

# Master Plan Amendment

*(for Planned Development zoning)*



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 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) (Attach a boundary survey, recorded or proposed plat, tax map or scaled plot plan to identify the property boundary lines.): \_\_\_\_\_  
Name of PD/PUD District: \_\_\_\_\_  
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. Mark the type of amendment proposed (see Attachment A on page 8 of this form). Please note, selection may be revised based on staff review.

- Minor Amendment to a General Master Plan
- Major Amendment to General Master Plan
- Minor Amendment to a Final Master Plan
- Major Amendment to a Final Master Plan

B. Provide a description of the requested amendment below: \_\_\_\_\_  
\_\_\_\_\_

C. Reasons for the amendment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

D. **Application History.** Have any previous applications been made to amend the subject PD zoning?

Yes  No

If yes, please provide the Plan/Permit File Number(s): \_\_\_\_\_

## III. Review Criteria

Please provide an explanation of the amendment request based on [Sec. 6.1.12](#).

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

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

**VII. 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: \_\_\_\_\_

**VIII. 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 per the Conflict of Interest in Zoning Actions Act (O.C.G.A. § 36-67A).

- (a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
  - (1) The name and official position of the local government official to whom the campaign contribution was made; and
  - (2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (b) The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- (c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority of the respective local government showing:
  - (1) The name and official position of the local government official to whom the campaign contribution was made; and
  - (2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government or any of its agencies on the rezoning application.

**Please answer the following questions:**

- A. Within two years immediately 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.

The Mayor and Aldermen of the City of Savannah	
Van R. Johnson, II, Mayor	Linda Wilder-Bryan, District 3
Carolyn H. Bell, At-Large (Post 1)	Nick Palumbo, District 4
Alicia Miller Blakely, At-Large (Post 2)	Dr. Estella Edwards Shabazz, District 5
Bernetta B. Lanier, District 1	Kurtis Purtee, District 6
Detric Leggett, District 2	

Chatham County-Savannah Metropolitan Planning Commission		
Laureen Boles, Secretary	Traci Amick	Joseph Welch
Travis Coles, Chairman	Coren Ross	Amanda Wilson
Stephen Plunk	Joseph B. Ervin	Jay Melder, Ex-Officio
Jeff Notrica, Treasurer	Dwayne Stephens	Michael Kaigler, Ex-Officio
Karen Jarrett	Tom Woiwode, Vice Chairman	

- B. If you checked "Yes" to Question 1, complete the section below:

Contribution			
Name of Official to Whom Contribution was Made	Official Position at Time of Contribution	Date of Contribution	Description & Dollar Amount of Contribution

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

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

\_\_\_\_\_  
Date

**IX. Items Required to be Submitted with this Application**

**A. 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. Fees are subject to change.

- Minor Amendment to a General Master Plan: \$1,000.00
- Major Amendment to General Master Plan: \$1,500.00
- Minor Amendment to a Final Master Plan: \$500.00
- Major Amendment to a Final Master Plan: \$1,000.00

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

**C. 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).

**X. Application Checklist**

Pursuant to O.C.G.A. § 8-2-26, this checklist must be completed and submitted with each permit 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. Action Required
- Part III. Review Criteria
- Part IV. Property Owner Information
- Part V. Petitioner Information
- Part VI. Agent
- Part VII. Letter of Authorization
- Part VIII. Disclosure of Campaign Contribution Form
- Part IX. Items Required to be Submitted with this Application
- Part X. Complete Application Checklist
- Part XI. Certified Application
- Survey. A scaled or dimensioned boundary survey, tax map, plot plan, or sketch showing the subject property (Original not scanned if produced electronically and not recorded).
- 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).
- Concept Plan of the proposed development if applicable

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

**XI. 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.

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Signature of Petitioner or Petitioner’s Agent

Printed Name

Date

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### Instructions

1. Applicants are requested to contact Metropolitan Planning Commission (MPC) or the City's Planning and Urban Design Office (City) 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 according to Sec. 3.1.5 including the appropriate fee and all required supplemental materials before it will be processed and scheduled for a public hearing.
4. 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.
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.
6. A schedule of the application deadlines and Planning Commission meetings are part of this application.

### Master Plan Amendment Processes (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 review by the Planning Commission and prepare a staff recommendation.
2. The MPC will notify the petitioner of the Planning Commission's meeting date 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 and Urban Design Office at 20 Interchange Drive, Administration Building. The petitioner must post the sign(s) at least **15 DAYS PRIOR TO THE PLANNING COMMISSION 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 Planning Commission's meeting will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E. State Street doorway.
5. Digital presentations must be provided to the MPC at least two days prior to the hearing. To ensure the protection of its network, the MPC does not allow Petitioners to use thumb drives on its computers. A copy of any materials used to support your petition must be submitted for the record at the time of the hearing. The Petitioner shall provide a sufficient number of copies for the Board and Board secretary.

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**2026 Application Submittal Deadlines for Planning Commission Meetings with City Council Meetings**

<b>Application Submittal Deadline</b> <i>(Application submittal deadlines are on Fridays unless otherwise noted.)</i>  <b>Submittal Due:</b> 5:00 p.m. <b>Submittal Location:</b> <a href="mailto:planning@savananhga.gov">planning@savananhga.gov</a>	<b>Planning Commission Meeting Date</b> <i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted. Contact MPC at 912-651-1440.)</i> <b>Meeting Location:</b> MPC 112 E State St Arthur A. Mendonsa Hearing Room	<b>City Council Meeting</b> <b>(Zoning Hearings and 1<sup>st</sup> &amp; 2<sup>nd</sup> Readings)</b> <i>(All meetings are scheduled for the second and fourth Thursdays of every month unless otherwise noted. Contact 912-525-2783.)</i> <b>Meeting Location:</b> City Hall, 2 E Bay St, Council Chambers on the 2 <sup>nd</sup> Floor.	
	<b>Pre-meeting:</b> 12:30 p.m. <b>Meeting Time:</b> 1:30 p.m.	<b>Meeting Time:</b> 2:00 p.m.	
DEC 13, 2025	JAN 6	JAN 8	JAN 22
JAN 2	JAN 27	FEB 12	FEB 26
JAN 23	FEB 17	MAR 12	MAR 26
FEB 13	MAR 10	APR 9	APR 23
MAR 6	MAR 31	MAY 14	MAY 28
MAR 27	APR 21	JUN 11	JUN 25
APR 17	MAY 12	JUL 9	--
MAY 8	JUN 2	AUG 13	AUG 27
MAY 29	JUN 23	SEP 10	SEP 24
JUN 18	JUL 14	OCT 8	OCT 22
JUL 10	AUG 4	NOV 12	TUES, NOV 24
JUL 31	AUG 25	DEC 10	--
AUG 21	SEP 15		
SEP 11	OCT 6		
OCT 2	OCT 27		
OCT 23	NOV 17		
NOV 20	DEC 15		
DEC 11	JAN 5, 2027		

**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.

## **Attachment A: Types of Master Plan Amendments (Sec. 6.1.22)**

### **a. Amendments to General Master Plans**

Amendments to General Master Plans may be classified as minor or major amendments, as determined by the Planning Director. Minor amendments to General Master Plans shall be subject to Planning Commission approval. Major amendments to General Master Plans shall be subject to Planning Commission review and Mayor and Aldermen approval as contained in Sec. 6.1.10.

- i. **Minor Amendments.** Minor amendments to General Master Plans shall include modifications which do not affect the overall character or intensity of the development, do not adversely or substantially affect the initial basis for granting approval, and do not adversely or substantially affect the overall PD in light of intent and purpose of such development.
- ii. **Major Amendments.** Modifications to General Master Plans which do not qualify as minor amendments shall be deemed major amendments.

### **b. Amendments to Final Master Plans**

Amendments to Final Master Plans may be classified as minor or major amendments as determined by the Planning Director. Minor amendments to Final Master Plans shall be subject to approval by the Planning Director. Major amendments to Final Master Plans shall be subject to Planning Commission approval, as contained in Sec. 6.1.10.

- i. **Minor Amendments.** Minor amendments to Final Master Plans shall include modifications which are minor in nature, do not affect the overall character or intensity of the development, and do not differ significantly from the site plans, elevations or renderings approved with the original Final Master Plan approval.
- ii. **Major Amendments.** Modifications to Final Master Plans which do not qualify as minor amendments shall be deemed major amendments.