



Clayton County Planning & Zoning

121 South McDonough Street

Jonesboro, GA 30236

Office: 770.477.5866 Fax: 770.603.4039

Website: www.co.clayton.ga.us

SITE DEVELOPMENT PLAN APPLICATION, INSTRUCTIONS & CHECKLIST

Instructions:

- 1. Pre-Application Conference:** Prior to the submittal of a site development plan, the applicant is encouraged to attend a pre-application conference with representatives of the County to discuss the application and review process. At this conference, the applicant will be provided with information regarding procedural review requirements, design and development standards, submission requirements, and design and construction requirements for infrastructure and natural resources.
- 2. Application:** The petitioner shall submit an application for Site Development Plan review, an affidavit and consent of property owner (if the property owner is someone other than the petitioner), a deed for the property involved, the required filing fee, and required supportive information to the Zoning Administrator.
- 3. Technical Review Committee:** The Technical Review Committee reviews the Site Development Plan, including all supportive information and provides comments to the applicant. The Technical Review Committee Meeting will be held on the date established by the adopted calendar of meeting and filing dates.

Either the applicant or a representative of the applicant **must be present** during the review to answer questions regarding the application.

- 4. Public Hearing (If necessary and/or directed by Technical Review Committee):**
The Zoning Advisory Group will review the application and required supportive information.

Either the applicant or a representative of the applicant must be present at the public hearing to present the petition and address any questions the Zoning Advisory Group may have.

- 5. Public Notification:** For all Public Hearings, notification for the scheduled public hearing regarding the conditional use request will be completed consistent with Article 13 of this ordinance.
 - a. Notice Sign:** The petitioner must allow the Zoning Administrator to post a sign on the subject property, at least fifteen (15) days prior to the public hearing, in a conspicuous place along every street frontage/ public right-of-way of the property for which an application has been submitted.
 - b. Legal Notice:** The Department of Community Development staff prepares a legal notice consistent with the requirements of State of Georgia in the local newspaper of general circulation specified by the Rules and Procedures of Clayton County.
 - c. Informational Meeting for Citizens:** The Planning & Zoning Office will host an informational meeting for citizens to share information about proposed zoning requests within the community. The petitioner is encouraged to attend.
 - d. Notice to Interested Parties:** The petitioner of any additional request(s) shall provide written notice of the petition to all adjoining property owners of the boundaries of the subject property.
 - a.** The distribution and cost of the notice will be the responsibility of the petitioner.
 - b.** The Applicant must provide proof of mailing - certificate of mailing or certified mail receipt – to Zoning Administrator at least seven (7) business days prior to public hearing.
 - c.** Failure to provide proof of mailing will lead to a tabling or postponement of application at the ZAG meeting and application will be moved to the following month's hearing cycle. Note your submittal date for mailing proof: _____
- 6.** Upon approval of the Site Development Plan, the applicant can submit an application for **Construction Site Plan Approval**.

Checklist:

Site Development Plan Application: The petitioner shall submit an application for Site Development Plan review, an affidavit and consent of property owner (if the property owner is someone other than the petitioner), a deed for the property involved, the required filing fee, and required supportive information to the Zoning Administrator. Supportive information shall include, but not be limited to the following:

The Applicant shall submit fourteen (14) copies of the Site Development Plans identifying the following information:

- A location map showing and clearly identifying the subject property and showing all land within 1 mile of the subject property. The location map should identify the current zoning and use of all property within 1,320 feet of the subject property.
- A property survey showing all existing structures, topography, trees with a diameter measured at chest height of 8 inches or greater, floodplain and floodway boundaries (including elevations), rights-of-way, easements, building setback lines, drainage areas, pipes, known tiles, structures, utility services, historic structures, and road accesses. These items shall be identified for the subject site and adjacent properties within 400 feet.
- A site plan, drawn to scale and bearing the seal of a professional engineer or land surveyor clearly showing all aspects of the property and all features relevant to the Site Development Plan, including:
 - All proposed setbacks, building envelopes, buffer yards, structure heights, and lot coverage calculations;
 - All proposed buildings, structures, fences or walls, areas of outdoor storage, permanent dumpsters, and other improvements;
 - All proposed locations and dimensions of road accesses, interior drives, parking lots, loading docks or areas, sight visibility triangles, and interior sidewalks (all public road access shall be subject to the approval of the Clayton County Department of Transportation and Development);
 - All proposed open spaces and recreational amenities;
 - All proposed stormwater management facilities;
 - All proposed locations and capacities of public and private utilities (all septic systems shall be subject to the approval of the Clayton County Board of Health, all public sewer connections shall be subject to the approval of the Clayton County Water Authority or appropriate public service provider);
 - Lakes, streams, and other waters on the site and associated buffers;
 - All proposed public improvements including sidewalks, street trees, and right-of-way dedications; and
 - All proposed locations for temporary uses, such as seasonal sales areas.
 - All zoning conditions must be placed on the front cover of all sets of plans.
- 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 this Ordinance.
- 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 for intensity throughout the site.
- Elevation drawings, providing building elevations, design criteria applicable for entries, porches, doors, windows, dormers, columns, cornices, rakes, garages, roofs, landscaping, fencing, retaining walls, exterior colors and materials, and other pertinent information
- 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.
- A site drainage plan that bears the seal of a professional architect engineer or land surveyor including all calculations required by the Clayton County. All Site Development Plans shall be subject to the approval of the Clayton County Water Authority.
- 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 detail statement shall include any written commitments being made regarding the Site Development Plan.



Clayton County Planning & Zoning

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

SITE DEVELOPMENT PLAN APPLICATION

<u>FOR STAFF USE ONLY</u>		<u>DATE/TIMESTAMP</u>
Project# _____	Filing Fee \$_____	Received By: _____
<u>COMMENTS</u>	<u>REVIEWED BY</u>	<u>TRC APPROVAL GRANTED</u>

This application is required for all Site Development Plan submittals. All applications must be complete prior to being accepted by the Planning & Zoning Office.

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#:	
E-mail Address:		

PROPERTY INFORMATION

3. Project Name:		
4. Address of Property:		
5. Legal Description of Property:		
6. Tax Map Parcel#:	Land Lot #:	Land District:
7. Commission District:		

PROPOSED PROJECT INFORMATION

8. Zoning District Classification:

9. Total Acreage of the subject property:

10. Please Check:

Residential Commercial

1. If Commercial:

a. Total building area proposed:

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

Phone Number

AUTHORIZATION BY PROPERTY OWNER

I, _____ (Property Owner's Name) SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY AT _____ (Property Address), AS SHOWN IN THE TAX MAPS AND/OR DEED RECORDS OF CLAYTON COUNTY, GEORGIA. I hereby authorize the person(s) or entity(ies) named below to act as the applicant or agent in pursuit of the site development requested on this property.

Name of Applicant:

Last Name:	First Name:	
Address:		
City:	State:	Zip Code:
TELEPHONE NUMBER		
AREA CODE () Number -		

Notary's Seal:

Print Name of Property Owner

Signature of Property Owner

Personally Appeared Before Me this _____ day of _____ 2_____.

Notary Signature

Date

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 Clayton County Government Office stating that the

terms of this power have been revoked or modified.

Owner

STATE OF GEORGIA:
CLAYTON COUNTY, GEORGIA

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: _____