

## 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 OFFICE OF THE CLERK OF COUNCIL.** Applicants are requested to contact the MPC staff at 912.651.1440 and City planning 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 Planning and Urban Design Department 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. Planning and Urban Design is located in the City's Development Services Building at 5515 Abercorn St or can be contacted at 912.651.6530.)

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**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?

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### 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		
Joseph Ervin, Chairman	Travis Coles	Eula Parker
Ellis Cook, Vice-Chairman	Karen Jarrett	Tom Woiwode
Linder Suthers, Secretary	Lacy Manigault	Lee Smith, Ex-Officio
Joseph Welch, Treasurer	Tanya Milton	Roberto Hernandez, Ex-Officio
Thomas Branch	Wayne Noha	

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

## **RETAIN THIS PAGE**

### **Instructions**

1. Applicants are requested to contact MPC staff and City planning 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 planning staff will receive a scanned copy.
5. Applications must be submitted to the Office of the Clerk of Council 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](http://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 Planning and Urban Design Department at the Development Services Building, 5515 Abercorn St, 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 Office of the Clerk of Council. The Office of the Clerk of Council will publish a notice in the newspaper.
9. The petitioner must obtain a sign(s) announcing the petition from the City of Savannah Planning and Urban Design Department 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 2<sup>nd</sup> 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 ordinance to rezone the property.
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 Office of the Clerk of Council.
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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**2019 Application Submittal Deadlines for Planning Commission Meeting Dates with  
City Council Meeting Dates**

<b>Application Submittal Deadline</b>	<b>Planning Commission Meeting Date</b>	<b>City Council Meetings (Zoning Hearings)</b>	<b>City Council Meetings (First Readings)</b>
<i>(Application submittal deadlines are on Wednesdays unless otherwise noted.)</i> <b>Submittal Due:</b> 5:00 p.m. <b>Submittal Location:</b> City Hall, 2 E Bay St, Clerk of Council's Office on 1 <sup>st</sup> Floor.	<i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted.)</i> <b>Pre-meeting:</b> 12:00 p.m. <b>Meeting Time:</b> 1:30 p.m. <b>Meeting Location:</b> 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> <b>Meeting Time:</b> 2:00 p.m. <b>Meeting Location:</b> City Hall, 2 E Bay St, Council Chambers on 2 <sup>nd</sup> Floor.	<i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i> <b>Meeting Time:</b> 2:00 p.m. <b>Meeting Location:</b> City Hall, 2 E Bay St, Council Chambers on 2 <sup>nd</sup> Floor.
JAN 22	FEB 19	MAR 14	MAR 28
FEB 12	MAR 12	APR 11	APR 25
MAR 5	APR 2	APR 25	MAY 9
APR 2	APR 23	MAY 23	JUN 6
APR 16	MAY 14	JUN 6	JUN 20
MAY 7	JUN 4	<b>JUL 4*</b>	JUL 18
MAY 28	JUN 25	JUL 18	AUG 1
JUN 18	JUL 16	AUG 15	AUG 29
JUL 9	AUG 6	AUG 29	SEP 12
JUL 30	AUG 27	SEP 26	OCT 10
AUG 20	SEP 17	OCT 10	OCT 24
SEP 10	OCT 8	NOV 7	<b>NOV 21**</b>
OCT 1	OCT 29	<b>NOV 21**</b>	DEC 5
OCT 22	NOV 19	DEC 19	JAN (1 <sup>st</sup> meeting TBA 2020)
NOV 12	DEC 10	JAN (1 <sup>st</sup> meeting TBA 2020)	JAN (2 <sup>nd</sup> meeting TBA 2020)
DEC 17	JAN 14 (2020)	FEB (1 <sup>st</sup> meeting TBA)	FEB (2 <sup>nd</sup> meeting TBA 2020)

**\*July 4<sup>th</sup> Regular City Council Meeting may be rescheduled for Independence Day;**

**\*\*November 21<sup>th</sup> Regular City Council Meeting may be rescheduled for the 2019 National League of Cities (NLC) City Summit.**