



Planning & Urban Design
20 Interchange Drive, Administration Bldg.
Savannah, GA, 31415
Phone: 912.525.2783 / Fax: 912.525.1562
TDD: 912.651.6702 / www.savannahga.gov

26-002850-2A

Variances

to

Development Plans



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

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 AN ELECTRONIC COMPLETED APPLICATION TO PLANNING@SAVANNAHGA.GOV.** Applicants are requested to contact the MPC staff at 912.651.1440 prior to submitting an application.

- I. Subject Property** 18 W 61st St, Savannah, GA 31405 & 22 W 61st St, Savannah, GA 3140
Street Address(es):
Property Identification Number(s) (PINs) (Attach a boundary survey, recorded or proposed plat, tax map or scaled plot plan to identify the property boundary lines.) 20093 33006 & 20093 33007
Total acreage of the subject property: 18 W 61st St (PIN 20093 33006): 2,934 sq. ft. (0.068 acres), 22 W 61st St (PIN 20093 33007): 5,850 sq. ft. (0.134 acres)
Existing land use(s) for the subject property (e.g., undeveloped, restaurant, auto repair shop, multi-family):
Residential Single-Family (One Story Wood Residences) *RTF zon.dist.*

II. Action Requested

A. Type of Request:

- ☐ New Master Plan
☐ Amendment to an existing Master Plan. Please provide the File Number: _____
☒ Variance to a Site Plan Permit. Please provide the File Number: TBD

B. Provide a description of request.

variance to the minimum lot area from 6,000 square feet to whatever the lot areas are after the recombination
There will also potentially be a lot width variance.

C. Application History.

Have any previous applications been made to rezone the subject property (Certificate of Appropriateness (COA), Subdivision, Site Permit (General Development Plan), Business Location Approval, Text Amendment)? ☐ Yes ☒ No

If yes, please provide the Plan/Permit File Number(s): _____

III. Review Criteria

Please provide an explanation of the amendment to a Master Plan or variance to a Site Plan (Sec. 3.21.10).

General Consistency: The requested variance is consistent with the intent of the Zoning Ordinance and the Comprehensive Plan as it seeks to resolve a long-standing structural encroachment (9 feet) and consolidate a fence-enclosed yard into a single legal description.

This administrative correction will not be injurious to the neighborhood or detrimental to the public welfare, as it merely aligns the legal property lines with the existing physical conditions of the residences.

Special conditions exist that are peculiar to these structures: the residence at 18 W 61st St physically encroaches onto the adjacent lot by 1.15 feet. These conditions were not created by the current owners but are the result of historical construction errors.

The request is not purely financial in nature; rather, it is a necessity to clear the title and resolve a boundary dispute that prevents either property from having a marketable title.

A literal interpretation of the RSF-6 district's 6,000-square-foot minimum lot area would prevent the legal recombination of these parcels to cure the encroachment.

This would deprive the applicants of the right to own the land beneath their homes and maintain clear property boundaries—rights commonly enjoyed by other residential properties in the district that do not suffer from structural overlaps.

This is the minimum variance necessary to make the reasonable use of the land possible. By moving the line to the existing fence, the owners are seeking the smallest adjustment required to clear the residence and provide a functional yard for both properties.

This is the most practical solution to provide both owners with clear and certain titles to their respective homes.

IV. Property Owner Information

Name(s): 18 W 61st: Alex Chiapetta, 22 W 61st: Erin Holub (FRAME SAVANNAH LLC)

Registered Agent: _____

(Or Officer or Authorized Signatory, if Property Owner is not an individual. Provide GA Annual Registration.)

Address: 18 W 61st St & 22 W 61st St

City, State, Zip: Savannah, GA 31405

Telephone: _____ Fax: _____

E-mail address: _____

V. Petitioner Information, if different from 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. If the agent changes after submitting the application and the agent is not the property owner, a new authorization form will be required.)

Name(s): _____

Registered Agent: _____

(Or Officer or Authorized Signatory, if Petitioner is not an individual)

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

VI. Agent, if different from Petitioner or Property Owner (A signed, notarized statement of authorization from the property owner is 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(s): _____

Firm or Agency: _____

Address: _____

City, State, Zip: _____

Telephone: _____ Fax: _____

E-mail address: _____

VII. 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: _____

VIII. Disclosure of Campaign Contribution Form. To be filed within 10 days of filing this application. This is required to be filled out by the Petitioner, Property Owner, and/or Agent per the Conflict of Interest in Zoning Actions Act (O.C.G.A. § 36-67A).

- (a) When any applicant for rezoning action has made, within two years immediately preceding the filing of that applicant's application for the rezoning action, campaign contributions aggregating \$250.00 or more to a local government official who will consider the application, it shall be the duty of the applicant to file a disclosure report with the governing authority of the respective local government showing:
- (1) The name and official position of the local government official to whom the campaign contribution was made; and
 - (2) The dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (b) The disclosures required by subsection (a) of this Code section shall be filed within ten days after the application for the rezoning action is first filed.
- (c) When any opponent of a rezoning action has made, within two years immediately preceding the filing of the rezoning action being opposed, campaign contributions aggregating \$250.00 or more to a local government official of the local government which will consider the application, it shall be the duty of the opponent to file a disclosure with the governing authority of the respective local government showing:
- (1) The name and official position of the local government official to whom the campaign contribution was made; and
 - (2) The dollar amount and description of each campaign contribution made by the opponent to the local government official during the two years immediately preceding the filing of the application for the rezoning action and the date of each such contribution.
- (d) The disclosure required by subsection (c) of this Code section shall be filed at least five calendar days prior to the first hearing by the local government or any of its agencies on the rezoning application.

Please answer the following questions:

- A. Within two years immediately 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.

The Mayor and Aldermen of the City of Savannah	
Van R. Johnson, II, Mayor	Linda Wilder-Bryan, District 3
Carolyn Bell, At-Large (Post 1)	Nick Palumbo, District 4
Alicia Miller Blakely, At-Large (Post 2)	Dr. Estella Edwards Shabazz, District 5
Bernetta B. Lanier, District 1	Kurtis Purtee, District 6
Detric Leggett, District 2	

Chatham County-Savannah Metropolitan Planning Commission		
Laureen Boles, Secretary	Traci Amick	Joseph Welch
Travis Coles, Chairman	Coren Ross	Amanda Wilson
Stephen Plunk	Joseph B. Ervin	Jay Melder, Ex-Officio
Jeff Notrica, Treasurer	Dwayne Stephens	Michael Kaigler, Ex-Officio
Karen Jarrett	Tom Woiwode, Vice-Chairman	

- B. 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 & Dollar Amount of Contribution

ERIN HOLUB

dotloop verified
05/27/26 5:39 PM EDT
0HHM-HZSN-JSMA-RJA3

Erin Holub/Frame Savannah, LLC

Printed Name

Date

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Contribution			
Name of Official to Whom Contribution was Made	Official Position at Time of Contribution	Date of Contribution	Description & Dollar Amount of Contribution

Alex Chiapetta
 dotloop verified
 06/01/26 10:28 AM EDT
 T68N-N8MJ-G100-ZWUQ

Alex Chiapetta

5/30/26

Printed Name

Date

IX. Items Required to be Submitted with this Application

- A. Filing Fee.** The non-refundable filing fee is based on the type of use for which relief is requested. Make check payable to City of Savannah. Fees are subject to change.
 X \$1,000.00 for variances to a Development Plan
- B. Survey.** A scaled or dimensioned boundary survey, tax map, plot plan, or sketch showing the subject property (Original not scanned if produced electronically and not recorded).
- C. Legal Description.** A legal description of the land by lot, block, and subdivision designations, or if none, by metes and bounds (Electronic or digital Word document).

X. Application Checklist

Pursuant to O.C.G.A. § 8-2-26, this checklist must be completed and submitted with each permit application. Please check every item as either "Y" for items that are included with the application or "N" for items that are not included with the application. Items without an "N" checkbox are minimum requirements initially due with the application if applicable.

Yes No

- | | | |
|--------------------------|--------------|---|
| <u> X </u> | | Part I. Subject Property |
| <u> X </u> | | Part II. Action Required |
| <u> X </u> | | Part III. Review Criteria |
| <u> x </u> | | Part IV. Property Owner Information |
| ☐ | <u> X </u> | Part V. Petitioner Information |
| ☐ | <u> X </u> | Part VI. Agent |
| ☐ | <u> X </u> | Part VII. Letter of Authorization |
| <u> X </u> | | Part VIII. Disclosure of Campaign Contribution Form |
| <u> </u> | | Part IX. Items Required to be Submitted with this Application |
| <u> x </u> | | Part X. Complete Application Checklist |
| <u> x </u> | | Part XI. Certified Application |
| <u> </u> | | Survey. A scaled or dimensioned boundary survey, tax map, plot plan, or sketch showing the subject property (Original not scanned if produced electronically and not recorded). |
| <u> </u> | | Legal Description. A legal description of the land by lot, block, and subdivision designations, or if none, by metes and bounds (Electronic or digital Word document). |
| ☐ | <u> x </u> | Concept Plan of the proposed development if applicable |

Please note: Supplemental information may be required during plan review to address deficiencies.

XI. Certified Application

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. I understand that the approval of an application for Special Use Permit by The Mayor and Aldermen does not constitute a waiver from any applicable local, state, or federal regulations.


Signature of Petitioner or Petitioner's Agent

dotloop verified
05/27/26 5:39 PM
EDT
2f77-E8LE-E7VH-4208

Erin Holub/Frame Savannah, LLC

Printed Name

Date

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Yes No

- | | | |
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Signature of Petitioner or Petitioner's Agent

dotloop verified
06/01/26 10:28 AM
EDT
FBRT-XAKK-14XG-KLGS

Alex Chiapetta
Printed Name

5/30/26
Date

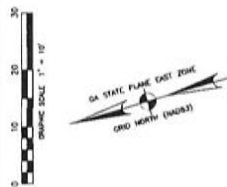
LEGAL DESCRIPTION EXHIBIT

ALL THOSE CERTAIN LOTS, TRACTS OR PARCELS OF LAND SITUATE, LYING AND BEING IN THE CITY OF SAVANNAH, CHATHAM COUNTY, GEORGIA, AND BEING KNOWN AND DESIGNATED AS LOTS SIX (6) AND SEVEN (7), BLOCK C, HITCH WARD, HUSSARS TRACT.

MORE COMMONLY KNOWN AS 22 WEST 61ST STREET, SAVANNAH, GA 31405
20093 33007

ALL THOSE CERTAIN LOT, TRACT OR PARCEL OF LAND SITUATE, LYING AND BEING IN THE CITY OF SAVANNAH, CHATHAM COUNTY, GEORGIA, AND BEING KNOWN AND DESIGNATED AS LOT FIVE (5), BLOCK C, HITCH WARD, HUSSARS TRACT.

MORE COMMONLY KNOWN AS 18 WEST 61ST STREET, SAVANNAH, GA 31405
PIN 20092 33006



REFERENCES

1. CITY Atlas 35
2. O.R. 2004 PG 299
3. O.R. 2004 PG 348

LEGEND

Q-17	IRON ROD FOUND
Q-18	5/8" IRON ROD SET
①	CABLE PRODS.
②	CLONOUR
③	ELECTRIC METER
④	FINE MGRANT
⑤	GAS METER
⑥	MISC EQUIPMENT
⑦	POWER POLE
⑧	WATER METER
⑨	OVER HEAD UTILITY LINE



STATION S. POLYMER

- [illegible]

APPROVED BY THE CLACKAMAS COUNTY DEPARTMENT OF PUBLIC HEALTH

SECTION _____ DATE _____
ACCOUNTS BY CITY NUMBER: CITY OF SAVANNAH, GEORGIA

DALE HOLZNER, CITY ENGINEER
APPROVED BY THE METROPOLITAN PLANNING COMMISSION

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ALFONSO OLIVERA, OWNER 12 @ 1157 ST	24.32

DATE	CHARGE
02 # 8127 ST	
TRC POLICE FOR FRANK SAVANNAH LLC	

1. THESE TWO ARE NOT THE SAME

[illegible]

NAME	DATE
JAMES CRAIG BRIDGEMAN	20 JULY 1942

Treatment used:
STANDARD JONES 2" TOTAL STATION
CARLSON BRIT OPS RECEIVER
ON THE GPS METHOD
MODULAR DESIGN - 2" FOR
QUANTITY BY COMPASS PACE
PLAT CLOSURE = 1/375,000.000
FIELD CLOSURE = 1/76,270

CITY OF SAVANNAH SUBDIVISION NUMBER 25-007777-SUBP

STATE OF GEORGIA

Secretary of State

Corporations Division

313 West Tower

2 Martin Luther King, Jr. Dr.

Atlanta, Georgia 30334-1530

ANNUAL REGISTRATION

Electronically Filed

Secretary of State

Filing Date: 1/18/2026 1:46:45 PM

BUSINESS INFORMATION

CONTROL NUMBER	18093902
BUSINESS NAME	Frame Savannah LLC
BUSINESS TYPE	Domestic Limited Liability Company
EFFECTIVE DATE	01/18/2026
ANNUAL REGISTRATION PERIOD	2026

PRINCIPAL OFFICE ADDRESS

ADDRESS	2206 Teresa Dr., Savannah, GA, 31406, USA
---------	---

REGISTERED AGENT

NAME	ADDRESS	COUNTY
Erin Holub	2206 Teresa Dr., Savannah, GA, 31406, USA	Chatham

AUTHORIZER INFORMATION

AUTHORIZER SIGNATURE	Jennifer Holub
AUTHORIZER TITLE	Member