

JEFFREY E. TURNER
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Community Development Department
121 South McDonough Street Annex-2 Jonesboro, GA 30236
Office: (770) 477-3569 Fax: (770) 473-5467
www.claytoncountyga.gov/departments/community-development



PATRICK EJIKE
DIRECTOR

Administrative Zoning Decision Appeal Application

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		
Administrative Process	Minor Subdivision	X	X			X		X	X	X	X		
	Tree Removal	X	X								X		X
	Zoning Verification	X						X	X				
	Timber Harvesting	X	X								X		
	Sign Permit	X	X								X	X	X
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	
	LandUse Plan Amendment	X					X						
	Conditional Use Permit	X	X		X	X	X	X	X	X	X	X	
* Letter of Authorization must be Notarized													
** 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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Administrative Zoning Decision Appeal

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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Zoning Matters Schedule 2015 -2016

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
February 12, 2015	March 4, 2015	March 13, 2015	March 25, 2015	April 6, 2015	April 21, 2015
March 17, 2015	April 8, 2015	April 10, 2015	April 22, 2015	May 4, 2015	May 19, 2015
April 14, 2015	May 6, 2015	May 8, 2015	May 20, 2015	June 1, 2015	June 16, 2015
May 19, 2015	June 10, 2015	June 12, 2015	June 24, 2015	July 8, 2015 (Holiday)	July 21, 2015
June 16, 2015	July 8, 2015	July 10, 2015	July 22, 2015	August 3, 2015	August 18, 2015
July 21, 2015	August 12, 2015	August 14, 2015	August 26, 2015	September 2, 2015 (Holiday)	September 15, 2015
August 18, 2015	September 9, 2015	September 11, 2015	September 23, 2015	October 5, 2015	October 20, 2015
September 15, 2015	October 7, 2015	October 9, 2015	October 21, 2015	November 2, 2015	November 17, 2015
October 20, 2015	November 11, 2015	November 13, 2015	November 23, 2015	December 7, 2015	December 15, 2015
November 10, 2015	December 9, 2015	December 11, 2015	December 21, 2015	January 4, 2016	January 19, 2016
December 8, 2015	January 6, 2016	January 8, 2016	January 27, 2016	February 1, 2016	February 16, 2016
January 19, 2016	February 10, 2016	February 12, 2016	February 24, 2016	March 7, 2016	March 15, 2016

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 (3rd 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.