



## Zoning Text Amendment Application



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. See Sec. 3.7. **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.

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- a) What is the existing text requested to be repealed, if any?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

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**II. Petitioner Information**

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: If the petitioner(s) will have an agent serve on his or her behalf, the petitioner(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): \_\_\_\_\_

Firm or Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**IV. Items Required to be Submitted with an Application for Text Amendment**

**A. Application.** A COMPLETED ORIGINAL APPLICATION FORM AND ONE COPY.

**B. Submittal Fee.** A non-refundable filing fee of \$600 payable to "City of Savannah". Fee is subject to change.

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

**D.** Is this request related to another review, such as a Certificate of Appropriateness (COA), Subdivision, Site Permit (General Development Plan), Business Location Approval, Rezoning (Map Amendment), Special Use, or Zoning Board of Appeals? 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 zoning text amendment by the Mayor & 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, City Hall, Savannah, GA, 31401 ~ 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 ~ P.O. Box 8246, Savannah, GA, 31412 (Phone: 912.651.1440)

**Text Amendment Review Criteria Form**

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

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

- 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**

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.

**Petitioner(s)**

Name(s): \_\_\_\_\_

Registered Agent: \_\_\_\_\_  
(Or Officer or Authorized Signatory, if Petitioner 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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**2019 Application Submittal Deadlines for Planning Commission Meeting Dates with  
City Council Meeting Dates**

<b>Application Submittal Deadline</b>	<b>Planning Commission Meeting Date</b>	<b>City Council Meetings (Zoning Hearings)</b>	<b>City Council Meetings (First Readings)</b>
<i>(Application submittal deadlines are on Wednesdays unless otherwise noted.)</i> <b>Submittal Due:</b> 5:00 p.m. <b>Submittal Location:</b> City Hall, 2 E Bay St, Clerk of Council's Office on 1 <sup>st</sup> Floor.	<i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted.)</i> <b>Pre-meeting:</b> 12:00 p.m. <b>Meeting Time:</b> 1:30 p.m. <b>Meeting Location:</b> MPC, 112 E State St, Arthur A. Mendonsa Hearing Room.	<i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i> <b>Meeting Time:</b> 2:00 p.m. <b>Meeting Location:</b> City Hall, 2 E Bay St, Council Chambers on 2 <sup>nd</sup> Floor.	<i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i> <b>Meeting Time:</b> 2:00 p.m. <b>Meeting Location:</b> City Hall, 2 E Bay St, Council Chambers on 2 <sup>nd</sup> Floor.
JAN 22	FEB 19	MAR 14	MAR 28
FEB 12	MAR 12	APR 11	APR 25
MAR 5	APR 2	APR 25	MAY 9
APR 2	APR 23	MAY 23	JUN 6
APR 16	MAY 14	JUN 6	JUN 20
MAY 7	JUN 4	<b>JUL 4*</b>	JUL 18
MAY 28	JUN 25	JUL 18	AUG 1
JUN 18	JUL 16	AUG 15	AUG 29
JUL 9	AUG 6	AUG 29	SEP 12
JUL 30	AUG 27	SEP 26	OCT 10
AUG 20	SEP 17	OCT 10	OCT 24
SEP 10	OCT 8	NOV 7	<b>NOV 21**</b>
OCT 1	OCT 29	<b>NOV 21**</b>	DEC 5
OCT 22	NOV 19	DEC 19	JAN (1 <sup>st</sup> meeting TBA 2020)
NOV 12	DEC 10	JAN (1 <sup>st</sup> meeting TBA 2020)	JAN (2 <sup>nd</sup> meeting TBA 2020)
DEC 17	JAN 14 (2020)	FEB (1 <sup>st</sup> meeting TBA)	FEB (2 <sup>nd</sup> meeting TBA 2020)

**\*July 4<sup>th</sup> Regular City Council Meeting may be rescheduled for Independence Day;**

**\*\*November 21<sup>th</sup> Regular City Council Meeting may be rescheduled for the 2019 National League of Cities (NLC) City Summit.**