

JEFFREY E. TURNER
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Community Development Department
121 South McDonough Street, Jonesboro GA 30236
Office: (770) 477-3569
www.claytoncountyga.gov/departments/community-development
**Administrative Zoning Decision Appeal
Application**



PATRICK EJIKE
DIRECTOR

This application is required for an appeal of administrative zoning decision. All applications must be complete, signed and submitted within thirty (30) calendar days of the decision under appeal. Incomplete applications will not be accepted.

This application package consists of:

Cover Page
Support Document Matrix
Application
Zoning Calendar

Submittal Requirements:

Required supporting documents for any petition regarding a zoning matter are outlined in the attached support document matrix.


Failure to provide Clayton County proof of mailing will terminate the application process.

Meetings and Hearings:

Board of Zoning Appeal (BZA):

Attendance is required (see attached zoning calendar)

Zoning Request Application Submittal Requirements

Category	 Zoning Related Permits	Required Documents											
		Completed Application	*Property Owner Authorization	Special Power of Attorney Affidavit	Notarized Campaign Disclosure Form	Property Deed	Letter of Intent	Legal Description	Survey of Existing Property (sign & sealed)	** Sewer/ Septic Letter	Site Plans	Building Plans or Elevations	Site Photos
Zoning Appeals	Appeals of Administrative Decision	X					X						
	Zoning Variance Submittal	X	X			X	X	X	X		X	X	
	Stream Buffer Variance	X	X			X	X	X			X		
Process	Minor Subdivision	X	X			X		X	X	X	X		
	Tree Removal	X	X								X		X
Administrative	Zoning Verification	X						X	X				
	Timber Harvesting	X	X								X		
	Lot Combination/Re-Parcel	X	X	X		X	X	X	X				
	Sign Permit				see sign permit application								
Land Development	Site Development	X	X			X		X	X		X	X	
	Preliminary Plat	X	X			X		X	X		X		
	Final Plat	X	X			X		X			X		
Rezoning & LandUse	Zoning Change	X	X	X	X	X	X	X	X	X	X	X	
	Planned Unit Development	X	X		X	X	X	X	X	X	X	X	
	Modification of Zoning Condition	X	X		X	X	X	X	X		X	X	
	Land-Use Plan Amendment	X					X						
	Conditional Use Permit	X	X		X	X	X	X	X	X	X	X	
* Letter of Authorization must be Notorized													
** Clayton County Water Authority Sewer Letter or Clayton County Health Department Septic Letter													
Site Plan not needed for residential tree removal; only Site Photos needed													

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Property Information

[Shaded Area for Office use only]

Parcel #(s):		Acreage:	Date R'cvd:	
Address:	City	State	Zip	Commission District:
Project Name:		Legal Description: Please attach a deed		

Owner/Petitioner

Owner Name:			Petitioner Name:		
Address			Address		
City	State	Zip	City	State	Zip
Tel#	Mobile #		Tel#	Mobile #	
Fax #	Email		Fax#	Email	

Proposed Project Information

If appeal concerns <u>zoning district boundary dispute</u> ; <u>Location & District(s) involved</u> : Describe petitioner's Boundary Location Criteria:
If appeal concerns <u>zoning district boundary dispute</u> ; <u>Location & District(s) involved</u> : Describe petitioner's Boundary Determination:
Ordinance Interpretation (include code section number):
Describe petitioner's Interpretation and Rationale:
Administrative Decision/Measurement/Order in Dispute:
Attach copies of any written decision(s) which is/are the subject of the appeal. List these items:
Attach copies of all materials submitted to the County upon which the decision being appealed was based, and list these items here:

I hereby certify that the information I have provided in this application is true and accurate.

Signature of Applicant

Date

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Board of Zoning Appeals Schedule for 2016/ 2017

Application Filing/Submittal Cycle Deadline	Legal Ad/ Sign Posting/ Interested Party Notice for BZA	Proof of Interested Party Notice to Planning & Zoning	Board of Appeals Public Hearing*
January 11, 2016	January 27, 2016	February 8, 2016	February 18, 2016
February 15, 2016	March 2, 2016	March 14, 2016	March 24, 2016 (Holiday)
March 14, 2016	March 30, 2016	April 11, 2016	April 21, 2016
April 11, 2016	April 27, 2016	May 9, 2016	May 19, 2016
May 9, 2016	May 25, 2016	June 6, 2016	June 16, 2016
June 13, 2016	June 29, 2016	July 11, 2016	July 21, 2016
July 11, 2016	July 27, 2016	August 8, 2016	August 18, 2016
August 8, 2016	August 24, 2016	September 6, 2016	September 15, 2016
September 12, 2016	September 28, 2016	October 10, 2016	October 20, 2016
October 10, 2016	October 26, 2016	November 7, 2016	November 17, 2016
November 7, 2016	November 23, 2016	December 5, 2016	December 15, 2016
December 12, 2016	December 28, 2016	January 9, 2017	January 19, 2017

* The Board of Zoning Appeals' Public Hearings are held at 7:00 pm in the Commissioner Board Room, located at 112 Smith Street, Jonesboro, GA 30326. Each Public Hearing is preceded by a pre-meeting at 6:45 pm in the conference room.

Note: Applications that are denied shall not be eligible for consideration again for a period of one (1) year from the date of denial (Article 13.21 4. c.)