



Office of the Clerk of Council
2 E Bay St, Savannah, GA, 31401
Phone: 912.651.6441

Planning & Urban Design
5515 Abercorn St, Savannah, GA, 31405
Phone: 912.651.6530 / Fax: 912.651.6543

Special Use Permit Application

110 E State St, Savannah, GA, 31401
P.O. Box 8246, Savannah, GA, 31412-8246
Phone: 912.651.1440 / Fax: 912.651.1480
www.thempc.org

Please type or print legibly. Attach additional sheets, if necessary, to fully answer any of the following sections. Incomplete applications will not be scheduled by the Metropolitan Planning Commission (MPC) until deficiencies are corrected. Additional instructions and information regarding the amendment process are attached. **SUBMIT 1 COMPLETED ORIGINAL APPLICATION FORM AND 2 COPIES TO THE OFFICE OF THE CLERK OF COUNCIL. Applicants are requested to contact the MPC staff at 912.651.1440 and City planning staff at 912.651.6530 prior to submitting an application.**

I. Subject Property

Street Address(es): _____

Property Identification Number(s) (PINs) (Note: Attach a boundary survey, recorded or proposed plat, tax map or scaled plot plan to identify the property boundary lines.):

Total acreage of the subject property: _____

Existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair shop, multi-family):

II. Action Requested

A. Check applicable request. If more than one action is sought, submit a separate application and fee for each request.

- Special Use Permit
 Special Use Permit with Special Exception(s)

B. Application History. Have any previous applications been made regarding the subject property?

Yes No If yes, please provide the file number(s): _____

C. Sec. 3.10 - Special Use Permit.

What use or uses are proposed?

1. Special uses within each zoning district are uses that would not be appropriate generally or without restriction but which, if controlled as to number, area, location or relation to other uses may be appropriate in a particular zoning district.
2. A special use permit shall be required for all special uses (identified with an "S" designation) as set forth in the permitted use table in **Sec. 5.4 - Principal Use Table** or as part of a use condition in **Article 8.0 - Use Standards**.
3. Specific use standards may be applicable to the approved special use.
4. Any use or activity on the property not specifically permitted by **Article 5.0 - Base Zoning Districts**, or the special use permit as modified, shall be deemed unlawful and subject to **Article 12**.

The petitioner must obtain a Public Notice Sign(s) from the City at 5515 Abercorn St and erect the sign(s) on the subject property at least 15 DAYS PRIOR TO THE PLANNING COMMISSION and CITY COUNCIL MEETINGS.

D. Sec. 3.10 Special Use Permit with Sec. 3.12 Special Exception

When a special use includes any of the use standards listed under **Sec. 3.12.2**, any proposed change to the standard shall be reviewed under the special use permit process. Only the following use standards may be considered:

- To extend the hours of operation required for certain uses where hours are limited.
- To reduce the minimum distance between certain uses when a separation is required by **Secs. 8.1 thru 8.8**.
- To provide alternate buffering and/or screening for certain uses when either is required by **Secs. 8.1 thru 8.8**.
- To decrease the distance from a property line required for certain uses and activities as required by **Sec. 8.1 thru 8.8**.
- To increase the maximum number of fuel pump stations within a **TC- or D- zoning district**.
- To increase the height of items being stored for certain uses when height is limited by **Secs. 8.1 thru 8.8**.
- To increase the percentage of building permitted to be used for a specific use or activity where the percentage is limited.
- To increase the maximum building footprint where the footprint is limited in **Article 5 or Secs. 8.1 thru 8.8**.
- To increase the amount of outdoor storage area in the **IL-R Zoning District**.

III. Property Owner Information

Name(s): _____

Registered Agent: _____
(Or Officer or Authorized Signatory, if Property Owner is not an individual. Provide GA Annual Registration.)

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

IV. Petitioner Information, if different from Property Owner (Note: If the property owner(s) will have an agent serve on his or her behalf, the owner(s) must complete the attached Letter of Authorization. If the agent changes after submitting the application and the agent is not the property owner, a new authorization form will be required.)

Name(s): _____

Registered Agent: _____
(Or Officer or Authorized Signatory, if Petitioner is not an individual)

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

V. Agent, if different from Petitioner or Property Owner (Note: A signed, notarized statement of authorization from the property owner is required and must be attached if this section applies. If the agent changes after submitting the application and the agent is not the property owner, a new authorization form will be required.)

Name(s): _____

Firm or Agency: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

Letter of Authorization

As fee simple owner of the subject property that is identified as Property Identification Number(s) (PIN) _____, I (we) authorize _____ (Agent Name) of _____ (Firm or Agency, if applicable) to serve as agent on my (our) behalf for the purpose of making and executing this application for the proposed request. I (we) understand that any representations(s) made on my (our) behalf, by my (our) authorized representative, shall be legally binding upon the subject property.

Property Owner(s)

Name(s): _____

Registered Agent: _____
(Or Officer or Authorized Signatory, if Property owner is not an individual)

Signature(s) Date

Witness Signature Certificate

State of Georgia

County of _____

Signed or attested before me on _____
Date

by _____
(Printed name(s) of individual(s) signing document)

who proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.

____ Personally Known or ____ Produced Identification Type of ID _____

Signature of notary public

(Name of notary, typed, stamped or printed)
Notary Public State of Georgia

My commission expires: _____

Special Use Permit Review Criteria Form

Describe how the requested rezoning satisfies one or more of the following criteria:

Sec. 3.10.8 - Review Criteria: *When reviewing a rezoning request, the review authority shall consider the following criteria:*

- a. **Whether the special use is consistent with the intent, goals, strategies, policies, guiding principles and programs of the Comprehensive Plan and other adopted plans:**

- b. **Whether specific use standards for the special use, if any, as provided in Article 8.0, Use Standards, can be achieved:**

- c. **Whether the special use is detrimental to the public interest, health, safety, welfare, function, and appearance of the adjacent uses or general vicinity by reason of any one or more of the following: the number, area, location, height, orientation, intensity (such as traffic, noise, odor, hours of operation), or relation to the neighborhood or other adjacent uses.**

- d. **Whether the subject property is adequate in shape and size to accommodate the special use.**

- e. **Whether adequate public facilities are available to serve the proposed use, including, but not limited to: water; sanitary sewer; stormwater drainage facilities; public safety and emergency facilities; roadway capacity; vehicular ingress and egress; or, that the applicant will provide adequately for such services and for placement in an appropriate location.**

- f. **Whether the special use will result in the destruction, loss, or damage of any feature determined by the review authority to be of natural, cultural, scenic or historic importance.**

Sec. 3.10.9 - Additional Conditions, Restrictions and Safeguards:

Additional conditions, restrictions and safeguards may be imposed by the Mayor and Aldermen on the special use permit approval in order to protect public health, safety and welfare. If any amendment to a development plan will conflict with any condition of an approved special use permit, the amendment to the development plan shall not be permitted unless an amendment to the special use permit is first approved.

Sec. 3.10.10 - Limitations on Filing of Special Use Request:

If the Mayor and Aldermen deny an application for a special use permit, the applicant shall not resubmit such application for the same property for a period of twelve (12) months from the date of the decision by the Mayor and Aldermen.

Sec. 3.10.11 - Violation of a Special Use Permit:

Violations of a special use permit shall be subject to enforcement as outlined in [Article 12.0](#).

Sec. 3.23.7 Appeal of Final Action by the Zoning Board of Appeals or the Mayor and Aldermen

An appeal of the final written decision of the Zoning Board of Appeals or the Mayor and Aldermen under this Section may be taken by filing a petition for certiorari with the Chatham County Superior Court within 30 days of the final action.

Special Exception Review Criteria Form

A. Type of Special Exception:

- To extend the hours of operation required for certain uses where hours are limited.
- To reduce the minimum distance between certain uses when a separation is required by **Secs. 8.1 thru 8.8.**
- To provide alternate buffering and/or screening for certain uses when either is required by **Secs. 8.1 thru 8.8.**
- To decrease the distance from a property line required for certain uses and activities as required by **Sec. 8.1 thru 8.8.**
- To increase the maximum number of fuel pump stations within a **TC- or D- zoning district.**
- To increase the height of items being stored for certain uses when height is limited by **Secs. 8.1 thru 8.8.**
- To increase the percentage of building permitted to be used for a specific use or activity where the percentage is limited.
- To increase the maximum building footprint where the footprint is limited in **Article 5 or Secs. 8.1 thru 8.8.**
- To increase the amount of outdoor storage area in the **IL-R Zoning District.**

B. Provide a description of request below:

C. Reasons for the Special Exception:

D. Describe how the requested Special Exception(s) satisfies one or more of the following criteria:

Sec. 3.12.7 - Review Criteria: *When reviewing a special exception request, a finding shall be made by the Planning Commission for each of the criteria listed below:*

1. **Whether the use for which the special exception is being considered would be located, operated and maintained in a manner in conformance with the goals, policies, and objectives of the Comprehensive Plan and the provisions of this Ordinance:**

2. **Whether the special exception would not be detrimental to the public interest, health, safety, welfare, function, and appearance of the adjacent uses or general vicinity:**

Sec. 3.12.8 - Additional Conditions, Restrictions and Safeguards:

The Planning Commission or the Historic Preservation Commission, or the Savannah Downtown Historic District Board of Review may include conditions, restrictions or limitations as part of the approval in order to protect public health, safety and welfare. When a special exception is approved with conditions, those conditions shall run with the land and shall be binding on the original applicant as well as any successor.

Sec. 3.12.9 - Time Limitations for Approved Special Exceptions:

Approval of a special exception pursuant to the provisions of this Ordinance shall become null and void unless the following is completed in the time period specified:

- a. For any special exception that would not require a [building](#) permit, the special exception shall be acted upon within one (1) year from the special exception was granted; or
- b. For any special exception that would require a building permit, the related building permit shall have been issued and have remained continuously valid thereafter within two (2) years from the date the special exception was granted

Sec. 3.12.10 - Appeals:

Final action on the petition may be appealed in accordance with **Sec. 3.23 - Appeals.**

Sec. 3.23.7 Appeal of Final Action by the Zoning Board of Appeals or the Mayor and Aldermen

An appeal of the final written decision of the Zoning Board of Appeals or the Mayor and Aldermen under this Section may be taken by filing a petition for certiorari with the Chatham County Superior Court within 30 days of the final action.

Disclosure of Campaign Contributions

The Conflict of Interest in Zoning Actions Act (O.C.G.A. § 36-67A)

- (a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
- (1) The name and official position of the local government official to whom the campaign contribution was made; and
 - (2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (b) The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- (c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority of the respective local government showing:
- (1) The name and official position of the local government official to whom the campaign contribution was made; and
 - (2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government or any of its agencies on the rezoning application.

Please answer the following questions:

1. Within **two years immediately preceding the filing this application**, have you and your agent (if applicable) made a campaign contribution in the amount of \$250 or more to any of the local government officials listed below?

Yes _____ No _____ If you answered "Yes", please complete Question 2.

The Mayor and Aldermen of the City of Savannah	
Van R. Johnson, II, Mayor	Linda Wilder-Bryan, District 3
Kesha Gibson-Carter, At-Large (Post 1)	Nick Palumbo, District 4
Alicia Miller Blakely, At-Large (Post 2)	Dr. Estella Edwards Shabazz, District 5
Bernetta B. Lanier, District 1	Kurtis Purtee, District 6
Detric Leggett, District 2	

Chatham County-Savannah Metropolitan Planning Commission		
Joseph Ervin, Chairman	Travis Coles	Eula Parker
Ellison Cook, Vice-Chairman	Karen Jarrett	Tom Woiwode
Linder Suthers, Secretary	Lacy Manigault	Lee Smith, Ex-Officio
Joseph Welch, Treasurer	Tanya Milton	Pat Monahan, Ex-Officio
Tommy Branch	Wayne Noha	

2. If you checked "Yes" to Question 1, complete the section below:

Contribution			
Name of Official to Whom Contribution was Made	Official Position at Time of Contribution	Date of Contribution	Description & Dollar Amount of Contribution

Signature of Petitioner or Petitioner's Agent or Opponent Printed Name Date

Neighborhood Meeting

Sec. 3.2.7 Neighborhood Meetings

a. **When Required**

When required, as shown in [Table 3.2-1](#), Types of Required Public Notice for Applications, or indicated elsewhere in this Ordinance.

b. **Registered Neighborhood Associations**

Neighborhood meetings are required for neighborhood associations registered with the City of Savannah as posted on the Open Neighborhoods map located at <https://public.sagis.org/OpenNeighborhoods/>

Commentary: *The purpose of a neighborhood meeting is to ensure early citizen participation in an informal forum in conjunction with applications and to provide an applicant the opportunity to understand and try to mitigate any impacts an application may have on an affected community. A neighborhood meeting is not intended to produce complete consensus on all applications, but to encourage applicants to be good neighbors and to allow for informed decision making.*

c. **General Requirements**

Prior to the public hearing, the applicant shall offer to hold a neighborhood meeting consistent with the following:

i. **Timing of Meeting**

The neighborhood meeting shall occur at least seven (7) days prior to the public hearing.

ii. **Neighborhood Notification**

1. The applicant shall notify the neighborhood president by email or mail.
2. Within the notification, the address and/or property identification number of the subject property, contact information for the applicant of the subject property, zoning districts, nature of application, intended public hearing date, and an offer to meet with the applicant shall be included.
3. The notification shall be sent to the neighborhood president and a copy sent to the Planning Director at least fourteen (14) days before the scheduled public meeting.
4. If a neighborhood meeting is scheduled, the applicant shall notify the Planning Director of the time and location of the meeting within two (2) working days prior.

d. **Failure to Provide Neighborhood Notification**

If an applicant fails to provide neighborhood notification consistent with the requirements of this Section, the public hearing shall be postponed until after such notification has been made.

Please provide the following information:

1. Neighborhood Association: _____
2. Neighborhood President: _____
3. Method of Notification: _____
4. Date Notification Sent: _____
5. Date of Neighborhood Meeting: _____
6. Time of the Meeting: _____
7. Location of the Meeting: _____
8. Date Notification Sent to Planning Director of the Scheduled Date, Time, Place: _____
9. Date of Planning Commission Meeting: _____

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Instructions

1. Applicants are requested to contact MPC staff and City planning staff prior to submitting an application.
2. If the project is a Development of Regional Impact (DRI), the project must first be found "in the best interest of the State" before a rezoning application can be reviewed by the Planning Commission. MPC staff will notify the petitioner or agent when a request qualifies as a DRI.
3. The application form must be completed (including appropriate fee) and must include all required supplemental materials before it will be processed and scheduled for a hearing.
4. **A total of two (2) copies of the completed application, including the original application and supporting documents, MUST be provided.**
5. Applications must be submitted to the Office of the Clerk of Council at City Hall, 2 E Bay St.
6. The petitioner or agent may include exhibits (e.g., letters or photos) to support the request. If a signed petition is to be submitted, please provide the original at the Planning Commission meeting and provide three (3) copies with the completed application.
7. A schedule of the Planning Commission and City Council meetings is available online at www.thempc.org.

Special Use Permit Process (After the Application is Submitted)

1. Once an application submittal is determined to be complete, MPC staff will schedule the petition for review by the Planning Commission and prepare a staff report and recommendation.
2. You will receive a letter acknowledging receipt of the petition and notifying you of the Planning Commission meeting date and time and the staff recommendation will be sent to you.
3. The petitioner must obtain a sign(s) announcing the petition from the City of Savannah Planning and Urban Design Department at the Development Services Building, 5515 Abercorn St, and erect the sign(s) on each street frontage of the subject property at least **15 DAYS PRIOR TO THE Planning Commission MEETING**. The sign(s) must be posted no more than five (5) feet from the property line. If the property does not abut a public right-of-way, at least one (1) sign shall be placed on the property at the access point and additional sign(s) shall be placed on the nearest public right-of-way.
4. If the signs are not erected in a timely manner, the petition will be rescheduled to the next scheduled Planning Commission meeting. The signs shall remain in place until a Planning Commission recommendation is made. Changes to signs shall be made by the applicant to reflect the correct dates and any other changing information involving a petition that has been postponed or continued at least ten (10) days prior to the revised public meeting or hearing date. The petitioner shall remove the signs within 10 days of the decision.
5. The Planning Commission meeting will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E State St doorway.
6. An overhead projector and computer are available for use. The overhead projector can display all paper items (e.g., photographs, maps, site plans). PowerPoint presentations must be provided to MPC staff at least two days prior to the hearing. A copy of any materials used to support your petition must be submitted for the record at the time of the hearing.
7. The Planning Commission will make a recommendation to the Mayor and Aldermen regarding the petition. The Planning Commission's recommendation may be for approval of, denial of, or an alternative to the request.
8. The petitioner will be notified of the date and time of the City Council meeting(s) by the Office of the Clerk of Council. The Office of the Clerk of Council will publish a notice in the newspaper.
9. The petitioner must obtain a sign(s) announcing the petition from the Planning and Urban Design Department and erect the sign(s) on each street frontage of the subject property at least **15 DAYS PRIOR TO THE City Council MEETING**. The sign(s) must be posted no more than five (5) feet from the property line. If the property does not abut a public right-of-way, at least one (1) sign shall be placed on the property at the access point and additional sign(s) shall be placed on the nearest public right-of-way.
10. If the signs are not erected in a timely manner, the petition will be rescheduled to the next scheduled City Council meeting. The signs shall remain in place until a City Council decision has been made. Changes to signs shall be made by the applicant to reflect the correct dates and any other changing information involving a petition that has been postponed or continued at least ten (10) days prior to the revised public meeting or hearing date. The petitioner shall remove the signs within 10 days of the decision.
11. The City Council meeting(s) will be held in the Council Chambers on the 2nd Floor of City Hall, 2 E Bay St.
12. The Mayor and Aldermen must have at least two meetings for the petition for approval; a zoning hearing and then the first and second readings of the ordinance to rezone the property.
13. The Mayor and Aldermen may accept the Planning Commission's recommendation, refuse the Planning Commission's recommendation, approve an alternative, or refer the request back to the Planning Commission for further study.
14. If a motion is made at the hearing to approve the request, the following meeting(s) will be to hear the first and second readings of the amendment. The petitioner may request that the Mayor and Aldermen hold the first and second readings at the same meeting.
15. Notification of the decision of the Mayor and Aldermen will be sent to the petitioner or agent by the Office of the Clerk of Council.
16. The petitioner or petitioner's agent should be in attendance at all Planning Commission and City Council meetings. If no one is present to represent the petition, the petition may still be discussed.

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2020 Application Submittal Deadlines for Planning Commission Meetings with City Council Meetings

<p>Application Submittal Deadline</p> <p><i>(Application submittal deadlines are on Tuesdays unless otherwise noted.)</i></p> <p>Submittal Due: 5:00 p.m.</p> <p>Submittal Location: City Hall, 2 E Bay St, Clerk of Council's Office on the 1st Floor.</p>	<p>Planning Commission Meeting Date</p> <p><i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted.)</i></p> <p>Pre-meeting: 12:00 p.m.</p> <p>Meeting Time: 1:30 p.m.</p> <p>Meeting Location: MPC, 112 E State St, Arthur A. Mendonsa Hearing Room or the Chatham County Commission Chambers of the Old Courthouse, 124 Bull St on the 2nd Floor. Call 912.651.1440.</p>	<p>City Council Meetings (Zoning Hearings)</p> <p><i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i></p> <p>Meeting Time: 2:00 p.m.</p> <p>Meeting Location: City Hall, 2 E Bay St, Council Chambers on the 2nd Floor.</p>	<p>City Council Meetings (First Readings)</p> <p><i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i></p> <p>Meeting Time: 2:00 p.m.</p> <p>Meeting Location: City Hall, 2 E Bay St, Council Chambers on the 2nd Floor.</p>
DEC 17	JAN 14	FEB 13	FEB 27
JAN 07	FEB 04	MAR 12	MAR 26
JAN 28	FEB 25	MAR 26	APR 09
FEB 18	MAR 19	APR 09	APR 23
MAR 10	APR 07	MAY 07	MAY 21
MAR 31	APR 28	MAY 21	JUN 04
APR 21	MAY 19	JUN 18	JUL 02
MAY 12	JUN 09	JUL 02	JUL 16
JUN 02	JUN 30	JUL 30	AUG 13
JUN 23	JUL 21	AUG 13	AUG 27
JUL 14	AUG 11	SEP 10	SEP 24
AUG 04	SEP 01	SEP 24	OCT 08
AUG 25	SEP 22	OCT 08	OCT 22
SEP 15	OCT 13	NOV 05	NOV 19*
OCT 06	NOV 03	DEC 03	DEC 17
OCT 27	NOV 24	DEC 17	DEC 31
NOV 17	DEC 15	JAN (2021 1 st meeting TBA)	JAN (2 nd meeting TBA)
DEC 08	JAN 12 (2021)	FEB (1 st meeting TBA)	FEB (2 nd meeting TBA)

***November 19th Regular City Council Meeting may be rescheduled for the 2020 National League of Cities (NLC) City Summit.**

O.C.G.A. § 36-66-4(a): A local government taking action resulting in a zoning decision shall provide for a hearing on the proposed action. At least 15 but not more than 45 days prior to the date of the hearing, the local government shall cause to be published within a newspaper of general circulation within the territorial boundaries of the local government a notice of the hearing. The notice shall state the time, place, and purpose of the hearing.