



Zoning Text Amendment 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 CITY OF SAVANNAH'S CLERK OF COUNCIL.** Applicants are requested to contact the MPC staff at 912.651.1440 and City zoning staff at 912.651.6530 prior to submitting an application.

I. Action Requested

A. Text Amendment

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

- a) What is the existing text requested to be repealed, if any?

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

Letter of Authorization

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.

Petitioner(s)

Name(s): _____

Registered Agent: _____
(Or Officer or Authorized Signatory, if Petitioner 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: _____

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Instructions

1. Applicants are requested to contact MPC staff and City zoning staff prior to submitting an application.
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.
3. **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 zoning staff will receive a scanned copy.
4. Applications must be submitted to the Clerk of Council's Office at City Hall, 2 E Bay St.
5. 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.
6. A schedule of the Planning Commission and City Council meetings is available online at www.thempc.org.

Text Amendment 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 Planning Commission meeting will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E State St doorway.
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. 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.
6. The petitioner will be notified of the date and time of the City Council meeting(s) by the Clerk of Council's Office. The Clerk of Council's Office will publish a notice in the newspaper.
7. The City Council meeting(s) will be held in the Council Chambers on the 2nd Floor of City Hall, 2 E Bay St.
8. 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.
9. 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.
10. 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 in the same meeting.
11. Notification of the decision of the Mayor and Aldermen will be sent to the petitioner or agent by the Clerk of Council's Office.
12. 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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**2018 Application Submittal Deadlines for Planning Commission Meeting Dates with
City Council Meeting Dates**

Application Submittal Deadline	Planning Commission Meeting Date	City Council Meetings (Zoning Hearings)	City Council Meetings (First Readings)
<i>(Application submittal deadlines are on Wednesdays unless otherwise noted.)</i> Submittal Due: 5:00 p.m. Submittal Location: City Hall, 2 E Bay St, Clerk of Council's Office on 1 st Floor.	<i>(All meetings are scheduled for every three weeks on Tuesdays unless otherwise noted.)</i> Pre-meeting: 12:00 p.m. Meeting Time: 1:30 p.m. Meeting Location: 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> Meeting Time: 2:00 p.m. Meeting Location: City Hall, 2 E Bay St, Council Chambers on 2 nd Floor.	<i>(All meetings are scheduled for every two weeks on Thursdays unless otherwise noted.)</i> Meeting Time: 2:00 p.m. Meeting Location: City Hall, 2 E Bay St, Council Chambers on 2 nd Floor.
DEC 13	JAN 9	FEB 14*	MAR 1
JAN 3	JAN 30	MAR 1	MAR 15
JAN 24	FEB 20	MAR 29	APR 12
FEB 15	MAR 13	APR 12	APR 26
MAR 7	APR 3	MAY 10	MAY 24
MAR 27	APR 24	MAY 24	JUN 7
APR 18	MAY 15	JUN 21	JUL 5** (TBA)
MAY 9	JUN 5	JUL 5** (TBA)	JUL 19
MAY 30	JUN 26	AUG 2	AUG 16
JUN 20	JUL 17	AUG 16	AUG 30
JUL 11	AUG 7	SEP 13	SEP 27
AUG 1	AUG 28	SEP 27	OCT 11
AUG 22	SEP 18	OCT 25	NOV 8*** (TBA)
SEP 12	OCT 9	NOV 8*** (TBA)	NOV 22**** (TBA)
OCT 3	OCT 30	DEC 6	DEC 20
OCT 24	NOV 20	DEC 20	JAN (2nd meeting TBA)
NOV 14	DEC 11	JAN (2nd meeting TBA)	FEB (1st Meeting TBA)
DEC 18	JAN (TBA)	FEB (1st Meeting TBA)	FEB (2nd Meeting TBA)

Regular Council meetings may be rescheduled as follows:

*February 14th, Wednesday for Savannah/Chatham Day in Atlanta on Thursday, February 15th;

**July 5th for the Fourth of July Holiday;

***November 8th for the National League of Cities (NLC) Congressional Cities Conference 2018; and

****November 22nd for the Thanksgiving Holiday.