

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.claytoncountyga.gov/departments/community-development



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 | | |
| 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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PATRICK ELKE
 DIRECTOR

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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Board of Zoning Appeals Schedule for 2016/ 2017

| Application Filing/Submittal Cycle Deadline | Legal Ad/ Sign Posting/ Interested Party Notice for BZA | Proof of Interested Party Notice to Planning & Zoning | Board of Appeals Public Hearing* |
|--|--|--|---|
| January 11, 2016 | January 27, 2016 | February 8, 2016 | February 18, 2016 |
| February 15, 2016 | March 2, 2016 | March 14, 2016 | March 24, 2016 (Holiday) |
| March 14, 2016 | March 30, 2016 | April 11, 2016 | April 21, 2016 |
| April 11, 2016 | April 27, 2016 | May 9, 2016 | May 19, 2016 |
| May 9, 2016 | May 25, 2016 | June 6, 2016 | June 16, 2016 |
| June 13, 2016 | June 29, 2016 | July 11, 2016 | July 21, 2016 |
| July 11, 2016 | July 27, 2016 | August 8, 2016 | August 18, 2016 |
| August 8, 2016 | August 24, 2016 | September 6, 2016 | September 15, 2016 |
| September 12, 2016 | September 28, 2016 | October 10, 2016 | October 20, 2016 |
| October 10, 2016 | October 26, 2016 | November 7, 2016 | November 17, 2016 |
| November 7, 2016 | November 23, 2016 | December 5, 2016 | December 15, 2016 |
| December 12, 2016 | December 28, 2016 | January 9, 2017 | January 19, 2017 |

* The Board of Zoning Appeals' Public Hearings are held at 7:00 pm in the Commissioner Board Room, located at 112 Smith Street, Jonesboro, GA 30326. Each Public Hearing is preceded by a pre-meeting at 6:45 pm in the conference room.

Note: Applications that are denied shall not be eligible for consideration again for a period of one (1) year from the date of denial (Article 13.21 4. c.)