



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

## Text Amendment to the Zoning Ordinance 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](http://www.thempc.org)

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

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. Action Requested

#### A. Text Amendment

1. Identify the specific section(s) number(s) of the Zoning Ordinance sought to be amended.

- a) What is the existing text requested to be repealed, if any?

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- b) What is the proposed text, if any?

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2. State the reason(s) for the text amendment.

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#### B. Application History

Have any previous applications been made for a similar text amendment?

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

**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.**

**II. Petitioner Information** (Note: If the petitioner(s) will have an agent serve on his or her behalf, the petitioners(s) must complete the attached Letter of Authorization. If the agent changes after submitting the application and the agent is not the petitioner, 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: \_\_\_\_\_

**III. Agent, if different from Petitioner** (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: \_\_\_\_\_

**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.**

**IV. 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.

Text Amendment:  \$600.00

**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. Disclosure of Campaign Contribution Form.** To be filed within 10 days of filing this application. This is required to be filled out by the Petitioner, Property Owner, and/or Agent.

**E. Rezoning Review Criteria Form.**

**F.** Is this request related to another review, such as a Certificate of Appropriateness (COA), Subdivision, Site Permit (General Development Plan), Business Location Approval, or Special Use? If so, please provide the Plan/Permit # and associated Staff Report/Decision.

**V. 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 Rezoning (Zoning Map Amendment) and Comprehensive Plan Future Land Use Map Amendment by The Mayor and Aldermen does not constitute a waiver from any applicable local, state, or federal regulations.

Applicant Name: \_\_\_\_\_  
Print Signature Date

**Contacts**

Office of the Clerk of Council: 2 E Bay St, Savannah, GA, 31401 (Located at City Hall) ~ P.O. Box 1027, Savannah, GA, 31402 (Phone: 912.651.6441)

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)

**Text Amendment Review Criteria Form**

**Sec. 3.7.7 – Review Criteria:** *When reviewing an application for a text amendment, all of the criteria listed below shall be considered.*

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

- a. **Consistency:** The extent to which the proposed text amendment is consistent with the remainder of the Zoning Ordinance, including any purpose and intent statements.

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- b. **New or Changing Circumstances:** The extent to which the proposed text amendment represents a new idea not considered in the existing Zoning Ordinance, or represents a revision necessitated by changing circumstances over time.

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- c. **Error or Inappropriate Standard:** Whether or not the proposed text amendment corrects an error in the Zoning Ordinance, or otherwise improves upon existing requirements or standards.

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- d. **Compliance with Higher Law:** Whether or not the proposed text amendment revises the Zoning Ordinance to comply with state or federal statutes.

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**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: \_\_\_\_\_

## RETAIN THIS PAGE

### Instructions

1. Applicants are requested to contact MPC staff and City planning staff prior to submitting an application.
2. 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.
3. **A total of two (3) copies of the completed application, including the original application and supporting documents, MUST be provided.**
4. Applications must be submitted to the Office of the Clerk of Council at City Hall, 2 E Bay St.
5. 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.
6. A schedule of the Planning Commission and City Council meetings is available online at [www.thempc.org](http://www.thempc.org).

### Text Amendment 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 Planning Commission meeting will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E State St doorway.
4. 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.
5. All text amendment applications shall be considered by the Planning Commission at a public hearing, prior to a public hearing by the Mayor and Aldermen.
6. After consideration of the review criteria in Sec. 3.7.10, the Planning Commission shall provide a recommendation which shall indicate that the text amendment should be:
  - i. Approved as submitted by the applicant;
  - ii. Approved as recommended by the Planning Director;
  - iii. Approved with modifications;
  - iv. Continue to the next meeting or a date certain; or
  - v. Denied.
7. 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.
8. The City Council meeting(s) will be held in the Council Chambers on the 2<sup>nd</sup> Floor of City Hall, 2 E Bay St.
9. The Mayor and Aldermen must have at least two meetings for the petition for approval: a public hearing and then the first and second readings of the amendment.
10. The Mayor and Aldermen shall hold a minimum of one (1) public hearing to consider the proposed text amendment after receiving a recommendation from the responsible review authority. Within seven (7) days of receiving the recommendation, the Mayor and Aldermen shall notify the applicant of the scheduled date for the public hearing. Notwithstanding any other provision in this ordinance to the contrary, any text amendment initiated by the Mayor and Aldermen shall not be submitted to or considered by the Planning Commission unless specifically requested by the Mayor and Aldermen.
11. After consideration of the review standards set forth in Sec. 3.7.10, the Mayor and Aldermen shall:
  - i. Approve and adopt the proposed text amendment as submitted by the applicant;
  - ii. Approve and adopt the proposed text amendment as recommended by the applicable review authority;
  - iii. Approve and adopt the proposed text amendment with modifications;
  - iv. Continue to the next meeting or to a date certain;
  - iv. Return the proposed text amendment to the review authority for further study and recommendation; or
  - v. Deny the proposed text amendment.
12. 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 in the same meeting.
13. 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.
14. 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.
15. If the Mayor and Aldermen deny an application for a zoning text amendment, the applicant shall not resubmit a zoning text amendment application for the same zoning text amendment for a period of 12 months from the date of the written decision by the Mayor and Aldermen.

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

<p><b>Application Submittal Deadline</b></p> <p><i>(Application submittal deadlines are on Tuesdays unless otherwise noted.)</i></p> <p><b>Submittal Due:</b> 5:00 p.m.</p> <p><b>Submittal Location:</b> City Hall, 2 E Bay St, Clerk of Council's Office on the 1<sup>st</sup> Floor.</p>	<p><b>Planning Commission Meeting Date</b></p> <p><i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted.)</i></p> <p><b>Pre-meeting:</b> 12:00 p.m.</p> <p><b>Meeting Time:</b> 1:30 p.m.</p> <p><b>Meeting Location:</b> 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<sup>nd</sup> Floor. Call 912.651.1440.</p>	<p><b>City Council Meetings (Zoning Hearings)</b></p> <p><i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i></p> <p><b>Meeting Time:</b> 2:00 p.m.</p> <p><b>Meeting Location:</b> City Hall, 2 E Bay St, Council Chambers on the 2<sup>nd</sup> Floor.</p>	<p><b>City Council Meetings (First Readings)</b></p> <p><i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i></p> <p><b>Meeting Time:</b> 2:00 p.m.</p> <p><b>Meeting Location:</b> City Hall, 2 E Bay St, Council Chambers on the 2<sup>nd</sup> 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 <sup>st</sup> meeting TBA)	JAN (2 <sup>nd</sup> meeting TBA)
DEC 08	JAN 12 (2021)	FEB (1 <sup>st</sup> meeting TBA)	FEB (2 <sup>nd</sup> meeting TBA)

**\*November 19<sup>th</sup> 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.