

### **Policy for Documenting Buildings Prior to Demolition**

Prior to the approval of demolition of structures that are 40 years or older, the City of Savannah requires that the following items be submitted as part of the demolition permit application:

1. Photographs: Thorough photographic documentation of the entire site, including the exterior and interior of the building. This includes, but is not limited to:
  - a. each exterior facade;
  - b. each interior room;
  - c. and additional photographs of significant exterior and interior details.

All photographs shall be in color and labeled to identify what each photo is showing. Please provide labeling by either naming the files fully to identify what the photographs are showing or by providing a photo key/index listing the file name and description of what is being shown in the photograph.

Example:       Exterior-Facades  
                  Interior-Structure

2. Scaled Site Plan: Indicate lot dimensions, property lines, location, and dimensions of all existing building(s) on the lot. Applicants may use the property record card provided that all the dimensions of the lot buildings are provided. Make sure to include lot dimensions and property lines and the location of the building on the lot.
3. Basic Floor Plans: Indicate all rooms on each floor of the building, including basements and attics along with basic measurements.
4. Basic Exterior Elevations: Indicate floor-to-floor heights (if possible); locate all windows, doors, and other facade openings. Show windows, doors, shutters, porches, balconies, railings, and all other appurtenances.

Building documentation must be submitted in digital format through this portal (<https://www.savannahga.gov/932/Demolition-Permit-Information>) (in TIF, JPG, or PDF format only).

This form must be completed in full and upon submission the Planning & Urban Design department will review and approve prior to the issuance of a demolition permit.

For more information regarding the "Policy for Documenting Buildings Prior to Demolition" please contact Planning & Urban Design at (912) 525-2783 or [planning@savannahga.gov](mailto:planning@savannahga.gov).

If you are having difficulties submitting your documentation through the online portal, please contact the Municipal Archives at (912) 651-6412 or [Archives@savannahga.gov](mailto:Archives@savannahga.gov) to submit via email. Please note: the Municipal Archives does not oversee demolition documentation requirements or approval of the documentation. All questions related to requirements or approval should go through the Planning & Urban Design department.



*The Municipal Archives: collects, manages, preserves and makes accessible records documenting the City of Savannah's history; administers the records management program and the City Records Center to increase the efficiency of City agencies; and shares the City's history with City employees, citizens and visitors through outreach activities.*

### **COLLECTING POLICY: Non-City Properties Documentation**

In keeping with our mission to preserve and make accessible records documenting the City of Savannah's history (both the history of the City government and the larger Savannah community), the Municipal Archives will accept transfers of architectural collections documenting structures from private entities upon recommendation of the Savannah City Manager, the Savannah City Council, the Chatham County-Savannah Metropolitan Planning Commission's Urban Planning and Historic Preservation division, or the Savannah Historic District Board of Review that meet the following criteria\*:

1. Document structures within the City limits at the time of the records transfer
2. Document structures identified as contributing to one of Savannah's locally or nationally registered historic districts  
*or*  
Document structures along corridors and in areas identified by the City of Savannah for community revitalization efforts including, but not limited to: Martin Luther King, Jr. Blvd; Montgomery Street; Waters Avenue; Augusta Avenue; Victory Drive  
*or*  
Document government structures (Federal, County or City)  
*or*  
Document major public/community landmarks

The Municipal Archives will accept the following materials and formats:

1. Paper: originals or copies of plans, drawings, photographs, and historical research that document the structure
2. Electronic: TIF, JPG, or PDF files (ftp transfer) of plans, drawings, photographs and historical research that document the structure\*

Accepted transfers will become part of the following collections, as appropriate based on records transferred:

Record Series 1121-061, Architectural Drawings and Plans (Non-City Properties)  
*and/or*  
Savannah Area Local Reference Files

At the time of transfer, the donor will be required to sign a Deed of Gift with the Municipal Archives transferring both physical and legal custody of the materials to the City of Savannah.

*\*The Municipal Archives reserves the right to refuse a transfer deemed inappropriate for the collection, or which we cannot adequately house, preserve and provide access to according to our policies and accepted best practices for archival institutions. If we refuse a collection, we will recommend another area repository which may be appropriate for the collection. Additional electronic formats will be considered on a case-by-case basis.*

Last revised June 10, 2019



**DEED OF GIFT**

(Page 1 of 2)

*Please Print Legibly:*

Donor's Full Name \_\_\_\_\_  
Donor's Street Address \_\_\_\_\_  
City/State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Donor's Telephone Number \_\_\_\_\_  
Donor's Email Address \_\_\_\_\_

I, \_\_\_\_\_, being the sole and absolute owner of the materials hereinafter specified, hereby donate to the City of Savannah Municipal Archives (hereinafter referred to as the "Municipal Archives"), the following materials, as an outright gift. To the best of my knowledge, this gift is free and clear of all encumbrances and restrictions (attach additional pages as needed).

\_\_\_\_\_  
\_\_\_\_\_

Title to these materials shall pass to the City of Savannah, Georgia upon their delivery to the Municipal Archives.

These materials are (check & initial only one): Originals \_\_\_\_\_ Duplicates \_\_\_\_\_  
(If duplicates, the originals are understood to remain in the possession of this donor).

These materials are to become part of the following collection:

\_\_\_\_\_  
\_\_\_\_\_

The collection is understood to be administered in accordance with the established, generally accepted archival policies and procedures of the Municipal Archives, for accessibility and preservation.

The Municipal Archives will provide a suitable repository for these materials and will house and maintain the same in good order.

I agree that neither the City of Savannah, Georgia, nor the Municipal Archives, shall have any liability for damage to or destruction of these materials by fire, water, or other casualty.



**DEED OF GIFT**

(Page 2 of 2)

I agree that these materials will be made available for research, and copies supplied from them upon request, to all qualified researchers on equal terms of access, on an unrestricted basis, in perpetuity, subject only to the restriction(s) herein specified:

If no restrictions apply, initial here \_\_\_\_\_.

Restriction(s) \_\_\_\_\_

Date of Termination of Restriction(s) \_\_\_\_\_

**(Required for acceptance of materials)**

I agree that the Municipal Archives, as owner of copyright, intellectual property, and literary rights transferred by this Deed of Gift, may exercise or transfer to a third party the right of quotation or publication, subject only to the restriction(s) herein specified:

If no restrictions apply, initial here \_\_\_\_\_.

Restriction(s) \_\_\_\_\_

Date of Termination of Restriction(s) \_\_\_\_\_

**(Required for acceptance of materials)**

I agree that the Municipal Archives may, at its discretion, in accordance with its established policies, deaccession or dispose of any materials which, upon archival appraisal, are determined to have no permanent value or historical relevance to the collections, or which the Municipal Archives cannot adequately house and preserve.

**DONOR'S SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_

**Accepted on Behalf of the City of Savannah Municipal Archives by:**

**FULL NAME (Please Print)** \_\_\_\_\_

**TITLE (Please Print)** \_\_\_\_\_

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_