

SPACE ABOVE THIS LINE FOR RECORDING DATA

CLERK OF SUPERIOR COURT OF CHATHAM COUNTY'S COVER SHEET

Return Recorded Document to:

City of Savannah Development Services  
Attn: Tom McDonald, Floodplain Administrator  
5515 Abercorn St  
Savannah GA 31405

GRANTOR: \_\_\_\_\_, PROPERTY OWNER OF:  
(NAME THAT IS ON THE DEED BELOW)

CROSS-REFERENCE WITH INSTRUMENT: DEED BOOK \_\_\_\_\_ PAGE \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ PARCEL ID NUMBER: \_\_\_\_\_

BOA LEGAL DESCRIPTION: \_\_\_\_\_.

GRANTEE: The Mayor and Aldermen of the City of Savannah FILE NUMBER: \_\_\_\_\_

DATE OF INSTRUMENT: \_\_\_\_\_

- TYPE OF INSTRUMENT:
- Warranty Deed
  - Deed to Secure Debt
  - Cancellation
  - Assignment
  - Restrictive Covenant:
    - Non-Conversion of Area Below the Base Flood Elevation Agreement
    - Remote/Shared Parking Facility Agreement
    - Freestanding Sign Agreement
    - Electronic (LED) Announcement Sign Agreement
    - Other \_\_\_\_\_

Note: This cover sheet is for recording purposes only and does not modify or amend the Terms of the attached instrument.

*The attached documents must be recorded with the property deed with the Clerk of Superior Court of Chatham County. Return copy with the Clerk's "File for Record" stamp with this cover sheet. [Fee Schedule](#)*

*Clerk of Superior Court's Chatham County Courthouse Office, 133 Montgomery St #304, Savannah, GA 31401. Contact number: 912.652.7197.*

*Clerk of Superior Court's Southside Office, Chatham County Citizens Service Center, 1117 Eisenhower Dr, Suite A, Savannah, GA, 31406. Contact number 912.447.4958.*



**NONCONVERSION AGREEMENT  
FOR CERTAIN STRUCTURES IN THE FLOODPLAIN**

5515 Abercorn Street ~ Savannah, GA 31405  
P.O. Box 1027 ~ Savannah, GA 31402-1027  
Phone: 912.651.6510 / Fax: 912.651.6543

[www.savannahga.gov](http://www.savannahga.gov)

Property Address: \_\_\_\_\_ Parcel ID Number: \_\_\_\_\_ Permit No: \_\_\_\_\_

BOA Legal Description: \_\_\_\_\_

Flood Zone: \_\_\_\_\_ BASE Flood Elevation (BFE): \_\_\_\_ Design Flood Elevation (DFE): (BFE + 1 foot) \_\_\_\_\_ NAVD 1988

Cross-Referenced Instrument: Deed Book: \_\_\_\_\_ Page: \_\_\_\_\_

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

Property Owner(s) Name: \_\_\_\_\_

If Property Owner is not an individual, Registered Agent or Authorized Signatory: \_\_\_\_\_

**Whereas**, above under the above permit and address with in the City of Savannah, GA has been issued to construct, improve, or repair the property.

**Whereas**, the permitted building has the lowest floor elevated above the *DFE* and the design and construction of the building meets current building code and flood damage prevention ordinance requirements, and

**Whereas**, as a condition of a Certificate of Occupancy, the owner must agree to not alter the building at a later date so as to violate the City's adopted building code or Flood Damage Prevention Ordinance (Part 8, Chapter 7, of the City Code) requirements,

Now, therefore, the undersigned owner of said property hereby agrees to the following:

1. That the enclosed area below the lowest floor shall be used solely for parking of vehicles, limited storage, or access to the building and will never be used for human habitation without first becoming fully compliant with the flood damage prevention ordinance in effect at the time of conversion. In VE Zones enclosures larger than 299 square feet may incur higher Flood insurance premiums.
2. That all interior walls, ceilings, and floors below the DFE shall be unfinished or constructed of flood-resistant materials.
3. That mechanical, electrical, or plumbing devices that service the building shall not be installed below the DFE.
4. That the openings in the walls of the enclosed area below the lowest floor shall not be blocked, obstructed, or otherwise altered to reduce the size of the openings or restrict the automatic entry and exit of floodwater.
5. That any variation in construction beyond what is permitted shall constitute a violation of this agreement and Flood Damage Prevention Ordinance, Part 8, Chapter 7, of the City Code.
6. That the owner and subsequent owners understand that the City of Savannah Development Services Director has a right to inspect inside the premises at any time to verify compliance with this agreement.
7. That this Agreement shall be recorded with the deed to the above property so that subsequent owners are made aware of these restrictions.

**PLEASE SIGN AND HAVE NOTARIZED**

**Property Owner of** \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

**Notary: State of Georgia, County of** \_\_\_\_\_ **or** \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_ who proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me. \_\_\_\_\_ is personally known to me or has produced \_\_\_\_\_ as identification.

Notary Signature: \_\_\_\_\_

Notary Seal

My commission expires: \_\_\_\_\_

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