



Zoning Text Amendment Application

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



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. 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- B. What is the existing text requested to be repealed, if any?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 petitioner(s) must complete Section V. Agent, if different from Petition 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. 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. Fee is subject to change.

- Text Amendment: \$3,000.00

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.

- MPC Meeting date: _____

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 (Fee)
- Part VII. Application Checklist
- Part VIII. Certification of Application (Signed application)

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

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

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)

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Instructions

1. Applicants are requested to contact the Metropolitan Planning Commission (MPC) or City of Savannah Planning and Urban Design Office (City) prior to submitting an application.
2. The application form must be completed 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.
3. **All applications must be submitted electronically to planning@savananhga.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.
5. A schedule of the application deadlines as well as the Planning Commission and City Council meeting dates are part of this application.

Zoning Text Amendment Process (After the Application is Submitted)

1. All text amendment 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. They will also publish a public notification in the newspaper.
4. The Planning Commission meeting will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E State Street doorway.
5. 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 public hearing.
6. The Planning Commission will make a recommendation to the Mayor and Aldermen regarding the petition. Their recommendation may be to approve, approve with modifications, deny or continue the petition.
7. Once the Planning Commission has made a recommendation, the petition will be forwarded to the 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.
8. The City Council meeting 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 to consider the petition and the Planning Commission's recommendation; a zoning hearing and then the first and second readings of the ordinance amendment. 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 recommendation to approve, approve with modifications, deny, continue the petition to the next meeting or a date certain, or return the proposed text amendment to the Planning Commission for further study and recommendation.
11. If the Mayor and Aldermen deny an application for a zoning text amendment, the applicant will not be able to resubmit a zoning text amendment application for the same item for a period of 12 months from the date of the written decision by the Mayor and Aldermen.
12. Notification of the Mayor and Aldermen's final decision will be sent to the petitioner by the City.
13. 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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2021 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. Submit Electronically to: planning@savananhga.gov	Planning Commission Meeting Date <i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted. Contact the 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 8	JAN 12	JAN 14	JAN 28
JAN 5	FEB 2	FEB 11	FEB 25
JAN 26	FEB 23	MAR 11	MAR 25
FEB 16	MAR 16	APR 8	APR 22
MAR 9	APR 6	MAY 13	MAY 27
MAR 30	APR 27	JUN 10	JUN 24
APR 20	MAY 18	JUL 8	JUL 22
MAY 11	JUN 8	AUG 12	AUG 26
JUN 1	JUN 29	SEP 9	SEP 23
JUN 22	JUL 20	OCT 14	OCT 28
JUL 13	AUG 10	NOV 11*	NOV 25*
AUG 3	AUG 31	DEC 9	DEC 23
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		

*** 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.