



# Chatham County Application for Rezoning, Zoning Text Amendment or Special Use

1117 Eisenhower Drive / P.O. Box 8161  
Savannah, GA 31412-8161  
Phone: (912) 201-4300 / Fax: (912) 201-4301  
www.chathamcounty.org ~ 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 7.

## I. GENERAL INFORMATION

**Petitioner Information** (Note: A signed, notarized statement of authorization from the property owner required if the petitioner is not the property owner.)

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

### Property Owner Information, if different from Petitioner

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

**Agent Information, if different from Petitioner or Owner** (Note: A signed, notarized statement of authorization from property owner 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: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_  
Telephone No.: (\_\_\_\_) \_\_\_\_\_ Fax No.: (\_\_\_\_) \_\_\_\_\_  
E-mail Address: \_\_\_\_\_

## 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 Sections II-B, II-C and III]
- \_\_\_\_\_ Zoning Text Amendment [Complete Sections II-B, II-D and III]
- \_\_\_\_\_ Special Use [Complete Sections (II-B & E) and (III)]

**(B) Application History**

Have any previous applications been made for a rezoning / zoning map amendment affecting the subject property or for a similar text amendment?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please provide the MPC File Number(s): \_\_\_\_\_

*(Note: An application for rezoning cannot be accepted if a rezoning petition for the same property was denied by the County Commission less than one year before the date of filing this application. Likewise, if a previous rezoning petition was not acted upon by the County Commission 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. Street address(es) of the subject property: \_\_\_\_\_

\_\_\_\_\_

4. Property Identification Number(s) of the subject property. *(Note: Attach a boundary survey, recorded or proposed plat, tax map, or scaled plot plan to identify the property boundary lines.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. Total acreage of the subject property: \_\_\_\_\_

6. Existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair shop, multi-family residence.)

\_\_\_\_\_

\_\_\_\_\_

7. List all proposed land use(s) and land use number(s) in accordance with the Zoning Ordinance. *(Note: Refer to Zoning Ordinance Sections 4-5.1 or 4-5.2, Land 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 County Zoning Administrator to 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 County Zoning Administrator is located at Building Safety and Regulatory Services, 1117 Eisenhower Drive, or can be contacted at 201-4300.)*

\_\_\_\_\_

\_\_\_\_\_

**(D) Text Amendment**

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

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

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

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

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**(E) Special Use(s)**

*Only the PUD-IS, PUD-IS-B, PUD-M and PUD-R 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 MPC and the County Commission provided that the criteria in Section 10-6.2 (1-11) can be met.*

1. What use or uses are proposed?

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**III. Items Required to be Submitted with an Application for Rezoning, Zoning Text Amendment or Special Use**

- A. Application.** A completed original application form and one copy.
- B. Submittal Fee.** A non-refundable filing fee payable by check. The base fee is \$3,500 plus \$50 per acre for a rezoning, \$3,000 for a zoning text amendment and \$2,300 for a special use. Make check payable to “Chatham County”. Fee is subject to change.
- C. Notarized Authorization Form.** If the property owner will not represent the petition, a signed, notarized statement from the property owner authorizing the petitioner / agent to act on his behalf is required.

**In addition to items A-G, an application for rezoning (map amendment) or special use must include the following:**

- D. Disclosure Form.** Disclosure of Campaign Contribution Form (to be filed within 10 days of filing this application).
- E.** A scaled or dimensioned boundary survey, tax map, plot plan or sketch showing the subject property.
- F.** The names and addresses of all property owners within 200 feet of the subject property including those who have property diagonally or directly across a right-of-way from the subject property.
  - The MPC Information Services and Mapping Department can provide the names of the adjacent property owners within 200 feet of the subject property, address labels and a radius map identifying the subject property and the properties to receive notification of the petition. The MPC can also provide envelopes and postage. There is a fee for this service that is in addition to the application fee. The fee will vary depending on the number of properties within 200 feet of the subject property.
  - If you prefer to obtain the name(s) and address(es) of the owner(s) of property within 200 feet of the boundaries of the subject property yourself, visit the Chatham County Tax Assessor’s Office located in the Chatham County Courthouse (133 Montgomery Street) or visit [www.sagis.org](http://www.sagis.org). A Property Identification Number (PIN) must be given for each address. Also, if the physical address of the property owner is different from the address listed that is within 200 feet of the subject property, notification must be sent to the occupant.

Provide self-stamped, legal-size envelopes (#10 envelope, 4 1/8” x 9½”) in an equivalent number as the names obtained from the Tax Assessor’s Office for **both** the MPC meeting and the hearing before the County Commission. If the envelope will contain a metered postage mark, please do not use the date stamp.

**Petitioner states that she/he has read, understands, and completed this application. Approval of an application for rezoning or a text amendment by the Chatham County Commission does not constitute a waiver from any applicable local, state, or federal regulations.**

\_\_\_\_\_  
**Signature of  
Petitioner or Petitioner’s Agent**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date**

**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

**Chatham County**

The Conflict of Interest in Zoning Actions Act (O.C.G.A. Chapter 67A) requires that an applicant 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 applicant.

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.

<b>CHATHAM COUNTY COMMISSION</b>	
Albert J. Scott, Chairman	Yusuf K. Shabazz, District 5
Helen Stone, District 1	Lori L. Brady, District 6
James Holmes, District 2	Dean Kicklighter, District 7
Tony Center, District 3	Priscilla D. Thomas, District 8
Patrick Farrell, District 4	

<b>METROPOLITAN PLANNING COMMISSION</b>		
Tanya Milton, Chairman	Lee Smith, Ex-Officio	Lacy A. Manigault
W. James Overton, Vice-Chairman	James Blackburn, Jr.	J. Adam Ragsdale
George L. Woods, Secretary	W. Shedrick Coleman	Linder Suthers
Joseph Welch, Treasurer	Ellis P. Cook	Tom Woiwode
Stephanie Cutter, Ex-Officio	Timothy Mackey	

2. If you checked “Yes” to Question 1, complete the section below.

<b>CONTRIBUTION</b>			
<b>Name of Official to Whom Contribution was Made</b>	<b>Official Position at time of Contribution</b>	<b>Date of Contribution</b>	<b>Description &amp; Dollar Amount of Contribution</b>

\_\_\_\_\_  
**Signature of Petitioner or Petitioner’s Agent**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**File No.**

**INSTRUCTIONS / INFORMATION FOR THE PETITIONER**  
**(Retain This Page for Your Records)**

1. The petitioner and/or agent is encouraged to speak with the MPC staff prior to submitting an application. MPC is the agency responsible for processing the application for the County. The address for the MPC is provided at the end of this document.
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 MPC. MPC staff will notify the petitioner or agent when a request may be a DRI.
3. Submit the original application and one copy to the County Zoning Administrator. Faxed applications will not be accepted.
4. The petitioner or agent may include exhibits (e.g., letters or photos) to support the request. If a petition is to be submitted, please provide the original at the MPC meeting and make a copy to be retained.
5. Once the application is deemed complete, MPC staff will schedule the petition for review by the MPC and prepare a staff report and recommendation. You will receive a letter acknowledging receipt of the petition and notifying you of the MPC meeting date. The staff recommendation will be mailed or e-mailed to you. A schedule of MPC and County Commission meetings is available online at [www.thempc.org](http://www.thempc.org).
6. **The petitioner must erect a sign on the subject property announcing the petition at least 15 DAYS PRIOR TO THE MPC MEETING.** The sign must be posted within 10 feet of the most traveled right-of-way. If the property does not abut a public right-of-way, the sign must be erected in a manner that would be most readily seen by the public. The sign must be at least 2 ½ feet above the ground. If a sign is not erected in a timely manner, the petition will be rescheduled to the next scheduled MPC meeting. The sign shall remain in place until an MPC recommendation is made. The sign will be furnished by County Building Safety and Regulatory Services.
7. The MPC will make a recommendation to the County Commission regarding the petition. The MPC may approve, deny or recommend an alternative to the request. The applicant will be notified of the date and time of the County Commission meeting by Building Safety and Regulatory Services. **The sign for the County Commission meeting must be obtained from Building Safety and Regulatory Services. THE PETITIONER MUST ERECT THE SIGN AT LEAST 15 DAYS PRIOR TO A COUNTY COMMISSION MEETING. Posting requirements are the same as the requirements for the MPC meeting. The sign shall remain in place until a County Commission decision has been made.**
8. The County Commission must have two meetings for the petition. *Typically*, the discussion occurs only at the second meeting. Notification of the decision of the County Commission will be sent to the applicant or agent.
9. **The applicant or agent should be in attendance at the MPC and County Commission meetings.** If no one is present to represent the petition, it may be denied.
10. A pamphlet entitled “Rezoning” is available from MPC that provides more information regarding the zoning process.

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**(Retain This Page for Your Records)**

<b>CONTACT INFORMATION</b>		
<b>Chatham County Clerk</b>	Old Court House, 2 <sup>nd</sup> Floor <i>or</i> 124 Bull Street Savannah, GA 31412	912-652-6441(Phone) 912-652-7875(Fax)
<b>County Zoning Administrator</b>	1117 Eisenhower Drive, Savannah, GA 31412-8161	912-201-4300 (Phone) 912-201-4301(Fax)
<b>Metropolitan Planning Commission</b>	110 State Street (Parking Garage), Ground Floor <i>or</i> P.O. Box 8246 Savannah, GA 31412	912-651-1440 (Phone) 912-651-1480 (Fax)