

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

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



PATRICK EJIKE  
DIRECTOR

## Zoning Verification Request Application

This application is required for zoning verification request. All applications must be complete, signed, 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

### **Submittal Requirements:**

Required supporting documents are outlined in the attached support document matrix.

# Zoning Request Application Submittal Requirements

| Category   | <br>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                       |   |                       |                               |                                     |                                    |               |                  |                   |  |                         |            |                              |             |

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

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



PATRICK EJIKE  
DIRECTOR

**Zoning Verification Request Application**

I hereby request that the zoning for the property described in this application be verified.

**Property Information**

[Shaded Area for Office use only]

|                          |                           |            |             |                      |
|--------------------------|---------------------------|------------|-------------|----------------------|
| Parcel #(s):             | Acreage:                  | Project #: | Date R'cvd: |                      |
| Address:                 | City                      | State      | Zip         | Commission District: |
| Current Use of Property: | Proposed Use of Property: |            |             |                      |

**Applicant**

|            |          |        |       |      |
|------------|----------|--------|-------|------|
| Name:      |          |        |       |      |
| Address:   |          |        |       |      |
| City:      |          | State: |       | Zip: |
| Telephone# | Mobile # |        | Fax # |      |
| Email:     |          |        |       |      |

**Proposed Project Information**

|  |
|--|
| How would you like this letter delivered: <input type="checkbox"/> US Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax |
| Please list any additional comments or requests:   |

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

\_\_\_\_\_  
Date