



**City of Savannah Application for
Zoning Text Amendment**

2 East Bay Street
P.O. Box 1027 ~ Savannah, GA 31402
Phone: (912) 651-6441
www.savannahga.gov ~ 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 accepted for processing by the Metropolitan Planning Commission (MPC) until deficiencies are corrected. Additional instructions and information are located on page 4.

I. GENERAL INFORMATION

Petitioner Information

Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

E-mail Address: _____

Agent Information, if different from Petitioner

Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Telephone No.: (____) _____ Fax No.: (____) _____

E-mail Address: _____

II. ACTION REQUESTED

(A) Application History

Have any previous applications been made for a similar text amendment?

Yes ____ No ____

If yes, please provide the file number(s):

(B) Text Amendment

1. Identify the specific section(s) of the Zoning Ordinance sought to be amended, including section number.

- a) What is the existing text requested to be eliminated, if any?

- b) What is the proposed text, if any?

2. State the reason(s) for the text amendment.

III. SUBMITTAL REQUIREMENTS

All applications must include the following:

- A. Application.** A completed original application form and one copy.
- B. Submittal Fee.** A non-refundable filing fee of \$600.00 payable by check. Make check payable to “City of Savannah.” Fee is subject to change.

Petitioner states that she/he has read, understands and has completed this application. Approval of an application for zoning text amendment 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

2017 CALENDAR OF MEETINGS & APPLICATION SUBMISSION DATES
 Metropolitan Planning Commission
 Regular Meetings

Planning Commission meetings are held on Tuesdays (every 3 weeks) at 1:30 P.M. but are subject to change.

Meeting Date (Tuesday)	Application Cut-Off Date (Wednesday)
JAN 10 JAN 31	DEC 15 JAN 04
FEB 21	JAN 25
MAR 14	FEB 15
APR 04 APR 25	MAR 08 MAR 29
MAY 16	APR 19
JUN 06 JUN 27	MAY 10 MAY 31
JUL 18	JUN 21
AUG 08 AUG 29	JUL 12 AUG 02
SEP 19	AUG 23
OCT 10 OCT 31	SEP 13 OCT 04
NOV 21	OCT 25
DEC 12	NOV 15
JAN (TBD)	DEC 06

INSTRUCTIONS / INFORMATION FOR THE PETITIONER

(Retain This Page for Your Records)

1. The petitioner and/or agent is encouraged to speak with MPC staff prior to submitting an application for a zoning text amendment to avoid potential delay.
2. Submit the completed original application and one copy to the Clerk of Council.
3. 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 make a copy to be retained for your records.
4. Once the application is deemed complete, MPC staff will schedule the petition for review by the Planning Commission and prepare a staff report and recommendation. You will receive a letter acknowledging receipt of the petition and notifying you of the Planning Commission meeting date and time. The staff recommendation will be sent to you prior to the meeting. A schedule of MPC and City Council meetings is available online at www.thempc.org.
5. The Planning Commission will make a recommendation to the Mayor and Aldermen regarding the petition. The Planning Commission may approve, deny or recommend an alternative to the request. The petitioner will be notified of the date and time of the City Council hearing.
6. 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. 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. Notification of the decision of the Mayor and Aldermen will be sent to the petitioner or agent.
7. **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, it may still be discussed.

CONTACT INFORMATION		
Clerk of Council	2 E. Bay Street (City Hall) P.O. Box 1027 ~ Savannah, GA 31402	912-651-6441 (Phone)
City Zoning Administrator	5515 Abercorn Street P.O. Box 1027 ~ Savannah, GA 31402	912-651-6530 (Phone)
Metropolitan Planning Commission	110 E. State Street P.O. Box 8246 ~ Savannah, GA 31412-8246	912-651-1440 (Phone)