

Variances for Development Plans (Planning Commission)



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 the 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) (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. Variance. The Planning Commission shall have the ability to grant variances associated with a Site Development Permit (development plan). Please provide the File Number: _____

B. Provide a description of request below: _____

C. Reasons for the Variance(s): _____

D. 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): _____

III. Review Criteria

A. General Consistency: The variance shall be consistent with the intent of the Zoning Ordinance and the Comprehensive Plan and shall not be injurious to the neighborhood or otherwise detrimental to the public health, safety or welfare. _____

**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.**

B. Special Conditions:

- i. Special conditions and/or circumstances exist which are peculiar to the land, buildings or structures involved and which are not applicable to other lands, buildings or structures in the same zoning district.
- ii. The special conditions and/or circumstances do not result from the actions of the applicant.
- iii. The Special conditions and/or circumstances are not purely financial in nature so as to allow the applicant to use the land, buildings, or structures involved more profitably or to save money. _____

C. Literal Interpretation: Literal interpretation of the provisions of the regulations would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district under the terms of the Ordinance and would result in unnecessary and undue hardship on the applicant. _____

D. Minimum Variance: The variance, if granted, is the minimum variance necessary to make possible the reasonable use of land, buildings or structures. _____

E. Special Privilege Not Granted: The variance would not confer on the applicant any special privilege that is denied by this Ordinance to other lands, buildings or structures in the same zoning district. _____

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
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		
Laureen Monica Boles	Ruel Joyner	Joseph Welch
Travis Coles	Wayne Noha	Tom Woiwode
Elizabeth Epstein	Eula Parker	Michael Brown, Ex-Officio
Joseph Ervin	Dwayne Stephens	Lee Smith, Ex-Officio
Karen Jarrett	Linder Suthers	

- 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.
 Residential: \$120.00 Non-residential: \$350.00
- 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.

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. 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.

Special Exception Processes (After the Application is Submitted)

1. Once an application submittal is determined to be complete according to Sec. 1.3.5, 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 5515 Abercorn Street. The petitioner must post the sign(s) at least **15 DAYS PRIOR TO THE PLANNING COMMISSION MEETING**. The sign(s) should be placed in a conspicuous place on the subject property and/or placed along each street that the property abuts so that the sign is visible from the street. If the property does not have street frontage, at least one sign should be placed on the property at the access point and additional sign(s) should be placed on the nearest public right-of-way. Signs shall not be posted on any tree. 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. 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 MPC 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.

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2021 Application Submittal Deadlines for Planning Commission Meetings

<p align="center">Application Submittal Deadline</p> <p><i>(Application submittal deadlines are on Tuesdays unless otherwise noted.)</i> Submittal Due: 5:00 p.m. Submit Electronically to: planning@savananhga.gov</p>	<p align="center">Planning Commission Meeting Date</p> <p><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 2nd Floor. Call 912.651.1440.</p>
DEC 8	JAN 12
JAN 5	FEB 2
JAN 26	FEB 23
FEB 16	MAR 16
MAR 9	APR 6
MAR 30	APR 27
APR 20	MAY 18
MAY 11	JUN 8
JUN 1	JUN 29
JUN 22	JUL 20
JUL 13	AUG 10
AUG 3	AUG 31
AUG 24	SEP 21
SEP 14	OCT 12
OCT 5	NOV 2
OCT 26	NOV 23
NOV 16	DEC 14
DEC 14	JAN 18 *(2022)
*MEETING DATES/TIME RESCHEDULED DUE TO CONFLICT	

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.