

Rezoning (Map Amendment) or PUD Special Use 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 1 COMPLETED ORIGINAL APPLICATION FORM AND 1 COPY TO THE CITY OF SAVANNAH'S CLERK OF COUNCIL.** Applicants are requested to contact the MPC staff at 912.651.1440 and City zoning staff at 912.651.6530 prior to submitting an application.

I. Subject Property

Street Address(es): _____

Property Identification Number(s) (PIN(s)) (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 residence):

II. Action Requested

A. Check applicable request. If more than one action is sought, submit a separate application and fee for each request.

- Rezoning (Zoning Map Amendment) [Complete Secs. IV-B, IV-C, V, VI, and Disclosure]
 Special Use [Complete Secs. IV-B, IV-D, V, and VI]

B. Application History. Have any previous applications been made to rezone or request a special use for the subject property?

Yes No If yes, please provide the file number(s):

(Note: In accordance with Section 8-3182(a)(1), an application for rezoning cannot be accepted if a rezoning petition for the same property was denied by the Mayor and Aldermen less than one year before the date of filing this application. Likewise, if a previous rezoning petition was not acted upon by the Mayor and Aldermen but was denied by MPC less than one year before the date of filing this application, the application cannot be processed.)

C. Rezoning (Zoning Map Amendment)

1. Existing zoning district(s) for the subject property: _____

2. Proposed zoning district(s) for the subject property: _____

(Note: Only one district should be proposed unless there is an extenuating circumstance. If more than one district is desired, please provide supporting rationale. A zoning district must be identified or the application will not be processed.)

3. List all proposed land use(s) and land use number(s) in accordance with the Zoning Ordinance. (Note: Refer to Zoning Ordinance Secs. 8-3025(a) or (b), Use Schedules, or see the list of allowed uses within the desired zoning district that is not included in the use schedule. If your desired use is not listed in either source, contact the Zoning Administrator for a use determination. If the proposed use is a combination of uses such as warehouse with a

retail showroom and outdoor storage, please describe the proposed operation. The Zoning Administrator is located in the City's Development Services Department at 5515 Abercorn St or can be contacted at 912.651.6530.)

D. Special Use. (Note: Only the PUD-IS, PUD-IS-B, PUD-R, PUD-M, PUD-LU, and PUD-MXU Zoning Districts can be considered for "special use" approval. A special use within these districts is a use that is not listed as an allowed use for the district but that may be considered for approval by the Planning Commission and the Mayor and Aldermen provided that the criteria in Section 8-3163(b) can be met. All other special use requests are reviewed by the Zoning Board of Appeals (ZBA) and require a ZBA application.)

1. What use or uses are proposed?

III. 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: _____

IV. Petitioner Information, if different from Property Owner (Note: 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: _____

V. Agent, if different from Petitioner or Property Owner (Note: 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: _____

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: _____

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

City of Savannah

The Conflict of Interest in Zoning Actions Act (O.C.G.A. § 36-67A) requires that a petitioner for a **map amendment / rezoning action** must disclose campaign contributions in the amount of \$250 or more that have been made to local government officials who will consider the application. This requirement also applies to agents, including attorneys, who may represent the petitioner.

In compliance with the Act, this form must be completed and filed with the local governing authority within ten (10) days after the application for the rezoning request is filed. Failure to comply with the provisions of this Act is a misdemeanor.

1. Within two years 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.

MAYOR AND ALDERMEN	
Eddie DeLoach, Mayor	John Hall, District 3
Carolyn Bell, At-Large (Post 1)	Julian Miller, District 4
Brian Foster, At-Large (Post 2)	Estella Edwards Shabazz, District 5
Van R. Johnson, II, District 1	Tony Thomas, District 6
Bill Durrence, District 2	

2018 METROPOLITAN PLANNING COMMISSION		
James Overton, Chairman	Shedrick Coleman	Lacy Manigault
Joseph Ervin, Vice-Chairman	Travis Coles	Tanya Milton
Linder Suthers, Secretary	Ellison Cook	Lee Smith, Ex-Officio
Tom Woiwode, Treasurer	Roberto Hernandez, Ex-Officio	Joseph Welch
Thomas Branch	Karen Jarrett	

2. 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

Date

Printed Name

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Signature of Petitioner or Petitioner's Agent

Date

Printed Name

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Instructions

1. Applicants are requested to contact MPC staff and City zoning staff 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 (including appropriate fee) and must include all required supplemental materials before it will be processed and scheduled for a hearing.
4. **A total of two (2) copies of the completed application, including the original application and supporting documents, MUST be provided.** The one (1) copy of the completed application will be forwarded to the MPC and City zoning staff will receive a scanned copy.
5. Applications must be submitted to the Clerk of Council's Office at City Hall, 2 E Bay St.
6. 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 and provide three (3) copies with the completed application.
7. A schedule of the Planning Commission and City Council meetings is available online at www.thempc.org.

Rezoning and Special Use Process (After the Application is Submitted)

1. Once an application submittal is determined to be complete, MPC staff will schedule the petition for review by the Planning Commission and prepare a staff report and recommendation.
2. You will receive a letter acknowledging receipt of the petition and notifying you of the Planning Commission meeting date and time and the staff recommendation will be sent to you.
3. The petitioner must obtain a sign(s) announcing the petition from the City of Savannah Development Services and erect the sign(s) on each street frontage of the subject property at least **15 DAYS PRIOR TO THE Planning Commission MEETING**. The sign(s) must be posted no more than five (5) feet from the property line. If the property does not abut a public right-of-way, at least one (1) sign shall be placed on the property at the access point and additional sign(s) shall be placed on the nearest public right-of-way.
4. If the signs are not erected in a timely manner, the petition will be rescheduled to the next scheduled Planning Commission meeting. The signs shall remain in place until a Planning Commission recommendation is made. Changes to signs shall be made by the applicant to reflect the correct dates and any other changing information involving a petition that has been postponed or continued at least ten (10) days prior to the revised public meeting or hearing date. The petitioner shall remove the signs within 10 days of the decision.
5. The Planning Commission meeting will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E State St doorway.
6. 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 for approval of, denial of, or an alternative to the request.
8. The petitioner will be notified of the date and time of the City Council meeting(s) by the Clerk of Council's Office. The Clerk of Council's Office will publish a notice in the newspaper.
9. The petitioner must obtain a sign(s) announcing the petition from the City of Savannah Development Services and erect the sign(s) on each street frontage of the subject property at least **15 DAYS PRIOR TO THE City Council MEETING**. The sign(s) must be posted no more than five (5) feet from the property line. If the property does not abut a public right-of-way, at least one (1) sign shall be placed on the property at the access point and additional sign(s) shall be placed on the nearest public right-of-way.
10. If the signs are not erected in a timely manner, the petition will be rescheduled to the next scheduled City Council meeting. The signs shall remain in place until a City Council decision has been made. Changes to signs shall be made by the applicant to reflect the correct dates and any other changing information involving a petition that has been postponed or continued at least ten (10) days prior to the revised public meeting or hearing date. The petitioner shall remove the signs within 10 days of the decision.
11. The City Council meeting(s) will be held in the Council Chambers on the 2nd Floor of City Hall, 2 E Bay St.
12. The Mayor and Aldermen must have at least two meetings for the petition for approval; a zoning hearing and then the first and second readings of the amendment.
13. The Mayor and Aldermen may accept the Planning Commission's recommendation, refuse the Planning Commission's recommendation, approve an alternative, or refer the request back to the Planning Commission for further study.
14. If a motion is made at the hearing to approve the request, the following meeting(s) will be to hear the first and second readings of the amendment. The petitioner may request that the Mayor and Aldermen hold the first and second readings at the same meeting.
15. Notification of the decision of the Mayor and Aldermen will be sent to the petitioner or agent by the Clerk of Council's Office.
16. The petitioner or petitioner's 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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**2018 Application Submittal Deadlines for Planning Commission Meeting Dates with
City Council Meeting Dates**

Application Submittal Deadline	Planning Commission Meeting Date	City Council Meetings (Zoning Hearings)	City Council Meetings (First Readings)
<i>(Application submittal deadlines are on Wednesdays unless otherwise noted.)</i> Submittal Due: 5:00 p.m. Submittal Location: City Hall, 2 E Bay St, Clerk of Council's Office on 1 st Floor.	<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.	<i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i> Meeting Time: 2:00 p.m. Meeting Location: City Hall, 2 E Bay St, Council Chambers on 2 nd Floor.	<i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i> Meeting Time: 2:00 p.m. Meeting Location: City Hall, 2 E Bay St, Council Chambers on 2 nd Floor.
DEC 13	JAN 9	FEB 14*	MAR 1
JAN 3	JAN 30	MAR 1	MAR 15
JAN 24	FEB 20	MAR 29	APR 12
FEB 15	MAR 13	APR 12	APR 26
MAR 7	APR 3	MAY 10	MAY 24
MAR 27	APR 24	MAY 24	JUN 7
APR 18	MAY 15	JUN 21	JUL 5** (TBA)
MAY 9	JUN 5	JUL 5** (TBA)	JUL 19
MAY 30	JUN 26	AUG 2	AUG 16
JUN 20	JUL 17	AUG 16	AUG 30
JUL 11	AUG 7	SEP 13	SEP 27
AUG 1	AUG 28	SEP 27	OCT 11
AUG 22	SEP 18	OCT 25	NOV 8*** (TBA)
SEP 12	OCT 9	NOV 8*** (TBA)	NOV 22**** (TBA)
OCT 3	OCT 30	DEC 6	DEC 20
OCT 24	NOV 20	DEC 20	JAN (2nd meeting TBA)
NOV 14	DEC 11	JAN (2nd meeting TBA)	FEB (1st Meeting TBA)
DEC 18	JAN (TBA)	FEB (1st Meeting TBA)	FEB (2nd Meeting TBA)

Regular Council meetings may be rescheduled as follows:

*February 14th, Wednesday for Savannah/Chatham Day in Atlanta on Thursday, February 15th;

**July 5th for the Fourth of July Holiday;

***November 8th for the National League of Cities (NLC) Congressional Cities Conference 2018; and

****November 22nd for the Thanksgiving Holiday.