

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

JEFFREY E. TURNER
CHAIRMAN
GAIL B. HAMBRICK
VICE CHAIRMAN
SONNA SINGLETON-GREGORY
COMMISSIONER
SHANA M. ROOKS
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MICHAEL L. EDMONDSON
COMMISSIONER

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	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 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/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			
Residential Development		Commercial Development	
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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Jonesboro, Ga. 30236



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Technical Review Committee Schedule for 2015/ 2016

All applications must be complete and submitted prior to 12:00 pm (noon) on the day of the submission deadline.

Site Development
Zoning Matters (ZAG/ BOC)

Submission Deadline	Technical Review Committee Meeting Date*
December 24, 2014	January 14, 2015
January 15, 2015	February 4, 2015
January 22, 2015	February 11, 2015
January 29, 2015	February 18, 2015
February 12, 2015	March 4, 2015
February 19, 2015	March 11, 2015
February 26, 2015	March 18, 2015
March 12, 2015	April 1, 2015
March 19, 2015	April 8, 2015
March 26, 2015	April 15, 2015
April 9, 2015	April 22, 2015
April 16, 2015	May 6, 2015
April 23, 2015	May 13, 2015
May 14, 2015	June 3, 2015
May 21, 2015	June 10, 2015
May 28, 2015	June 17, 2015
June 11, 2015	July 1, 2015
June 18, 2015	July 8, 2015
June 25, 2015	July 15, 2015
July 9, 2015	July 29, 2015
July 16, 2015	August 12, 2015
July 23, 2015	August 19, 2015
August 13, 2015	September 2, 2015
August 20, 2015	September 9, 2015
August 27, 2015	September 16, 2015
September 10, 2015	September 30, 2015
September 17, 2015	October 7, 2015
September 24, 2015	October 14, 2015
October 15, 2015	November 4, 2015
October 22, 2015	November 11, 2015
October 29, 2015	November 18, 2015
November 12, 2015	December 2, 2015
November 19, 2015	December 9, 2015
November 25, 2015	December 16, 2015
December 17, 2015	January 6, 2016
December 23, 2015	January 13, 2016

* Technical Review Committee (TRC) Meetings are held within the Community Development Department Conference Room, located at 121 South McDonough Street, Jonesboro, GA 30236. All plan review meetings will be held from 9:00 am to 1:00 pm; 30 minute time slots are available.