

JEFFREY E. TURNER  
CHAIRMAN  
SONNA SINGLETON-GREGORY  
DISTRICT 1  
GAIL B. HAMBRICK  
DISTRICT 2  
SHANA M. ROOKS  
DISTRICT 3  
MICHAEL L. EDMONDSON  
DISTRICT 4

## Community Development Department

121 South McDonough Street, Jonesboro, Georgia 30236

Office: (770) 477-3569 Fax: (770) 473-5467

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



## Preliminary Plat • Final Plat • Site Development Application

This application is required for all preliminary and final plats to be approved by the Clayton County Zoning Advisory Group and the Board of Commissioners. All applications must be complete, signed, notarized and submitted in accordance with the adopted Zoning Matters Schedule deadlines. 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

Zoning Calendar

### **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. Applicant must submit an electronic version and seven (7) hardcopy sets of the site plan.

### **Notice to Surrounding Property Owners:**

Applicant must inform all adjoining property owners of the boundaries of the subject property in writing fifteen (15) days prior to the Zoning Advisory Group (ZAG) public hearing. The letter must state the same information as the legal advertisement (staff will provide required information).

- The Department of Community Development will provide the applicant addresses of the parcel owners of all surrounding properties.
- Applicant will provide proof of mailing – certificate of mailing or certified mail receipt to Zoning Administrator at least seven (7) business days prior to public hearing.

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

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### **Meetings and Hearings:**

Technical Review Committee (TRC):

Attendance is required (see attached zoning calendar)

Community Information Meeting (CIM):

Attendance is required (see attached zoning calendar)

Zoning Advisory Group (ZAG) Meeting:

Attendance is required (see attached zoning calendar)

Board of Commissioners (BOC) Public Hearing to accept public right-of-way:

Attendance is required (see attached zoning calendar)

### **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 acceptance by the Board of Commissioners. The applicant shall submit an electronic version and seven (7) sets hardcopy of the recorded final plat to the Zoning Administrator for County Departments.

### **Expiration:**

Please be advised that zoning related approvals have time limitation for execution. Refer to the County's Zoning Ordinance for further details.

Upon approval of the Preliminary Plat, the applicant can submit an application for Construction Site Development approval.

# 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				<b>see sign permit application</b>							
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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PATRICK EIJKE  
DIRECTOR

**Preliminary Plat • Final Plat • Site Development**

**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**

Select Application Type: <input type="checkbox"/> Site Development <input type="checkbox"/> Preliminary Plat <input type="checkbox"/> Final Plat			
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			
<b>Residential Development</b>		<b>Commercial Development</b>	
Total number of lots proposed:		Number of Buildings Proposed:	
Minimum Lot size proposed:		Total Building Area Proposed:	
Minimum Lot setbacks: Front:      Sides:      Rear:			
Amenity Area: <input type="checkbox"/> Yes <input type="checkbox"/> No		Total Lot Area of Amenity:	Total Lot Area of Greenspace:
Describe Type of Amenity:			
Describe development/Use of Property:			

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Community Development within Clayton County, Georgia.

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

\_\_\_\_\_  
Date

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

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## Property Owner(s) Authorization

I, \_\_\_\_\_ swear and affirm that I am the owner of the property  
(Property Owner's Name)

at \_\_\_\_\_, as shown on the Tax Map and/ or deed  
(Property address or parcel number)

Records of County, Georgia.

I hereby authorize \_\_\_\_\_ to act as the applicant or agent in  
(Applicant Name)

pursuit of the development requested on this property.

\_\_\_\_\_  
(Signature of Property Owner)

Personally appeared before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

My Commission expires on\_\_\_\_\_.

\_\_\_\_\_  
(Notary Signature/ Seal)

\_\_\_\_\_  
(Date)

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## 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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PATRICK EJIKE  
DIRECTOR

Zoning Matters Schedule 2016 -2017

Application Filing/Submittal Cycle Deadline	Technical Review Committee	Legal Ad/ Sign Posting/ Interested Party Notice for Public Hearings	Community Information Meeting (CIM) Submit Proof of Interested Party Notice	Zoning Advisory Group Public Hearing	Board of Commissioners Public Hearing
January 19, 2016	<b>February 10, 2016</b>	February 12, 2016	<b>February 24, 2016</b>	March 7, 2016	March 15, 2016
February 9, 2016	<b>March 2, 2016</b>	March 16, 2016	<b>March 23, 2016</b>	April 4, 2016	April 19, 2016
March 15, 2016	<b>April 6, 2016</b>	April 13, 2016	<b>April 20, 2016</b>	May 2, 2016	May 17, 2016
April 12, 2016	<b>May 4, 2016</b>	May 11, 2016	<b>May 25, 2016</b>	June 6, 2016	June 21, 2016
May 17, 2016	<b>June 8, 2016</b>	June 15, 2016	<b>June 22, 2016</b>	July 6, 2016 (Holiday)	July 19, 2016
June 14, 2016	<b>July 6, 2016</b>	July 13, 2016	<b>July 20, 2016</b>	August 1, 2016	August 16, 2016
July 19, 2016	<b>August 3, 2016</b>	August 10, 2016	<b>August 17, 2016</b>	September 1, 2016 (Holiday)	September 20, 2016
August 16, 2016	<b>September 7, 2016</b>	September 14, 2016	<b>September 21, 2016</b>	October 3, 2016	October 18, 2016
September 13, 2016	<b>October 5, 2016</b>	October 12, 2016	<b>October 19, 2016</b>	November 7, 2016	November 15, 2016
October 18, 2016	<b>November 9, 2016</b>	November 16, 2016	<b>November 21, 2016</b>	December 5, 2016	December 20, 2016
November 8, 2016	<b>December 7, 2016</b>	December 14, 2016	<b>December 21, 2016</b>	January 5, 2017 (Holiday)	January 17, 2017
December 6, 2016	<b>January 4, 2017</b>	January 11, 2017	<b>January 25, 2017</b>	February 6, 2017	February 21, 2017

**Technical Review Committee** meetings are held in the Community Development conference room. Applicants must be in attendance and will be assigned a time slot when fees are received.

**Community Information Meetings (CIM)** are held at 6:00 P.M. in the Historic Court Room (3<sup>rd</sup> floor), located at 121 McDonough Street, Annex #2, Jonesboro, GA 30326.

**Zoning Advisory Group (ZAG) and Board of Commissioners' (BOC) Public Hearings** are held at 7:00 P.M. in the Commissioners Board Room, located at 112 Smith Street, Jonesboro, GA 30326. The ZAG Public Hearing is preceded by a pre-meeting at 6:45 in the conference room.

ZAG and BOC Public Hearings are limited to ten (10) applications per Article 10.15 of the zoning ordinance. Applicants forwarded from TRC will be added to the agenda according to the date and time of original submittal.