



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



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

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. **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. Text Amendment Information

- A. Identify the specific section(s) number(s) of the Zoning Ordinance sought to be amended. _____
- B. What is the existing text requested to be repealed, if any? Please provide attachment if more space is needed.

- C. What is the proposed text, if any? Please provide attachment if more space is needed. _____

- D. State the reason(s) for the text amendment. Please provide attachment if more space is needed. _____

II. Text Amendment Review Criteria

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. _____

- 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. _____

- 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. _____

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

III. 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): _____

IV. Petitioner Information (If the petitioner(s) will have an agent serve on his or her behalf, the petitioners(s) must complete Section V. Agent, if different from Petitioner of the application.)

Name(s): _____

Registered Agent: _____
(Or Officer or Authorized Signatory, if Petitioner is not an individual)

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

V. Agent, if different from Petitioner

Name(s): _____

Firm or Agency: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

VI. 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. Fee is subject to change.

- Text Amendment: \$600.00

B. Meeting with MPC staff. Prior to the submittal of an application for a Text Amendment to the Zoning Ordinance, the applicant shall participate in a pre-application conference with the MPC staff.

VII. 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. Text Amendment Information
- Part II. Text Amendment Review Criteria
- Part III. Application History
- Part IV. Petitioner Information
- Part V. Agent Information
- Part VI. Items Required to be Submitted with this Application
- Part VII. Application Checklist

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

I. 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

Contacts:

Planning & Urban Design: 5515 Abercorn St, Savannah, GA, 31405 (Located within 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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Instructions

1. Applicants are requested to contact MPC staff or City Planning staff prior to submitting an application.
2. The application form must be completed according to Sec. 3.1.5 (including appropriate fee) and must include all required supplemental materials before it will be processed and scheduled for a hearing.
3. **All applications must be submitted electronically to planning@savannahga.gov.** If the document size is larger than 20 MB, please contact 912.525.2783.
4. 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.
5. A schedule of the Planning Commission and City Council meetings is available online at www.thempc.org.

Zoning 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 Street doorway.
4. During the meeting, 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. The Planning Commission will make a recommendation to the Mayor and Aldermen regarding the petition. The Planning Commission's recommendation may approve, approve with modifications, deny or continue the petition to the next meeting or a date certain.
7. The petitioner will be notified of the date and time of the City Council meeting(s) by Planning and Urban Design Office. 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 2nd Floor of City Hall, 2 E Bay Street.
9. The Mayor and Aldermen must have at least two meetings for the petition for approval—and public hearing and then the first and second readings of the amendment—after receiving a recommendation from the MPC. Within seven days of receiving the recommendation from MPC, the City will notify the applicant of the scheduled date for the public hearing.
10. The Mayor and Aldermen will make a recommendation on the petition. They may approve, approve with modifications, deny, continue the petition to the next meeting or a date certain, or return the proposed text amendment to the MPC for further study and recommendation.
11. 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.
12. The City Council meeting(s) will be held in the Council Chambers on the 2nd Floor of City Hall, 2 E Bay Street.
13. 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.
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.

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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.