

# Special Exception 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](mailto:PLANNING@SAVANNAHGA.GOV).** Applicants are requested to contact the MPC staff at 912.651.1440 to schedule a pre-application meeting 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. 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. Special Exception Request**

Indicate the Special Exception(s) under consideration based on [Sec. 3.12.2](#). Please include a written description of the special exception request to include the entire text of the standard and the section within the ordinance.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**IV. Review Board**

Please specify the Review Board that needs to consider your petition:

Planning Commission  
 Savannah Downtown Historic District Board of Review  
 Historic Preservation Commission

**V. Special Exception Review Criteria**

- a. Whether the use for which the Special Exception is being considered would be located, operated and maintained in a manner in conformance with the goals, policies, and objectives of the Comprehensive Plan and the provisions of this Ordinance.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
  
- b. Whether the Special Exception would not be detrimental to the public interest, health, safety, welfare, function, and appearance of the adjacent uses or general vicinity.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**VI. 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: \_\_\_\_\_

**VII. 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: \_\_\_\_\_

**VIII. 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: \_\_\_\_\_

**IX. 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. 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
Carolyn Bell, 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 Boles, Treasurer	Traci Amick	Joseph Welch
Travis Coles, Vice-Chairman	Coren Ross	Amanda Wilson
Stephen Plunk	Joseph B. Ervin	Jay Melder, Ex-Officio
Jeff Notrica	Dwayne Stephens	Michael Kaigler, Ex-Officio
Karen Jarrett, Chairwoman	Tom Woiwode	

**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

**XI. 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.
  - Special Exception: \$1,000.00
  - Special Exception (Church, Family Care Home, Daycare, Institutional): \$500.00
- 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).

**XII. 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. Application History
- Part III. Special Exception 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.*

**XIII. 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 Exception by The Planning Commission, Savannah Downtown Historic District Review Board, or Historic Preservation Commission 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 an 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@savannahga.gov](mailto: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.
6. A schedule of the application deadlines as well as the Planning Commission, Savannah Downtown Historic District Board of Review, and Historic Preservation Commission meeting dates are part of this application.

### Special Exception (Once Submitted Application is deemed Complete)

1. All petitions will be considered by the Planning Commission, Savannah Downtown Historic District Board of Review, or Historic Preservation Commission at a public 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, Savannah Downtown Historic District Board of Review, or Historic Preservation Commission and prepare a staff recommendation.
3. The MPC will notify the petitioner of the public hearing date/time and 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 Building. The petitioner shall post the sign(s) at least **15 DAYS PRIOR TO THE MEETING DATE** according to [Sec. 3.2.6](#). If the signs are not posted at least 15 days before the public hearing, the petition shall be rescheduled.
5. The Planning Commission, Savannah Downtown Historic District Board of Review, or Historic Preservation Commission meeting will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E. State Street doorway.
6. Digital presentations must be provided to MPC staff at least two days prior to the hearing. To ensure the protection of its network, the MPC does not allow Petitioners to use thumb drives on its computers. Copies of any materials used to support your petition must be submitted for the record at the time of the hearing. The Petitioners shall provide a sufficient number of copies for the Board and the Board secretary.
7. Once the Planning Commission, Savannah Downtown Historic District Board of Review, or Historic Preservation Commission hears the petition, they will approve, approve with conditions, deny, or continue the petition to the next meeting or a date certain.
8. Notification of the final decision will be sent to the petitioner by the City.
9. The petitioner or agent should be in attendance at the Planning Commission, Savannah Downtown Historic District Board of Review, or Historic Preservation Commission meetings. If no one is present to represent the petition, the petition may still be discussed or may be continued.

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**2025 Application Submittal Deadlines for Planning Commission Meetings**

<p><b>Application Submittal Deadline</b>  <i>(Application submittal deadlines are on Fridays unless otherwise noted.)</i></p> <p><b>Submittal Due:</b> 5:00 p.m.  <b>Submittal Location:</b>  <a href="mailto:planning@savannahga.gov">planning@savannahga.gov</a></p>	<p><b>Planning Commission Meeting Date</b>  <i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted. Contact MPC at 912-651-1440.)</i></p> <p><b>Pre-meeting:</b> 12:30 p.m.  <b>Meeting Time:</b> 1:30 p.m.  <b>Meeting Location:</b>                      MPC                      112 E State St                      Arthur A. Mendonsa Hearing Room</p>
DEC 13	JAN 7
JAN 3	JAN 28
JAN 24	FEB18
FEB 14	MAR 11
MAR 7	APR 1
MAR 28	APR 22
APR 18	MAY 13
MAY 9	JUN 3
MAY 30	JUN 24
JUN 20	JUL 15
JUL 11	AUG 5
AUG 1	AUG 26
AUG 22	SEP 16
SEP 12	OCT 7
OCT 3	OCT 28
OCT 24	NOV 18
NOV 21	DEC 16
DEC 12	JAN 6, 2026

**\* City Council meetings will be held at the Eli Whitney Administrative Complex, 2 Laura Avenue, Building G.**

**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.

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**2025 Application Submittal Deadlines for the  
Savannah Downtown Historic District Board of Review**

<p><b>Application Submittal Deadline</b> <i>(Application submittal deadlines are on Wednesdays unless otherwise noted.)</i></p> <p><b>Submittal Due:</b> 5:00 p.m. <b>Submittal Location:</b> <a href="mailto:planning@savananhga.gov">planning@savananhga.gov</a></p>	<p><b>Savannah Downtown Historic District Board of Review Meeting Date</b> <i>(All meetings are scheduled for the 2<sup>nd</sup> Wednesday of every month unless otherwise noted. Contact MPC at 912-651-1440.)</i></p> <p><b>Meeting Time:</b> 1:00 p.m. <b>Meeting Location:</b> MPC 112 E State St Arthur A. Mendonsa Hearing Room</p>
DEC 12 **Second Thursday**	JAN 8
JAN 8	FEB 12
FEB 12	MAR 12
MAR 12	APR 9
APR 9	MAY 14
MAY 14	JUN 11
JUN 11	JUL 9
JUL 9	AUG 13
AUG 13	SEP 10
SEP 10	OCT 8
OCT 8	NOV 12
NOV 12	DEC 10
DEC 10	JAN 14, 2026

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**2025 Application Submittal Deadlines for the  
Historic Preservation Commission**

<p><b>Application Submittal Deadline</b> <i>(Application submittal deadlines are on Wednesdays unless otherwise noted.)</i></p> <p><b>Submittal Due:</b> 5:00 p.m. <b>Submittal Location:</b> <a href="mailto:planning@savananhga.gov">planning@savananhga.gov</a></p>	<p><b>Historic Preservation Commission Meeting Date</b> <i>(All meetings are scheduled for the 4<sup>th</sup> Wednesday of every month unless otherwise noted. Contact MPC at 912-651-1440.)</i></p> <p><b>Meeting Time:</b> 2:00 p.m. <b>Meeting Location:</b> MPC 112 E State St Arthur A. Mendonsa Hearing Room</p>
DEC 19	JAN 22
JAN 22	FEB 26
FEB 26	MAR 26
MAR 26	APR 23
APR 23	MAY 28
MAY 28	JUN 25
JUN 25	JUL 23
JUL 23	AUG 27
AUG 27	SEP 24
SEP 24	OCT 22
OCT 22	NOV 19 **third Wednesday**
NOV 19 **third Wednesday**	DEC 17 **third Wednesday**
DEC 18 **third Thursday**	JAN 28, 2026