



5515 Abercorn St, Savannah, GA, 31405  
 P.O. Box 1027, Savannah, GA, 31402-1027  
 Phone: 912.651.6530 / TDD: 912.651.6702  
 Fax: 912.651.6543 / [www.savannahga.gov](http://www.savannahga.gov)



## Zoning Board of Appeals Application



110 E State St, Savannah, GA, 31401  
 P.O. Box 8246, Savannah, GA, 31412-8246  
 Phone: 912.651.1440 / Fax: 912.651.1480  
[www.thempc.org](http://www.thempc.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 attached. **SUBMIT 1 COMPLETED ORIGINAL APPLICATION FORM AND 1 COPY TO THE CITY at 5515 Abercorn St. Applicants are required to contact the Secretary to the ZBA at the MPC prior to submitting an application.** Call Matthew Lonnerstater, AICP, Secretary to the ZBA, at 912.651.1465.

### I. Subject Property

Street Address: \_\_\_\_\_

Property Identification Number(s) (PIN): \_\_\_\_\_

Zoning District(s): \_\_\_\_\_

### II. Reason for Application (Check all that apply)

- To **appeal** an order, requirement, decision or determination of the Zoning Administrator, or any decision of the Historic District Board of Review (HDBR), or any decision of the Metropolitan Planning Commission (MPC) when an error is alleged, Section 8-3163(a). You must attach a copy of the written decision or 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 HDBR or the MPC. The appeal must be filed with both MPC and the Zoning Administrator. **Provide the decision and specifics of why you believe the decision or determination is in error.**
- To establish a **special use**, Sec. 8-3163(b): Sec. # \_\_\_\_\_ Use # \_\_\_\_\_
- To request a **variance**, Sec. 8-3163(c). Refer to Page 5 for plot plan criteria and explain specifics of request. Example: "To request a 5 foot reduction of the 25 foot rear yard setback".
- To request an **extension or expansion of a nonconforming use**, Sec. 8-3163(d).
- To request an **extension** of a Zoning Board of Appeals approval. Date \_\_\_\_\_ Plan # \_\_\_\_\_

**Is this request related to another review, such as a Certificate of Appropriateness (COA), Subdivision, and Site Permit (General Development Plan), Business Location Approval or a Zoning Amendment? If so, please provide the Plan/Permit # \_\_\_\_\_ and associated Staff Report/Decision.**

**Provide a description or specifics of request below or attach it to application:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**The petitioner must obtain a Public Notice Sign(s) from the City at 5515 Abercorn St and erect the sign(s) on the subject property at least 15 DAYS PRIOR TO THE ZBA MEETING.**



**Letter of Authorization**

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

**Property Owner(s)**

Name(s): \_\_\_\_\_

Registered Agent: \_\_\_\_\_  
(Or Officer or Authorized Signatory, if Property owner 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 required to contact the Secretary to the ZBA at the MPC, 110 E State St, prior to submitting an application. Call Matthew Lonnerstater, AICP, Secretary to the ZBA and Development Services Planner, at 912.651.1465.
2. If submitting for a special use within the PUD-IS, PUD-IS-B, PUD-R, PUD-M, PUD-LU, and PUD-MXU Zoning Districts, the ZBA cannot review the request as those are reviewed by the Planning Commission and the Mayor and Aldermen. A special use within these districts requires a Rezoning (Map Amendment) or PUD Special Use Application.
3. 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. Two (2) copies of the completed application and supporting documents must be provided. If the property has been purchased within the past twelve (12) months, please provide the Deed.
4. A plot plan must be provided when a dimensional variance or use permit is requested. Plot plan criteria are listed below.
5. Supporting documents, such as the written decision that is being appealed (and specifics on why the decision is in error), or the associated COA Staff Report/Decision, Subdivision Staff Report/Decision, Site Permit Staff Report, and Zoning Amendment Decision must be provided. If Property Owner/Petitioner is not an individual, provide GA Annual Registration.
6. **A total of two (2) copies of the completed application and all supporting documents MUST be provided.**
7. Applications must be submitted to the City of Savannah Planning & Urban Design Department at 5515 Abercorn St, Savannah, GA, 31405 (Located within the Development Services building).
8. 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 Secretary to the ZBA to be complete, it will be scheduled for the next posted ZBA hearing date.
2. The petitioner must obtain a sign(s) announcing the petition from the City of Savannah Development Services and erect the sign(s) on each street frontage of the subject property at least **15 DAYS PRIOR TO THE ZBA MEETING**. The sign(s) must be posted no more than five (5) feet from the property line. If the property does not abut a public right-of-way, at least one (1) sign shall be placed on the property at the access point and additional sign(s) shall be placed on the nearest public right-of-way.
3. If the signs are not erected in a timely manner, the petition will be rescheduled to the next scheduled ZBA meeting. The signs shall remain in place until a ZBA decision is made. Changes to signs shall be made by the applicant to reflect the correct dates and any other changing information involving a petition that has been postponed or continued at least ten (10) days prior to the revised public meeting or hearing date. The petitioner shall remove the signs within 10 days of the decision.
4. The ZBA agenda, which includes the staff report, will be posted on [www.thempc.org](http://www.thempc.org) no later than the Friday before the scheduled meeting.
5. The ZBA hearing will be held in the Arthur A. Mendonsa Hearing Room at the MPC, 112 E State St doorway.
6. 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 the Secretary to the ZBA 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.
7. 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.
8. A written notice of the ZBA Decision will be prepared and mailed or emailed to the property owner or agent after the meeting.
9. Development Services will issue permits and approvals upon receipt of the ZBA Decision.

## **Plot Plan Criteria** (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 below 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 Planning & Urban Design, 5515 Abercorn St, Savannah, GA, 31405 (Located within the Development Services building) ~ P.O. Box 1027, Savannah, GA, 31402 (Phone: 912.651.6530)

Secretary to the ZBA: The MPC, 110 E State St, Savannah, GA, 31401 ~ P.O. Box 8246, Savannah, GA, 31412 (Phone: 912.651.1440)

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**2019 Application Submittal Deadline for  
Zoning Board of Appeals Meeting Dates**

<b>Application Submittal Deadline</b> <i>(Application submittal deadline are on Fridays unless otherwise noted)</i>	<b>Meeting Date</b> <i>(All meetings are scheduled for the fourth Thursday unless otherwise noted)</i>
<b>Submittal Due:</b> 5:00 p.m. <b>Submittal Location:</b> 5515 Abercorn St, Savannah, GA, 31405, City of Savannah Development Services	<b>Meeting Time:</b> 10:00 a.m. <b>Meeting Location:</b> 112 E State St, Savannah, GA, 31401, Arthur A. Mendonsa Hearing Room at the MPC
<b>DEC 21*</b>	JAN 24
JAN 25	FEB 28
MAR 1	MAR 28
MAR 29	APR 25
APR 26	MAY 23
MAY 31	JUN 27
JUN 28	JUL 25
JUL 26	AUG 22
AUG 30	SEP 26
SEP 27	OCT 24
OCT 25	<b>NOV 28**</b>
<b>NOV 19***</b>	<b>DEC 19****</b>
<b>DEC 20*****</b>	JAN (TBD)

- \* **Deadline on 3<sup>rd</sup> Friday due to Christmas and New Year Holidays**
- \*\* **Meeting on 5<sup>th</sup> Thursday due to Thanksgiving Holiday**
- \*\*\* **Deadline on 3<sup>rd</sup> Tuesday due to Thanksgiving, Christmas, and New Year Holidays**
- \*\*\*\* **Meeting on 3<sup>rd</sup> Thursday due to Christmas and New Year Holidays**
- \*\*\*\*\* **Deadline on 3<sup>rd</sup> Friday due to Christmas and New Year Holidays**