



Clayton County Planning & Zoning

121 South McDonough Street
Jonesboro, GA 30236
Office: 770.477.3569 Fax: 770.473.5481
Web site: www.co.clayton.ga.us

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION, INSTRUCTIONS & CHECKLIST

This application is required for all Planned Unit Development (PUD) submittals. Incomplete applications will **not** be accepted.

Instructions:

Three (3) sets of development review plans are required for a Planned Unit Development (PUD) – (1) preliminary sketch plat, (2) conceptual plan, and (3) detailed development plan. For developments requiring sub-division, preliminary plat submittal coincides with detailed development plan submittal.

All applications must be complete and submitted in accordance with the adopted Zoning Matters Schedule. Pre-application sketch plats do not receive TRC comments and may be submitted at any time.

1. Pre-Application Phase - sketch plat submittal:

Required submittal to Zoning Administrator prior to the submittal of a planned unit development application:

- Complete attached application form.
- Submit two (2) sketch plats of proposed project.
- The applicant will receive comments within ten (10) business days of submission.
- Zoning Administrator may convene a conference with representatives from the County.

2. Conceptual Site Plan Application: Accepted only after sketch plat review

Submittal requirements: **Completed** application, fees and supporting documentation, including but not limited to the checklist items indicated herein.
Note your targeted submittal date: _____

Notice to Interested Parties: **Applicant** must inform surrounding parcel owners **in writing** that a PUD application has been submitted, **15 days prior** to public hearing.

- Department of Community Development staff provides applicant the address of the parcel owners surrounding properties within 500 feet of subject property or within two (2) parcels (whichever is greater).
- **Applicant provides 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 proof will lead to a tabling or postponement of applicant and will moved to the following month's hearing cycle.

Note your submittal date for mailing proof: _____

Meetings and hearings:

Technical Review Committee (TRC):

Attendance required on: _____

Community Information Meeting:

Attendance not required but recommended; note date: _____

See attached calendar for Zoning Advisory Group (ZAG) and Board of Commissioners (BOC) public hearings.

Conceptual Site Plan proceeds through Technical Review Committee (TRC), a Community Information Meeting, and the scheduled Zoning Advisory Group (ZAG) and Board of Commissioners (BOC) public

hearings.

3. **Detailed Development Plan Application** – within six (6) months (max) of Conceptual Plan Approval:
- Same process as above; see Detailed Development Plan Checklist. Additional documentation or supporting information may be required by County Departments.
 - When approved, the Detailed Development Plan will be signed by the Board of Commissioners (BOC) and the Official Zoning Map will be updated accordingly.
 - Construction Plans are also required prior to the issuance of any land disturbance permit.

Planned Unit Development Checklists:

For both Conceptual Site Plan and Detailed Development Plan:

- Completed application.
- Check or money order payable to “Clayton County”.
- A vicinity map showing the use and zoning of all properties within 1,320 feet of the property subject.
- A map of any property adjacent to the subject property/ies which is owned or otherwise controlled by any or all of the petitioners, and a description of the future development of that property and its relationship with the Conceptual Development Plan.
- For properties currently zoned single-family residential: parallel plan showing density (Article 7.2)
- A letter verifying that proper waste disposal will be available to the property:
 - For proposals using septic systems, a letter from the Clayton County Board of Health.
 - For proposals using public sewers, a letter from the Clayton County Water Authority or service provider.
- Conceptual Site Plan Data:** Thirteen (13) copies of full size site plans and one (1) 8 ½ x 11” reduced copy. The scale of the plan shall not exceed 1” = 100’. Sheet size maximum is 36 x 48 inches. The Conceptual Development Plan may include any additional graphics which will explain the features of the development, but shall include the following:
 1. Description of the property and petitioners involved, including:
 - The name and address of the applicant.
 - The proposed name of development.
 - The address of the site (if applicable).
 - A legal description of the property.
 - The name, address, telephone number, and professional stamp of the land surveyor or engineer responsible for the preparation of the Conceptual Development Plan.
 - A legend and notes, including a graphic scale, north point, and date.
 2. The proposed land use areas, including total acreage and total dwelling units if any, of the following:
 - Detached single-family residential land use areas not to exceed 5.0 units per acre.
 - Multiple family residential land uses areas at a density of 5.0 to less than 12.0 units per acre.
 - Multiple family residential land use areas at a density of 12.0 to less than 20.0 units per acre.
 - Multiple family residential land use areas at a density of 20.0 or more units per acre.
 - Shopping center commercial land use areas, including gross leasable area.
 - Commercial areas for free standing buildings, including minimum lot size.

Industrial land use areas.

Public and quasi-public land use areas, including sites for schools, parks, playgrounds, water retention facilities, and community facilities.

3. A description of all existing and proposed conditions of the property and within 400 feet of the subject property, including:

The existing and proposed layout of streets, open space and other basic elements of the plan.

All existing and proposed easements and their purpose.

The location of natural streams, regulated drains, 100-year floodplains, floodways, water courses, marshes, wooded areas, isolated preservable trees, wetlands, historic features, existing structures, dry wells, utility lines, fire hydrants, and any other significant feature(s) on the site and within 400 feet adjacent to the site that may influence the design of the development.

A general description of the location and types of structures on the site and within 200 feet adjacent to the site, including the distances between the structures, their setbacks, and lot coverage.

Proposals and plans for handling traffic, parking, sewage disposal, tree preservation and removal, lighting, signage, landscaping, and other pertinent development features.

A general statement of the covenants and written commitments to be made a part of the Planned Unit Development as well as the order and estimated time of development.

A statement of the proposed order of development of the major elements of the project, including phasing, if applicable, and the order and content of each phase.

The land use categories within the development, including setbacks, building square footage, and building envelopes.

A topographic survey of the area with contour lines a maximum of two feet (2') apart; and,

A utilities plan, including storm sewer, sanitary sewer, water, and general drainage.

Detailed Development Plan Data:

Thirteen (13) copies of full size site plans and one (1) 8 ½ x 11" reduced copy. The scale of the plan shall not exceed 1" = 100'. Sheet size maximum is 36 x 48 inches. The Development Plan may include any additional graphics which will explain the features of the development, but shall include the following:

- a. All documents and information included in the Conceptual Development Plan, as updated and/or amended.
- b. Written approval from the Clayton County Water Authority or service provider.
- c. A **tree preservation plan**, drawn to scale and bearing the seal of a registered landscape architect, architect, engineer, or surveyor, showing all preserved and proposed trees including all specimen trees. The tree preservation plan shall include the identification of all species, size and locations for all preserved and proposed trees and shall include all calculations demonstrating compliance with site density factor and tree preservation requirements.
- d. A **landscaping plan**, drawn to scale and bearing the seal of a registered landscape architect, architect, engineer, or surveyor, showing all required and proposed landscaping in the site interior, in and adjacent to parking areas, in buffer yards, and street trees. The landscaping plan shall include the identification of the height of the plantings from ground level at the time of installation and the species proposed to be used to meet the requirements of the Zoning Ordinance.
- e. A **lighting plan** providing the location, type and height of all freestanding, building-mounted and canopy light fixtures, and all existing and proposed sign lighting. A photometric grid overlaid on the proposed site plan shall also be included indicating the overall light intensity throughout the site.
- f. An **Architectural Plan Book** with proposed elevations, a **Sign Plan** showing the location, height, and dimension of all permanent signs and indications of appropriate locations, heights, and sizes of any anticipated temporary signs.
- g. A **site drainage plan** that bears the seal of a professional architect, engineer or land surveyor including all calculations required by Clayton County. All site plans are subject to the approval of the Clayton County Water Authority or service provider.
- h. A detailed **statement of the characteristics and operation** of the development, including the projected population densities, presence of any adult uses, and number of potential employees. The detailed statement should include any written commitments being made regarding the Detailed Development Plan.
- i. Required Documentation for Large Scale Retail Centers (refer to Section 6.31 in the Zoning Ordinance).
- j. Proposed covenants and written commitments.
- k. Include **an index** identifying all documents included in the Detailed Development Plan.
- l. Include a cover sheet indicating that it is the Detailed Development Plan and the date.
- m. Be bound together with all documents submitted on paper 8 ½" x 11" in dimension, except for the maps, sketches, plans and conceptual layout(s), which must be folded to 8 ½" x 11".



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FOR STAFF USE ONLY	DATE/TIME STAMP
Pre-Application: Sketch plat submittal date: _____ Comments returned: _____ <input type="checkbox"/> Sketch <input type="checkbox"/> Concept <input type="checkbox"/> Detailed	
Project#: _____ Filing Fee: \$ _____ Received By: _____ Reviewed by: _____	TRC Meeting date: _____

A. APPLICANT AND PROPERTY OWNER INFORMATION

1. Applicant Name:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
Email Address:		

2. Property Owner Name:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
Email Address:		

B. PROPERTY INFORMATION

3. Project Name:		
4. Address of Property/ies:		
5. Legal Description of Property/ies: (attach additional if necessary)		
6. Tax Map Parcel(s)#:	7. Land Lot(s):	8. Current Zoning District: _____ Overlay District (if any): _____
9. Commission District:		
10. Total Acreage of the subject property/ies :		

C. PROPOSED PROJECT INFORMATION

11 a) This application contains a residential component. If checked, please fill out the following:

The total residential density (lots and/or units) proposed with this project is _____ units per acre.

Residential Building Type	Ownership Type * (Fee Simple, Condominium, Other)	# of Lots or Units	Minimum Heated Floor Area (sq. ft.)	Minimum Lot Size (sq. ft.) (if applicable)
<input type="checkbox"/> Single Family Detached				
<input type="checkbox"/> Multi-Family				
<input type="checkbox"/> Multi-Family (upper)				
<input type="checkbox"/> Duplex/SF Attached				

* Clayton County requires that condominium-style ownership be specifically identified during the zoning process. Different types have different standards; in addition, condominium-style ownership means that there will not be individually-owned (i.e. fee simple ownership) property associated with a specific type of development, rather there will just be individual ownership in building space (i.e. units) with joint ownership of all property. Some developments might contain both ownership types.

11 b.) This application contains a non-residential component. If checked, please fill out the following:

Total Building Area (sq. ft.): _____ # of Parking Spaces: _____

Bldg. Area Out-Parcels (sq. ft.) : _____

11 c.) What is the total amount of proposed open space (sq. ft./acres) included with this application? _____

11d.) Please indicate whether this project will be served by septic or sewer: _____

Applicant must provide documentation from Clayton County Water Authority (or service provider) and/or Health Department.

e.) Will the proposed development exceed the threshold that triggers the need for a Development of Regional Impact (DRI) review? Refer to the DRI threshold document attached to the application.

Yes No If yes, please also submit a supplemental form: Development of Regional Impact (DRI) - Initial DRI Information. The supplemental form can be obtained on the internet at www.grta.org/dri/home.htm (See page 9).

f.) Is the application Mixed-Use development or located within an Overlay District?

Yes No If yes, additional information may be required; please review district requirements.

12. Proposed Road Access: _____

13. Does any of the subject Property lie within or adjacent to a city border:

D. APPLICANT CERTIFICATION (REQUIRED FOR ALL APPLICANTS):

PLEASE READ AND INITIAL THE FOLLOWING STATEMENTS.

_____ 1) I hereby request the action contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on the Zoning Advisory Group (ZAG) and/or Board of Commissioners (BOC) agenda for a public hearing.

_____ 2) I understand that my request will be rejected if all of the necessary information and/or requirements are not presented.

_____ 3) I understand that I have an obligation to present all necessary information required by the Department of Community Development to enable the ZAG and/or BOC to make an informed determination on my request. I will seek advice of the Department of Community Development Staff or an attorney if I am not familiar with the zoning and land use requirements.

_____ 4) I understand that my request will be acted upon at the Zoning Advisory Group (ZAG) and Board of Commissioners (BOC) public hearing and that I am required to be present or to be represented by the authorized representative as indicated on this application, so that someone is available to present all facts and answer questions. I understand that failure to appear at a public hearing may result in the postponement or denial of my request. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Clayton County.

_____ 5) Clayton County requires a public participation sign on the subject property. In order to insure that the correct information is included on the public participation sign, the Department of Community Development will prepare the sign and post the sign.

_____ 6) The Zoning Ordinance requires that the Zoning Administrator host a community information meeting prior to the scheduled ZAG public hearing. I understand that this is an informal opportunity to present the proposed project and communicate with concerned / interested community members.

E. PROPERTY OWNER(S) AUTHORIZATION AFFIDAVIT (REQUIRED FOR ALL APPLICANTS):
ADD ADDITIONAL SHEETS, IF APPLICABLE.

Notice to Applicant. This application must be signed by the owner(s) as listed on the deed of record for the subject property. Only the owner or authorized agent (i.e. applicant or representing attorney) may speak on behalf of this application at the public hearing. The undersigned hereby swear(s) that he/she/they is/are the owner(s) of the subject property as identified on the front of this application.

I/We hereby authorize the authorized agent or attorney listed on the front of this application to speak and act on behalf of the owner (s) in pursuit of the conditional use permit on this property. I/We realize that any action granted for this property will be binding on the property regardless of ownership.

Notary Stamp (if applicable)

Owner Name #1:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
Email Address:		

Signature of Owner:	Date
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Signature of Notary:	Date
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Notary Stamp (if applicable)

Owner Name #2:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
Email Address:		

Signature of Owner:	Date
----------------------------	-------------

Signature of Notary:	Date
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Notary Stamp (if applicable)

Owner Name #3:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
Email Address:		

Signature of Owner:	Date
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Signature of Notary:	Date
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Disclosure of Campaign Contributions

Clayton County

Pursuant to OCGA, Section 36-67A-3(a), the following disclosure is mandatory when an applicant or any representative has made campaign contributions aggregating \$250.00 or more to a local government within two (2) years immediately preceding the filing of this application.

It shall be the duty of the applicant and the attorney representing the applicant to file a disclosure with the governing authority of the respective local government. The following questions **must** be answered:

Have you, the applicant, made \$250.00 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application? Yes No

If the answer is yes, you must file a disclosure report with the governing authority of Clayton County showing:

1. The name and official position of the local governing authority in Clayton County to whom the campaign contribution was made.

Name and official position of the applicant/representative (Please Print)

2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution was made.

_____ Description of Campaign Contribution (Please Print)	\$ _____ Dollar Amount
-----------------------------------------------------------------	---------------------------

This disclosure must be filed within 10 days after the application if first filed and must be submitted to the Board of Commissioners of Clayton County at 112 Smith Street, Jonesboro, Georgia 30236.

Signature (choose one) Applicant Owner

Date

Notary Signature

Date and Seal

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 Name of Attorney or Representative

my true and lawful attorney-in-fact, and in my name, 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 _____.
Type of Application

The right, powers, and authority of 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 to before me this ____ day of _____, 20____ in my county and state aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____

Table I
Developments of Regional Impact
Tiers and Development Thresholds

Type of Development	Metropolitan Regions	Non-metropolitan Regions
(1) Office	Greater than 400,000 gross square feet	Greater than 125,000 gross square feet
(2) Commercial	Greater than 300,000 gross square feet	Greater than 175,000 gross square feet
(3) Wholesale & Distribution	Greater than 500,000 gross square feet	Greater than 175,000 gross square feet
(4) Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	Greater than 200 new beds; or generating more than 250 peak hour vehicle trips per day
(5) Housing	Greater than 400 new lots or units	Greater than 125 new lots or units
(6) Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres	Greater than 175,000 gross square feet; or employing more than 500 workers; or covering more than 125 acres
(7) Hotels	Greater than 400 rooms	Greater than 250 rooms
(8) Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 120 acres; or if any of the individual uses meets or exceeds a threshold as identified herein	Gross square feet greater than 125,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 40 acres; or if any of the individual uses meets or exceeds a threshold as identified herein
(9) Airports	All new airports, runways and runway extensions	Any new airport with a paved runway; or runway additions of more than 25% of existing runway length
(10) Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
(11) Post-Secondary School	New school with a capacity of more than 2,400 students, or expansion by at least 25 percent of capacity	New school with a capacity of more than 750 students, or expansion by at least 25 percent of capacity
(12) Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more	New facility or expansion of use of an existing facility by 50 percent or more
(13) Quarries, Asphalt & Cement Plants	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
(14) Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
(15) Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels
(16) Water Supply Intakes/Reservoirs	New Facilities	New Facilities
(17) Intermodal Terminals	New Facilities	New Facilities
(18) Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.
(19) Any other development types not identified above (includes parking facilities)	1000 parking spaces	1000 parking spaces