



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

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 required 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 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.

- 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 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 PLANNING COMMISSION and CITY COUNCIL MEETINGS.**

D. Comprehensive Plan Future Land Use Map Amendment.

Sections 5.5 through 5.17, subsection 2 of the Zoning Ordinance titled Comprehensive Plan Future Land Use Map (FLUM) Consistency list the permitted Future Land Use (FLU) Category(ies) for each Zoning District. Chapter 5 of the Chatham County-Savannah Comprehensive Plan lists and defines these categories. If the proposed Zoning District is not allowed within the current FLU Category designated for the property, a Comprehensive Plan FLUM Amendment is required. As part of the application review process, the Planning Commission and 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

Describe the purpose of the requested rezoning. Please note, the review criteria for rezonings follow [Sec. 3.5.8](#) and Planned Development rezonings follow [Sec. 6.1.12](#).

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 the Zoning Ordinance. If an applicant fails to provide neighborhood notification consistent with the requirements, the public hearing will 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: _____

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)

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: _____

X. 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.

- Rezoning/Comprehensive Plan Amendment: \$3,500.00 + \$50.00 per acre
- Rezoning for Planned Developments: \$1,000.00 + \$150.00 per acre

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
- Part II. Action Required
- Part III. Rezoning Review Criteria Form
- Part IV. Neighborhood Meeting
- Part V. Property Owner Information
- Part VI. Petitioner Information
- Part VII. Agent
- Part VIII. Letter of Authorization
- Part IX. Disclosure of Campaign Contribution Form
- Part X. Application 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	Printed Name	Date
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Instructions

1. Applicants are requested to contact the 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 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.
4. **All applications must be submitted electronically to planning@savananhga.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.
6. A schedule of the application deadlines as well as the Planning Commission and City Council meeting dates are part of this application.

Rezoning and Comprehensive Plan's Future Land Use Map Amendment Process (After the Application is Submitted)

1. All rezoning applications will be considered by the Planning Commission at a public hearing prior to the Mayor and Aldermen holding the zoning hearing.
2. 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.
3. The MPC will notify the petitioner of the public hearing date and time as well as publish a public notification in the newspaper.
4. 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 located at 20 Interchange Drive, Administration Bldg. 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 before the public hearing, the petition will be rescheduled.
5. The Planning Commission meeting will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E State Street doorway.
6. 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.
7. The Planning Commission will make a recommendation to the Mayor and Aldermen regarding the petition. The Planning Commission's recommendation may be to approve, approve with conditions, continue or deny the petition.
8. Once the Planning Commission has made a recommendation, the petition will be forwarded to Mayor and Aldermen for consideration. The City will notify the petitioner of the date and time of the City Council meeting and publish the public notice for the zoning hearing in the newspaper. In addition, the petitioner will receive notification from the City's Planning and Urban Design Office to obtain a Public Notice Sign(s) announcing the petition. The petitioner must post the sign(s) at least **15 DAYS PRIOR TO THE CITY COUNCIL MEETING** according to [Sec. 3.2.6](#). If the signs are not posted at least 15 days before the zoning hearing, the petition will be rescheduled.
9. The Mayor and Aldermen must have at least two meetings to consider the petition and Planning Commission's recommendation; a zoning hearing and then the first and second readings of the petition. The first and second readings may be held at the same meeting as the zoning hearing.
10. Once the Mayor and Aldermen hear the petition, they make a recommendation to approve, approve with conditions, deny, continue the petition to the next meeting or a date certain, or remand the petition back to the Planning Commission for further study.
11. Notification of Mayor and Aldermen's final decision will be sent to the petitioner by the City.
12. The petitioner or 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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2022 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: planning@savananhga.gov	Planning Commission Meeting Date <i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted. Contact MPC at 912-651-1440.)</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	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. Contact 912-525-2783.)</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 14	JAN 18	JAN 13	JAN 27
JAN 11	FEB 8	FEB 10	FEB 24
FEB 1	MAR 1	MAR 10	MAR 24
FEB 22	MAR 22	APR 14	APR 28
MAR 15	APR 12	MAY 12	MAY 26
APR 5	MAY 3	JUN 9	JUN 23
APR 26	MAY 24	JUL 14	JUL 28
MAY 17	JUN 14	AUG 11	AUG 25
JUN 7	JUL 5	SEP 8	SEP 22
JUN 28	JUL 26	OCT 13	OCT 27
JUL 19	AUG 16	NOV 10	NOV 22* @2 P.M.
AUG 9	SEP 6	DEC 8	DEC 22* @2 P.M.
AUG 30	SEP 27		
SEP 20	OCT 18		
OCT 11	NOV 8		
NOV 1	NOV 29		
NOV 22	DEC 20		
DEC 20	JAN 17 (2023)		

*** 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.