



**City of Savannah Application for  
Rezoning or Special Use**

2 East Bay Street  
P.O. Box 1027 ~ Savannah, GA 31402  
Phone: (912) 651-6441  
www.savannahga.gov ~ 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 accepted for processing by the Metropolitan Planning Commission (MPC) until deficiencies are corrected. Additional instructions, information and important dates are located on pages 6 and 7.

**I. GENERAL INFORMATION**

**Petitioner Information** (*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.*)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Property Owner Information, if different from Petitioner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Agent Information, if different from Petitioner or 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: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**II. ACTION REQUESTED**

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

- \_\_\_\_\_ Rezoning (Zoning Map Amendment) [*Complete Sections II-B, II-C, III and Disclosure*]
- \_\_\_\_\_ Special Use [*Complete Sections (II-B & D) and (III)*]

**(B) Application History**

Have any previous applications been made to rezone or request a special use for the subject property?

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

\_\_\_\_\_

*(Note: In accordance with Section 8-3182(a)(1), an application for rezoning cannot be accepted if a rezoning petition for the same property was denied by the Mayor and Aldermen less than one year before the date of filing this application. Likewise, if a previous rezoning petition was not acted upon by the Mayor and Aldermen but was denied by MPC less than one year before the date of filing this application, the application cannot be processed.)*

**(C) Rezoning (Zoning Map Amendment)**

1. Existing zoning district(s) for the subject property:

\_\_\_\_\_

2. Proposed zoning district(s) for the subject property:

\_\_\_\_\_

*(Note: Only one district should be proposed unless there is an extenuating circumstance. If more than one district is desired, please provide supporting rationale. A zoning district must be identified or the application will not be processed.)*

3. Street address(es) of the subject property: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

5. Total acreage of the subject property: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

7. List all proposed land use(s) and land use number(s) in accordance with the Zoning Ordinance. *(Note: Refer to Zoning Ordinance Sections 8-3025(a) or (b), Land Use Schedules, or see the list of allowed uses within the desired zoning district that is not included in the use schedule. If your desired use is not listed in either source, contact the City Zoning Administrator for a use determination. If the proposed use is a combination of uses such as warehouse with a retail showroom and outdoor storage, please describe the proposed operation. The Zoning Administrator is located in the Development Services Department at 5515 Abercorn Street or can be contacted at 651-6530.)*

\_\_\_\_\_

\_\_\_\_\_

**(D) Special Use**

Use this form for a special use request only for the following zoning districts: PUD-IS, PUD-IS-B, PUD-R, PUD-M and PUD-MXU. A special use within these districts is a use that is not listed as an allowed use for the district but that may be considered for approval by the Planning Commission and the Mayor and Aldermen provided that the criteria in Section 8-3163(b) can be met. All other special use requests are reviewed by the Zoning Board of Appeals (ZBA) and require a ZBA application.

- 1. What use or uses are proposed?

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

**III. Items Required to be Submitted with an Application for Rezoning (Map Amendment) or Special Use**

All applications must include the following:

- A. **Application.** A completed original application form and one copy.
- B. **Submittal Fee.** A non-refundable filing fee of \$600.00 payable by check. Make check payable to "City of Savannah." Fee is subject to change.
- C. **Notarized 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. **Disclosure Form.** Disclosure of Campaign Contribution Form (to be filed within 10 days of filing this application). This applies only to zoning map amendments (rezoning).
- E. A scaled or dimensioned boundary survey, tax map, plot plan or sketch showing the subject property.

**Petitioner states that she/he has read, understands and has completed this application. Approval of an application for rezoning or special use by the Mayor and Aldermen does not constitute a waiver from any applicable local, state or federal regulations.**

\_\_\_\_\_  
**Signature of  
Petitioner or Petitioner's Agent**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

<b>CONTACT INFORMATION</b>		
<b>Clerk of Council</b>	2 E. Bay Street (City Hall) P.O. Box 1027 ~ Savannah, GA 31402	912-651-6441 (Phone)
<b>City Zoning Administrator</b>	5515 Abercorn Street P.O. Box 1027 ~ Savannah, GA 31402	912-651-6530 (Phone)
<b>Metropolitan Planning Commission</b>	110 E. State Street P.O. Box 8246 ~ Savannah, GA 31412	912-651-1440 (Phone)

**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

**City of Savannah**

The Conflict of Interest in Zoning Actions Act (O.C.G.A. § 36-67A) requires that a petitioner for a **map amendment / rezoning action** must disclose campaign contributions in the amount of \$250 or more that have been made to local government officials who will consider the application. This requirement also applies to agents who may represent the petitioner.

In compliance with the Act, this form must be completed and filed with the local governing authority within ten (10) days after the application is filed. Failure to comply with the provisions of this Act is a misdemeanor.

1. Within two years 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.

<b>MAYOR AND ALDERMEN</b>	
Eddie DeLoach, Mayor	John Hall, District 3
Carolyn Bell, At-Large (Post 1)	Julian Miller, District 4
Brian Foster, At-Large (Post 2)	Estella Edwards Shabazz, District 5
Van R. Johnson, II, District 1	Tony Thomas, District 6
Bill Durrence, District 2	

2. If you checked “Yes” to Question 1, complete the section below.

<b>CONTRIBUTION</b>			
<b>Name of Official to Whom Contribution was Made</b>	<b>Official Position at Time of Contribution</b>	<b>Date of Contribution</b>	<b>Description &amp; Dollar Amount of Contribution</b>

\_\_\_\_\_  
**Signature of Petitioner or Petitioner’s Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

**Letter of Authorization**

As fee simple owner of the subject property that is identified as Property Identification Numbers \_\_\_\_\_, 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.

\_\_\_\_\_  
Owner Name (Signature)

\_\_\_\_\_  
Owner Name (Print)

\_\_\_\_\_  
Date

## INSTRUCTIONS / INFORMATION FOR THE PETITIONER

(Retain This Page for Your Records)

1. The petitioner and/or agent is encouraged to speak with MPC staff prior to submitting an application for rezoning (map amendment) or special use.
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. Submit the completed original application and one copy to the Clerk of Council.
4. 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 make a copy to be retained for your records.
5. Once the application is deemed complete, MPC staff will schedule the petition for review by the Planning Commission and prepare a staff report and recommendation. You will receive a letter acknowledging receipt of the petition and notifying you of the Planning Commission meeting date and time. The staff recommendation will be sent to you. A schedule of MPC and City Council meetings is available online at [www.thempc.org](http://www.thempc.org).
6. **The petitioner must erect a sign(s) announcing the petition on each street frontage of the subject property at least 15 DAYS PRIOR TO THE MPC MEETING but no more than 45 days.** 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. If the sign is not erected in a timely manner, the petition will be rescheduled to the next scheduled MPC meeting. The sign 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 sign must be obtained from the City of Savannah Department of Development Services, 5515 Abercorn Street. The petitioner will be contacted when the sign is ready to be picked up.

7. The Planning Commission will make a recommendation to the Mayor and Aldermen regarding the petition. The Planning Commission may approve, deny or recommend an alternative to the request. The petitioner will be notified of the date and time of the City Council hearing. **The sign(s) for the City Council meeting must be obtained from City of Savannah Department of Development Services. The petitioner must erect the sign(s) AT LEAST 15 DAYS PRIOR TO A CITY COUNCIL MEETING but no more than 45 days. Posting requirements are the same as the requirements for the MPC meeting. The sign(s) shall remain in place until a City Council decision has been made.** The petitioner shall remove the sign(s) within 10 days of the decision.
8. 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 amendment or special use. 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 or special use. The petitioner may request that the Council hold the first and second readings in the same meeting. Notification of the decision of the Mayor and Aldermen will be sent to the petitioner or agent.
9. **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 be discussed.

# 2017 CALENDAR OF MEETINGS & APPLICATION SUBMISSION DATES

## Metropolitan Planning Commission Regular Meetings

Planning Commission meetings are held on Tuesdays (every 3 weeks) at 1:30 P.M. but are subject to change

<b>Meeting Date (Tuesday)</b>	<b>Application Cut-Off Date (Wednesday)</b>
JAN 10 JAN 31	DEC 15 JAN 04
FEB 21	JAN 25
MAR 14	FEB 15
APR 04 APR 25	MAR 08 MAR 29
MAY 16	APR 19
JUN 06 JUN 27	MAY 10 MAY 31
JUL 18	JUN 21
AUG 08 AUG 29	JUL 12 AUG 02
SEP 19	AUG 23
OCT 10 OCT 31	SEP 13 OCT 04
NOV 21	OCT 25
DEC 12	NOV 15
JAN (TBD)	DEC 06