



# Chatham County Zoning Board of Appeals Application

1117 Eisenhower Dr ~ PO Box 8161  
Savannah, Georgia 31412-8161  
Phone: (912) 201-4300 / Fax: (912) 201-4301  
[www.chathamcounty.org](http://www.chathamcounty.org)



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 located on page four. Applicants are encouraged to meet with MPC staff to discuss the application prior to the day of submission. The monthly hearing dates and applicable submission deadline dates are attached.

## 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 when an error is alleged (Zoning Ordinance Section 10-6.1)

\_\_\_\_\_ To establish a special use (Section 10-6.2)

\_\_\_\_\_ Variance (Section 10-6.3) Identify the variance(s) below and refer to Page 3 for plot plan criteria.

\_\_\_\_\_ To extend a nonconforming use (Section 10-6.4)

- If this is a "variance," explain the type of variance(s) sought (use additional paper, if necessary):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- If this is an appeal, attach a copy of the written determination of the Zoning Administrator that you are appealing. An appeal must be filed no later than 30 days after the date that the determination was rendered by the Zoning Administrator. The appeal must be filed with MPC and the Zoning Administrator.

**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 Chatham County.

- \_\_\_\_\_ Commercial: \$1300.00 (\$1,180 MPC fee + \$120 BSRS fee)
- \_\_\_\_\_ Single Family Residential: \$620.00 (\$500 MPC fee + \$120 BSRS fee)

**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 than an incomplete application submittal may cause my application to be deferred to the next posted deadline date.

\_\_\_\_\_  
Applicant Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (Print)

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**OFFICE USE ONLY**

Project Planner:  
ZBA File Number:  
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 \_\_\_\_\_, 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**

### **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 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. Ten copies of the application, plot plan and any other supporting documents must be provided. Plot plan criteria are listed below.
3. A printed or typed list including the names, addresses and zip codes of surrounding property owners (within 200 feet of the subject property) must be submitted with the application.
4. Applications must be submitted to Building Safety and Regulatory Services, 1117 Eisenhower Drive, Savannah, GA 31406.

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

1. Once an application submittal is determined 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. As a policy, MPC will mail a notice of the hearing to all owners of property within a 200 foot radius of the subject property. All ZBA meetings are held on the fourth Tuesday of each month at 9:00 a.m. unless otherwise posted.
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 by MPC staff, the applicant will be contacted to pick up a sign at the MPC. Instructions regarding posting will be attached to the sign.
3. A copy of the staff report will be provided to the owner or agent before the ZBA meeting. The ZBA is responsible for the decision.
4. An overhead projector, slide projector and VCR are available for use. The overhead projector can display all paper items (e.g., photographs, maps, site plans). A copy of any item used to support your petition must be submitted for the record.
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 decision of the ZBA will be prepared and mailed to the owner or agent after the meeting.

### **Plot Plan Information**

If you are applying for a dimensional variance, a plot plan must be submitted with this application. An example of a plot plan is attached. The plot plan must include the following information:

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

### **Other Contacts**

Zoning Administrator: Building Safety and Regulatory Services, 1117 Eisenhower Dr (Phone: 912-201-4300)  
(Mailing Address: P.O. Box 8161, Savannah, GA 31412-8161)

County Engineering: 124 Bull Street, Room 430 (Phone: 912-652-7800)  
(Mailing Address: P. O. Box 8161, Savannah, GA 31412-8161)

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

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### **Chatham County ZBA Application**

Form Revised: June 13, 2007

ZBA File No. \_\_\_\_\_

**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

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.

CHATHAM COUNTY COMMISSION	
Pete Liakakis, Chairman	Harris Odell, Jr., District 5
Helen Stone, District 1	David M. Gellatly, District 6
James Holmes, District 2	Dean Kicklighter, District 7
Patrick Shay, District 3	Priscilla D. Thomas, District 8
Patrick Farrell, District 4	

METROPOLITAN PLANNING COMMISSION	
Stephen Lufburrow, Chairman	W. Shedrick Coleman
Robert L. Ray, Vice-Chair	Ben Farmer
Jon M. Todd, Secretary	Freddie Gilyard
Susan R. Myers, Treasurer	David Hoover
Russ Abolt, Ex-Officio	Timothy S. Mackey
D. Douglas Bean	Lacy A. Manigault
Michael Brown, Ex-Officio	Adam Ragsdale

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 and Dollar Amount of Contribution

\_\_\_\_\_  
 Signature of Petitioner or Petitioner's Agent

\_\_\_\_\_  
 Date

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

\_\_\_\_\_  
 MPC File No.