



City of Savannah
Zoning Board of Appeals Application

5515 Abercorn Street
Savannah, Georgia 31405
Phone: (912) 651-6530 / 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 located on page four. Applicants are encouraged to meet with Metropolitan Planning Commission (MPC) staff to discuss the application prior to the day of submission. MPC staff is responsible for the staff report and recommendation that is presented to the ZBA. The monthly hearing dates and applicable submission deadline dates are available online at www.thempc.org.

1) Property Owner(s)

Name(s): _____
Address: _____
City, State, Zip: _____
Telephone: _____ Fax: _____
E-mail address: _____

2) 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: _____

3) Subject Property

Street Address: _____
Subdivision Name: _____ Lot Number(s): _____
Property Identification Number(s): _____
Zoning District(s): _____

4) Fee

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

_____ Residential: \$66.00
_____ Commercial: \$192.50

5) 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 Metropolitan Planning Commission when an error is alleged, Section 8-3163(a). You must 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 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 MPC and the Zoning Administrator.

_____ To establish a special use, Section 8-3163(b):

Requested Use: _____ Use Number: _____

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

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

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 _____, 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. Applications must be submitted to the City of Savannah Development Services Department, 5515 Abercorn Street, Savannah, GA 31405.

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. The MPC will mail a notice of the hearing to all owners of property and any known neighborhood or property owners' associations within a 300 foot radius of the subject property. All ZBA meetings are held on the fourth Tuesday of each month at 10:00 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 City of Savannah Development Services Department. 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 making the decision.
4. An overhead projector is available for use. The overhead projector can display all paper items (e.g., photographs, maps, site plans). Digital presentations must be provided to staff no later than the day prior to the meeting. 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 sent to the owner or agent after the meeting.

Plot Plan Information

Any required plot plan must include the following information:

- North arrow and 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)

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)