



## Minor Subdivision Application

This application is required for subdivision of a parcel of land into four (4) property lots or less. All applications must be complete, signed, notarized and submitted in accordance with the adopted Zoning Ordinance. Incomplete applications will not be accepted. This application package consists of:

Cover Page

Support Document Matrix

Application

Property Owner(s) Authorization Affidavit

Special Power of Attorney Affidavit

Disclosure of Campaign Contributions

### **Pre-Application Conference:**

Prior to the submittal of an application, the applicant is encouraged to attend a pre-application conference. This conference is designed to assist the applicant with building a project consistent with County's Land-Use/Zoning regulations and ultimately improve the County's built environment. At this conference the applicant will receive clarification on information regarding procedural review requirements, design and development standards, submission requirements and design and construction requirements.

### **Submittal Requirements:**


Required supporting documents for any petition regarding a zoning matter are outlined in the attached support document matrix. One set of plans is required for zoning review. Upon approval four (4) copies must be submitted for approval signatures.

### **Recording:**

Applicant must file the approved Final Plat with the Clayton County Clerk of Superior Court within fifteen (15) calendar days of the date of signature by the Zoning Administrator. The applicant shall submit electronic and two (2) sets hardcopy of the recorded final plat to the Zoning Administrator for the records of the Department of Community Development.

**Note:** No Building permits will be issued for any lot in the subdivision until a recorded plat is provided.

# 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
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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Community Development Department

121 South McDonough Street, Jonesboro GA 30236

Office: (770) 477-3569

[www.claytoncountyga.gov/departments/community-development](http://www.claytoncountyga.gov/departments/community-development)



PATRICK EJIKE  
DIRECTOR

Minor Subdivision Concept Plan/Final Plat Application

**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/Applicant**

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

**Proposed Project Information**

Zoning Classification:	Any Applicable Variance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Any Applicable Conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Acreage:
Any Applicable Zoning Overlay District: <input type="checkbox"/> Highway 138 <input type="checkbox"/> Highway 42 <input type="checkbox"/> Highway 54 <input type="checkbox"/> Tara Blvd <input type="checkbox"/> Panhandle Area <input type="checkbox"/> Cherry Hills			
Total number of lots proposed:	Minimum Lot setbacks: Front:                  Sides:                  Rear:		
Minimum Lot size proposed:	Amenity Area: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A		

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing Clayton County, Georgia, and must be recorded within fifteen (15) days of approval.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

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PATRICK EJIKE  
DIRECTOR

## Special Power of Attorney Affidavit

STATE OF GEORGIA  
COUNTY OF CLAYTON

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I, the owner of  
\_\_\_\_\_, make, constitute, and appoint  
Property Address and/or Tax Map ID

\_\_\_\_\_ my true and lawful attorney-in-fact, and in my name,  
Name of Attorney or Representative

place, and stead giving unto said \_\_\_\_\_ full power and authority to do  
and perform all acts and make all representation necessary, without any limitation whatsoever, to  
make application for said \_\_\_\_\_. The right, powers, and authority of  
Type of application

said attorney-in-fact herein granted shall commence and be in full force and effect on  
\_\_\_\_\_, 20\_\_\_\_, and shall remain in full force and effect  
thereafter until actual notice, by certified mail, return receipt requested, is received by the  
Department of Community Development stating that the terms of this power have been revoked  
or modified.

\_\_\_\_\_  
Owner Signature

STATE OF GEORGIA:  
COUNTY OF CLAYTON:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ in  
my county and state aforesaid, by the aforementioned Principal.

\_\_\_\_\_  
Notary Commission

My Commission Expires: \_\_\_\_\_

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# Disclosure of Campaign Contributions

Pursuant to OCGA, Section 36-67A-3(a), the following disclosure is mandatory when an applicant or representative has made campaign contributions aggregating \$250.00 or more to a local government within two (2) years immediately preceding the filing of this application.

It shall be the duty of the applicant and the attorney representing the applicant to file disclosure with the governing authority of the respective local government. The following questions **must** be answered:

- Have you, the applicant, made \$250.00 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application?  Yes  No

If the answer is yes, you must file a disclosure report with the governing authority of Clayton County showing:

1. The name and official position of the local governing authority in Clayton County to whom the campaign contribution was made.

\_\_\_\_\_  
Name and official position of the applicant/representative (please print)

2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution was made.

\_\_\_\_\_  
Description of Campaign Contribution  
(Please Print)

\_\_\_\_\_  
Dollar Amount

\_\_\_\_\_  
Signature (choose one)  Applicant  Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Date & Seal