



Planning & Urban Design  
 20 Interchange Drive, Administration Bldg.  
 Savannah, GA, 31415  
 Phone: 912.525.2783/Fax: 912.525.1562  
[www.savannahga.gov/planning](http://www.savannahga.gov/planning)



# Zoning Board of Appeals 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)

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 AN ELECTRONIC COMPLETED APPLICATION AND SUPPLEMENTAL DOCUMENTATION TO [PLANNING@SAVANNAHGA.GOV](mailto:PLANNING@SAVANNAHGA.GOV).**

**Applicants are requested to contact the MPC staff at 912.651.1440 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 or SF of the subject property: \_\_\_\_\_  
 Zoning District(s): \_\_\_\_\_  
 Existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair shop, multi-family): \_\_\_\_\_

## II. Reason for Variance (Check all that apply and attach a response and supporting documentation for each item checked).

**A. REQUEST A VARIANCE (Sec. 3.21).** The application must be submitted to provide an opportunity for the ZBA to grant variances only from the building standards for permitted uses in the base zoning districts (not to include density or vehicular access) in Article 5.0, Base Zoning Districts; variable standards in Article 9.0, General Site Standards; and variable standards in Article 10.0, Natural Resource Standards. Refer to Page 6 for plot plan criteria and explain specifics of request (e.g., To request a 5 foot reduction of the 25 foot rear yard setback). **Describe the variance requested:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**B. APPEALS (Sec. 3.23).** An appeal by any aggrieved party may be taken to the ZBA when an alleged error in a final written decision of any administrator, commission or board authorized to make a final written decision occurs. An application must be filed within thirty (30) working days of a final written decision. It will be considered filed when a complete notice of appeal is submitted to [planning@savannahga.gov](mailto:planning@savannahga.gov). **Provide an explanation specifying the grounds for the appeal with the ZBA and the administrator, commission or board whose decision is being appealed:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. RELIEF FOR NONCONFORMING USES AND STRUCTURES (Sec. 3.24).** An application must be submitted to request a re-establishment, expansion, or reconstruction of a nonconforming use. **Indicate the type of non-conformity and relief sought.** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**D. REQUEST AN EXTENSION OF A ZBA APPROVAL.** If a ZBA decision needs to be extended, an application must be submitted. Date of ZBA Approval: \_\_\_\_\_ File No.: \_\_\_\_\_

**III. Application History.**

- Have any previous applications been made regarding the subject property?  
 Yes  No If yes, please provide the file number(s): \_\_\_\_\_
- 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.

**IV. 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: \_\_\_\_\_

**V. 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: \_\_\_\_\_

**VI. Agent, if different from Petitioner or Property Owner** (Note: A signed, notarized Letter 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. Please refer to VIII. Letter of Authorization.)

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

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

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

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

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

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

**VII. Application 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.

- Residential: \$620.00
- Non-residential: \$1,300.00

**VIII. 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 \_\_\_\_\_ by \_\_\_\_\_,

Date

(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: \_\_\_\_\_

**IX. Application Checklist**

Pursuant to O.C.G.A. § 8-2-26, this checklist must be completed and submitted with each application. Please check every item as either “Y” for items that are included with the application or “N” for items that are not included with the application. Items without an “N” checkbox are minimum requirements initially due with the application if applicable.

**Yes No**

- Part I. Subject Property
- Part II. Reason for Variance
- Part III. Application History
- Part IV. Property Owner Information
- Part V. Petitioner Information
- Part VI. Agent
- Part VII. Application Fee
- Part VIII. Letter of Authorization
- Part IX. Complete Application Checklist
- Part X. Certified Application (Signed application)
- A scaled dimensioned map, plat or sketch of the subject property referred to in the application
- Concept Plan of the proposed development if applicable

*Please note: Supplemental information may be required during plan review to address deficiencies.*

**X. Certified Application**

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: 20 Interchange Drive, Administration Building  
 Savannah, GA, 31415  
 P.O. Box 1027, Savannah, GA, 31402 (Phone: 912.525.2783)

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)

## RETAIN THIS PAGE

### Instructions

1. Applicants are required to contact the Secretary to the Zoning Board of Appeals (ZBA) at the MPC, 110 E State St, prior to submitting an application. Call the MPC at 912.651.1440.
2. The application form must be complete according to [Sec. 3.1.4](#) including the appropriate fee and all required supplemental materials before it will be processed and scheduled for a hearing. If the property has been purchased within the last 12 months, please provide a copy of the Deed.
3. All applications must be submitted electronically to [planning@savannahga.gov](mailto:planning@savannahga.gov). If the document size is larger than 20 MB, please contact 912-525-2783.
4. A plot plan must be provided when a dimensional variance or use permit is requested. Plot plan criteria are listed below.
5. Supporting documents, such as the written decision that is being appealed (and specifics on why the decision is in error), or the associated COA Staff Report/Decision, Subdivision Staff Report/Decision, Site Permit Staff Report, and City Manager Decision must be provided. If Property Owner/Petitioner is not an individual, provide the Georgia Annual Registration.
6. A schedule of the application deadlines as well as the Planning Commission and City Council meetings dates are part of this application.

### Zoning Board of Appeals Process (After the Application is Submitted)

1. Once an application submittal is determined to be complete according to [Sec. 3.1.4](#), the MPC will schedule the petition for the next posted ZBA hearing date.
2. The MPC will notify the petitioner of the public hearing date and time as well as publish a public notification in the newspaper.
3. The petitioner will receive notification to obtain a Public Notice Sign(s) announcing the petition from the City's Planning & Urban Design Office located at 20 Interchange Drive, Administration Building. The petitioner must post the sign(s) at least **15 DAYS PRIOR TO THE ZBA MEETING** according to [Sec. 3.2.6](#). If the signs are not posted at least 15 days prior to the meeting, the petition will be rescheduled.
4. The petitioner is responsible for removing the sign(s) within 10 days of the ZBA decision.
5. The ZBA agenda, which includes the staff report, will be posted on [www.thempc.org](http://www.thempc.org) no later than the Friday before the scheduled meeting.
6. The ZBA hearing will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E State Street doorway.
7. 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 the Secretary to the ZBA 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.
8. Requests to withdraw, defer or continue a petition is outlined in Sec. 3.1.8.
9. A written notice of the ZBA decision will be sent to the petitioner following the meeting.
10. Building permits and approvals will be released upon receipt of the ZBA decision.
11. A variance requiring a building permit shall expire after twelve (12) months from the date of approval if no building permit is issued. If a building permit is issued and expires under the terms of this Ordinance, the variance requiring the building permit shall also become null and void at the same time the building permit expires.
12. An appeal of the final written decision of the ZBA may be taken by filing a petition for certiorari with the Chatham County Superior Court within 30 days of the final action.

### Plot Plan Criteria (If you are applying for a dimensional variance or special use approval, a plot plan of the subject property must be submitted with this application. The plot plan must include the below information.)

- North arrow and scale
- Street name(s)
- Dimensions of lot(s)
- Existing and proposed structures on lot (identify each structure - e.g., house, shed, pool)
- Dimensions between all structures and property lines and/or fences
- Location and dimensions of and proposed construction
- Types of fence (for example, chain link, wood, masonry, etc.)
- Proposed landscaping
- Project status (proposed or existing)

**The petitioner will receive notification to obtain and post the Public Notice Sign(s) from the City's Planning & Urban Design Office at least 15 DAYS PRIOR TO THE ZONING BOARD OF APPEALS MEETING.**

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**2023 Application Submittal Deadlines  
And Meeting Dates  
for Zoning Board of Appeals**

<p align="center"><b>Application Submittal Deadline</b></p> <p align="center"><i>(Application submittal deadlines are on Fridays unless otherwise noted.)</i></p> <p><b>Submittal Due:</b> 5:00 p.m. <b>Submit Electronically to:</b> <a href="mailto:planning@savannahga.gov">planning@savannahga.gov</a></p>	<p align="center"><b>Zoning Board of Appeals Meeting Dates</b></p> <p align="center"><i>(All meetings are scheduled for every three weeks on Thursdays unless otherwise noted.)</i></p> <p><b>Pre-meeting:</b> 9:00 a.m. <b>Meeting Time:</b> 10:00 a.m. <b>Meeting Location:</b> MPC, 112 E State St, Arthur A. Mendonsa Hearing Room.</p>
JAN 27	FEB 23
FEB 24	MAR 23
MAR 24	APR 27
APR 28	MAY 25
MAY 26	JUN 22
JUN 23	JUL 27
JUL 28	AUG 24
AUG 25	SEP 28
SEP 29	OCT 26
OCT 27	NOV 16*** (3 <sup>RD</sup> THURS)
NOV 17	DEC 14*** (2 <sup>ND</sup> THURS)
DEC 15	JAN 25

**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.