No. _____: Provide a list and images of recent works of art of similar size and scale in the public arena completed by the designer/artist.
- Page No. _____: Provide a statement indicating how the proposed work of art will enhance the space and relate to its surroundings.
- Page No. _____: Provide a list and images of recent works of art of similar size and scale in the public arena completed by the designer/artist.
- Page No. _____: Provide an estimated timeframe for installation of the mural.
- Page No. _____: Provide a statement describing any neighborhood outreach, meetings, or feedback received.
- Page No. _____: If the mural is intended to be temporary, provide a removal plan.
- Page No. _____: Provide a determination from the Zoning Administrator that the proposal is a mural and not a sign.

Affidavit Certifying Completeness of Application:

I hereby acknowledge that I understand the requirements listed above for what constitutes a complete application. I have checked off each box and included a page number where the item is located. I confirm that the requirements for a complete application have been met.

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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