



Special Use Permit Application

Planning & Urban Design
20 Interchange Drive, Administration Bldg.
Savannah, GA, 31415
Phone: 912.525.2783 / Fax: 912.525.1562
TDD: 912.651.6702 / www.savannahga.gov



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 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 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 Use Permit Review Criteria

Describe the purpose of the requested special use permit. Please refer to the review criteria in [Sec. 3.10.8](#)

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
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

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.
Special Use Permit: \$2,300.00
- 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. Application History
- Part III. Special Use Permit 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 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@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 and City Council meeting dates are part of this application.

Special Use Permit (Once Application is Submitted)

1. All petitions 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/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 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. 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 Board secretary.
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 decision 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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2025 Application Submittal Deadlines for Planning Commission Meetings with City Council Meetings

Application Submittal Deadline <i>(Application submittal deadlines are on Fridays unless otherwise noted.)</i> Submittal Due: 5:00 p.m. Submittal Location: planning@savannahga.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: 12:30 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.	
DEC 13	JAN 7		
JAN 3	JAN 28		
JAN 24	FEB18	JAN 9*	JAN 23*
FEB 14	MAR 11	FEB 13*	FEB 27*
MAR 7	APR 1	MAR 13	MAR 27
MAR 28	APR 22	APR 10	APR 24
APR 18	MAY 13	MAY 8	MAY 22
MAY 9	JUN 3	JUN 12	JUN 26
MAY 30	JUN 24	JUL 10	--
JUN 20	JUL 15	AUG 14	AUG 28
JUL 11	AUG 5	SEP 11	SEP 25
AUG 1	AUG 26	OCT 9	OCT 23
AUG 22	SEP 16	NOV 13	TUES, NOV 25
SEP 12	OCT 7	DEC 11	
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.