



City of Savannah Zoning Board of Appeals Application

5515 Abercorn Street
Savannah, Georgia 31405

Phone: (912) 651-6530 / TDD: (912) 651-6702 / Fax: (912) 651-6543
www.savannahga.gov



All information must be completed in full before this application will be processed and scheduled for a Zoning Board of Appeals (ZBA) hearing. Additional instructions and information regarding the appeals process are attached. Applicants are encouraged to meet with MPC staff to discuss the application prior to submission to avoid potential delay.

1) Subject Property

Street Address: _____

Subdivision Name: _____ Lot Number(s): _____

Property Identification Number(s): _____

Zoning District(s): _____

2) Reason for Application

Check all that apply:

_____ To **appeal** an order, requirement, decision or determination of the Zoning Administrator, or from any decision of the Historic District Board of Review, or any decision of the Metropolitan Planning Commission when an error is alleged, Section 8-3163(a). You must attach a copy of the written determination that you are appealing. An appeal must be filed no later than **30 days** after the determination was rendered by the Zoning Administrator or decision made by the Historic District Board of Review or Metropolitan Planning Commission. The appeal must be filed with both MPC and the Zoning Administrator.

_____ To establish a **special use**, Section 8-3163(b) Use number _____

_____ To request for an **extension or expansion of a nonconforming use**, Section 8-3163(d)

_____ To request a **variance**, Section 8-3163(c). Identify the specifics of the variance(s) below and refer to Page 4 for plot plan criteria. Example: "To request a 5 foot reduction of the 25 foot rear yard setback" (use additional paper, if necessary):

3) Property Owner(s)

Name(s): _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

4) Agent (If not 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.

Name(s): _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

5) Fee

The application fee is based on the type of use for which relief is requested. Make check payable to City of Savannah.

_____ Residential: \$120.00

_____ Non-residential: \$350.00

6) Certification

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.

Applicant Name (Signature)

Date

Applicant Name (Print)

OFFICE USE ONLY

Project Planner:

Pre-application meeting date, if any:

Date notice posted on property:

Dates notice published in newspaper: _____

Letter of Authorization

As fee simple owner of the subject property that is identified as Property Identification Numbers (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.

Owner Name (Signature)

Owner Name (Print)

Date

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Instructions

1. Applicants are encouraged to meet with MPC staff to discuss their application prior to the day of submission. Call 651-1440 for an appointment.
2. 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. A plot plan must be provided when a dimensional variance or use permit is requested. Three copies of the completed application (including plot plan and all other supporting documents) must be provided. Plot plan criteria are listed below.
3. Applications must be submitted to the City of Savannah Development Services Department, 5515 Abercorn Street, Savannah, GA 31405.
4. Scheduled ZBA meeting dates, including application submission dates, are attached.

Zoning Board of Appeals Process (After the Application is Submitted)

1. Once an application submittal is determined by the Board Secretary to be complete, it will be scheduled for the next posted ZBA hearing date. The applicant will receive a notice of the date and time of the ZBA meeting from Development Services. MPC will mail a notice of the hearing to all property owners within a 300 foot radius of the subject property.
2. The applicant must post a sign announcing the ZBA hearing at least **15 days** prior to the scheduled hearing date. Once an application is deemed complete, the applicant will be contacted to pick up a sign at the City of Savannah Development Services Department, 5515 Abercorn Street. Instructions regarding posting will be attached to the sign.
3. The ZBA agenda, which includes the staff report, will be posted online no later than the Friday before the scheduled meeting at: www.thempc.org.
4. 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.
5. A request to continue a petition that occurs after legal notice of the petition is published can be continued only by the ZBA; however, the ZBA may or may not grant the request.
6. A written notice of the ZBA decision will be prepared and mailed to the owner or agent after the meeting.

Plot Plan Information

If you are applying for a dimensional variance or special use approval, a plot plan of the subject property must be submitted with this application. The plot plan must include the following information:

- North arrow and scale
- Street name(s)
- Dimensions of lot(s)
- Existing and proposed structures on lot (identify each structure - e.g., house, shed, pool)
- Dimensions between all structures and property lines and/or fences
- Location and dimensions of and proposed construction
- Types of fence (for example, chain link, wood, masonry, etc.)
- Proposed landscaping
- Project status (proposed or existing)

Contacts

Zoning Administrator: City of Savannah Development Services Department, 5515 Abercorn Street, Savannah, GA 31405 (Phone: 912-651-6530)

Metropolitan Planning Commission: 110 E. State Street, Savannah, GA 31401 (Phone: 912-651-1440)

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**2017 Zoning Board of Appeals Meeting Dates
&
Application Submission Dates**

Meeting Date	Application Cut-Off Date
<i>(All meetings are scheduled for the fourth Thursday unless otherwise noted)</i> 10:00 a.m.	<i>(Application submission dates are on Friday unless otherwise noted)</i>
JAN 26	DEC 16
FEB 23	JAN 27
MAR 23	FEB 24
APR 27	MAR 24
MAY 25	APR 28
JUN 22	MAY 26
JUL 27	JUN 23
AUG 24	JUL 28
SEP 28	AUG 25
OCT 26	SEP 29
NOV 22*	OCT 27
DEC 21**	NOV 22*
JAN (TBD)	DEC 29

* Wednesday
** Thursday