



SAVANNAH

savannahga.gov

City of Savannah

P.O. Box 1027, Savannah, GA, 31402-1027

TDD: 912.651.6702 / www.savannahga.gov

Planning & Urban Design

5515 Abercorn St, Savannah, GA, 31405

Phone: 912.525.2783 / Fax: 912.651.6543



Rezoning (Map Amendment) and Comprehensive Plan Future Land Use Map Amendment 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

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**. Applicants are requested to contact the MPC staff at 912.651.1440 or City Planning and Urban Design staff at 912.525.2783 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 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. Type of Request. If more than one action is sought, submit a separate application and fee for each request.

- Rezoning (Zoning Map Amendment)
- Comprehensive Plan's Future Land Use Map Amendment (If proposed rezoning does not fit the designated Future Land Use Map Category)

B. Application History. Have any previous applications been made to rezone the subject property (Certificate of Appropriateness (COA), Subdivision, Site Permit (General Development Plan), Business Location Approval, Text Amendment)?

Yes No If yes, please provide the Plan/Permit File Number(s): _____

C. Rezoning Information.

- Identify the existing zoning district(s) for the subject property: _____
- Proposed zoning district(s) for the subject property: _____
(Only one district should be proposed unless there is an extenuating circumstance. If more than one district is desired, please provide supporting rationale as part of this application. A zoning district must be identified or the application will not be processed.)
- List all proposed land use(s) in accordance with the Zoning Ordinance. (Refer to Zoning Ordinance Article 5 Sec. 5.4 Principal Use Table. If your desired use is not listed, contact the Planning and Urban Design Department for a use determination. Planning and Urban Design by contacting 912.525.2783.) _____

The petitioner must obtain a Public Notice Sign(s) from the City's Planning and Urban Design Office at 5515 Abercorn Street and erect the sign(s) on the subject property at least 15 DAYS PRIOR TO THE PLANNING COMMISSION and CITY COUNCIL MEETINGS.

D. Comprehensive Plan Future Land Use Map Amendment.

Subsection 2 in Article 5 Sec. 5.5 through Sec. 5.17 entitled Comprehensive Plan Future Land Use Map (FLUM) Consistency lists the Future Land Use Category(ies) that each Zoning District is allowed within. The Future Land Use (FLU) Categories are listed and defined in Chapter 5 Land Use of the Comprehensive Plan. If the proposed Zoning District is not allowed within the current FLU Category designated for the property, a Comprehensive Plan Future Land Use Map Amendment is required. However, there may be FLU Categories that are not listed in Article 5. If the subject property is within one of those FLU Categories, the Planning Commission and the City will evaluate and determine if the proposed Zoning District requires a FLU Map Amendment.

- What is the present Future Land Use Category designated for the property? _____
- What is the Future Land Use Category that allows the proposed Zoning District? _____

III. Rezoning Review Criteria Form

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

A. Suitability and Community Need:

- Whether the range of uses permitted by the proposed zoning district is more suitable than the range of uses that is permitted by the current zoning district.
- Whether the proposed zoning district addresses a specific need in the county or city.

B. Compatibility:

- Whether the zoning proposal will adversely affect the existing use or usability of adjacent or nearby property.
- Whether the zoning proposal is compatible with the present zoning pattern and conforming uses of nearby property and the character of the surrounding area.
- Whether there are other existing or changing conditions affecting the use and development of the property which give supporting grounds for either approval or disapproval of the zoning proposal.

c. Consistency:

Whether the zoning proposal is in conformity with the policy and intent of the Comprehensive Plan and other adopted plans, such as a redevelopment plan or small area plan.

d. Reasonable Use:

Whether the property to be affected by the zoning proposal has a reasonable use as currently zoned.

e. Adequate Public Services:

Whether adequate school, public safety and emergency facilities, road, ingress and egress, parks, wastewater treatment, water supply and stormwater drainage facilities are available for the uses and densities that are permitted in the proposed zoning district.

f. Proximity to a Military Base, Installation or Airport:

Is the subject parcel located within 3,000 feet of a military base, installation or airport, or within the 3,000 foot Clear Zone and Accident Prevention Zones Numbers I and II as prescribed in the definition of an Air Installation Compatible Use Zone that is affiliated with such base, installation or airport? Yes No

IV. Neighborhood Meeting

A neighborhood meeting is required as shown in [Table 3.2-1](#), Types of Required Public Notice for Applications, or indicated elsewhere in this Ordinance. If an applicant fails to provide neighborhood notification consistent with the requirements of the Ordinance, the public hearing shall be postponed until after such notification has been made. Please complete the following information.

- Neighborhood Association: _____
- Neighborhood President: _____
- Method of Notification: _____
- Date Notification Sent: _____
- Date of Neighborhood Meeting: _____
- Time of the Meeting: _____
- Location of the Meeting: _____
- Date Notification Sent to Planning Director of the Scheduled Date, Time, Place: _____
- Date of Planning Commission Meeting: _____

V. 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: _____

VI. 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: _____

VII. 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: _____

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 _____
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: _____

IX. 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
Kesha Gibson-Carter, 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		
Joseph Ervin, Chairman	Travis Coles	Eula Parker
Ellison Cook, Vice-Chairman	Karen Jarrett	Tom Woiwode
Linder Suthers, Secretary	Lacy Manigault	Lee Smith, Ex-Officio
Joseph Welch, Treasurer	Tanya Milton	Pat Monahan, Ex-Officio
Tommy Branch	Wayne Noha	

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 or Opponent Printed Name Date

X. Items Required to be Submitted with this Application

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.

- Rezoning: \$600.00
- Comprehensive Plan Amendment: \$600.00

XI. 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 (Street address, PIN, Total acreage, zoning district, existing land use(s))
- Part II. Action Required (Type of Request, Application History, Rezoning Information, Comprehensive Plan Future Land Use Map Amendment)
- Part III. Rezoning Review Criteria Form (Suitability and Community Need, Compatibility, Consistency, Reasonable Use, Adequate Public Services, Proximity to a Military Base, Installation or Airport)
- Part IV. Neighborhood Meeting
- Part V. Property Owner Information (Property owner name and full contact information)
- Part VI. Petitioner Information (Petitioner name and full contact information)
- Part VII. Agent (Agent name and full contact information)
- Part VIII. Letter of Authorization
- Part IX. Disclosure of Campaign Contribution Form
- Part X. Items Required to be Submitted with this Application (Filing fee)
- Part XI. Complete Application Checklist
- Part XII. Certified Application (Signed 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.

XII. 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.

Signature of Petitioner or Petitioner’s Agent or Opponent	Printed Name	Date
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Instructions

1. Applicants are requested to contact MPC staff and City Planning staff 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 (including appropriate fee) and must include all required supplemental materials before it will be processed and scheduled for a hearing.
4. **All applications must be submitted electronically to 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 Planning Commission and City Council meetings is available online at www.thempc.org.

Rezoning and Comprehensive Plan’s Future Land Use Map 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 petitioner will receive notification to obtain a Public Notice Sign(s) from the City’s of Savannah Planning and Urban Design Department at the Development Services Building, 5515 Abercorn St, and erect the sign(s) on each street frontage of the subject property at least **15 DAYS PRIOR TO THE PLANNING COMMISSION MEETING**. 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.
4. If the signs are not erected in a timely manner, the petition will be rescheduled to the next scheduled Planning Commission meeting. The signs 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 petitioner shall remove the signs within 10 days of the decision.
5. The Planning Commission meeting will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E State Street doorway.
6. 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.
7. The Planning Commission will make a recommendation to the Mayor and Aldermen regarding the petition. The Planning Commission’s recommendation may be for approval of, denial of, or an alternative to the request.
8. 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.
9. The petitioner will received notice to obtain a Public Notice Sign(s) announcing the petition from the Planning and Urban Design Department and erect the sign(s) on each street frontage of the subject property at least **15 DAYS PRIOR TO THE CITY COUNCIL MEETING**. 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.
10. If the signs are not erected in a timely manner, the petition will be rescheduled to the next scheduled City Council meeting. The signs shall remain in place until a City Council decision has been 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 petitioner shall remove the signs within 10 days of the decision.
11. The City Council meeting(s) will be held in the Council Chambers on the 2nd Floor of City Hall, 2 E Bay St.
12. 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 ordinance to rezone the property.
13. The Mayor and Aldermen may accept the Planning Commission’s recommendation, refuse the Planning Commission’s recommendation, approve an alternative, or refer the request back to the Planning Commission for further study.
14. If a motion is made at the zoning hearing to approve the request, the following meeting(s) will be to hear the first and second readings of the amendment. The first and second readings may be held at the same meeting.
15. 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.
16. 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.

Contacts

Planning & Urban Design: 5515 Abercorn St, Savannah, GA, 31405
(Located in the Development Services Building)
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)

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

Application Submittal Deadline <i>(Application submittal deadlines are on Tuesdays unless otherwise noted.)</i> Submittal Due: 5:00 p.m. Submittal Location: City's Planning and Urban Design Office, 5515 Abercorn Street.	Planning Commission Meeting Date <i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted.)</i> Pre-meeting: 12:00 p.m. Meeting Time: 1:30 p.m. Meeting Location: 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 nd Floor. Call the MPC at 912.651.1440.	City Council Meeting (Zoning Hearings and 1st & 2nd Readings) <i>(All meetings are scheduled for the second and fourth Thursdays of every month unless otherwise noted.)</i> Meeting Location: City Hall, 2 E Bay St, Council Chambers on the 2 nd Floor.	
		Meeting Time: 2:00 p.m.	Meeting Time: 6:30 p.m.
DEC 17	JAN 14	FEB 13	FEB 27
JAN 7	FEB 4	MAR 12	MAR 26
JAN 28	FEB 25	APR 09	APR 23
FEB 18	MAR 19	MAY 14	MAY 28
MAR 10	APR 7	JUN 11	JUN 25
MAR 31	APR 28	JUL 9	JUL 23
APR 21	MAY 19	AUG 13	AUG 27
MAY 12	JUN 9	SEP 10	SEP 24
JUN 2	JUN 30	OCT 8	OCT 22
JUN 23	JUL 21	NOV 12	NOV 26*
JUL 14	AUG 11	DEC 10	DEC 24*
AUG 4	SEP 1		
AUG 25	SEP 22		
SEP 15	OCT 13		
OCT 6	NOV 3		
OCT 27	NOV 24		
NOV 17	DEC 15	JAN 2021 TBA	JAN 2021 TBA
DEC 8	JAN 21 *(2021)	FEB 2021 TBA	FEB 2021 TBA

*** Regular City Council Meeting may be rescheduled due to the holidays.**

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.