



Special Exceptions – Planning Commission Application



Planning & Urban Design
5515 Abercorn St, Savannah, GA, 31405
Phone: 912.651.6530 / Fax: 912.651.6543
TDD: 912.651.6702 / www.savannahga.gov

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 1 COPY TO THE CITY at 5515 Abercorn St. 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. Special Exception (Sec. 3.12.4). All special exceptions, except for an increase in building footprint where the building is located in a local historic district as described in **Sec. 3.12.5**, shall be considered by the Planning Commission at a public hearing. **Sec. 3.12.2:** Special exceptions to specific provisions of this Ordinance may be considered only for the following:

- 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.**

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.

B. Provide a description of request below:

C. Reasons for the Special Exception:

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

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

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: _____

VI. Items Required to be Submitted with this Application:

A. Application. A COMPLETED ORIGINAL APPLICATION FORM AND TWO COPIES.

B. Filing Fee. The non-refundable filing fee is based on the type of use for which relief is requested. Make check payable to City of Savannah. Fee is subject to change.

Special Exceptions: Residential: \$120.00 Non-residential: \$350.00

C. Notarized Letter of Authorization Form. If the property owner will not represent the petition, a signed, notarized statement from the property owner authorizing the petitioner / agent to act on his behalf is required.

D. Special Exception Review Criteria Form.

E. Survey. A scaled or dimensioned boundary survey, tax map, plot plan, or sketch showing the subject property (Original not scanned if produced electronically).

F. Legal Description. A legal description of the land by lot, block, and subdivision designations, or if none, by metes and bounds (Electronic or digital Word document).

G. Is this request related to another review, such as a Certificate of Appropriateness (COA), Subdivision, Site Development Permit or Plan, Master Plan, Business Location Approval, Rezoning, or Text Amendment? If so, please provide the Plan/Permit # _____ and associated Staff Report/Decision.

VII. Certification

By my signature below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of the application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures, and that this application is a complete application submittal. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date. I understand that the approval of an application for Special Use Permit by The Mayor and Aldermen does not constitute a waiver from any applicable local, state, or federal regulations.

Applicant Name: _____
Print Signature Date

Contacts

Planning & Urban Design: 5515 Abercorn St, Savannah, GA, 31405 (Located within the Development Services Building) ~ P.O. Box 1027, Savannah, GA, 31402 (Phone: 912.651.6530)

The Planning Commission: 110 E State St, Savannah, GA, 31401 (Located at the State Street Garage) ~ P.O. Box 8246, Savannah, GA, 31412 (Phone: 912.651.1440)

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 Exception Review Criteria Form

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:*

- a. **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:**

- b. **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.

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

3.12.10 - Appeals:

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

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

Application Submittal Deadline	Planning Commission Meeting Date
<i>(Application submittal deadlines are on Tuesdays unless otherwise noted.)</i> Submittal Due: 5:00 p.m. Submittal Location: City Hall, 2 E Bay St, Clerk of Council's Office on the 1 st Floor.	<i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted.)</i> Pre-meeting: 12:00 p.m. Meeting Time: 1:30 p.m. 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 2 nd Floor. Call 912.651.1440.
DEC 17	JAN 14
JAN 07	FEB 04
JAN 28	FEB 25
FEB 18	MAR 19
MAR 10	APR 07
MAR 31	APR 28
APR 21	MAY 19
MAY 12	JUN 09
JUN 02	JUN 30
JUN 23	JUL 21
JUL 14	AUG 11
AUG 04	SEP 01
AUG 25	SEP 22
SEP 15	OCT 13
OCT 06	NOV 03
OCT 27	NOV 24
NOV 17	DEC 15
DEC 08	JAN 12 (2021)

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.