



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

<https://www.claytoncountyga.gov/government/community-development>

ZONING VARIANCE APPLICATION

Application Submittal:

This application is required for all zoning related variances to be approved by the Board of Zoning Appeals (Appendix A, Article 13, Sec.13.21).

Incomplete applications will **not** be accepted.

All applications must be complete and submitted in accordance with the adopted Board of Zoning Appeals Calendar. Applicants are encouraged to submit complete applications prior to the noted submittal cutoff date. To avoid wait times, applicants may make an appointment for submittals.

Supporting Documentation:

See Document Requirements Matrix (attached)

Board of Zoning Appeals Calendar (attached)

Fees and Schedule:

The fee for submitting a Zoning Variance application is \$400.

After the submittal of the application, The Board of Zoning Appeals will then, in a public hearing scheduled consistent with the adopted calendar of filing and meeting dates, review the zoning variance application and required supporting documentation.



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Note: All Applicants **Must** Attend a Pre-Application Meeting Prior to Application Submittal.

Pre-Application Meeting Project Number: _____ **Date of Pre-Application Meeting:** _____

OWNER / APPLICANT:

Owner Name:			Applicant Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
Email:			Email:		

PROPERTY INFORMATION:

Project Name:		
Property Location:		Commission District:
Parcel #(s):	Current Zoning District:	Total Acreage:

Any Applicable Zoning Overlay Districts: N/A Mountain View Old Dixie

Highway 138 Highway 42 Highway 54 Tara Boulevard Panhandle Area Cherry Hills

Type of Development:

Residential Non-Residential Mixed Use



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Current Use of Property:

How Many Variances Are Being Requested: _____

Note:

If You are Requesting More Than 3 Variances, Input First 3 Variances Below, and List ALL Variance Requests in Your Letter of Intent.

VARIANCE REQUEST 1

Variance Requested:

Applicable Article and Code Requirements:

Describe Site Hardship:



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VARIANCE REQUEST 2

Variance Requested:

Applicable Article and Code Requirements:

Describe Site Hardship:

VARIANCE REQUEST 3

Variance Requested:

Applicable Article and Code Requirements:

Describe Site Hardship:

I hereby certify that the information provided in this application is true and accurate.

Print Name _____ Signature _____ Date _____

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PATRICK EJIKE
DIRECTOR

PROPERTY OWNER(S) AUTHORIZATION FORM

I _____ swear and affirm that I am the owner of the property at
(Property Owner's Name)

_____, as shown on the Tax
(Property Address and Parcel Number)

Map And/or deed records of Clayton County, Georgia.

I hereby authorize _____ to act as the applicant or agent in pursuit of
(Applicant Name)

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

Zoning Request Application Filing Checklist Matrix (Submittal Requirements)

 ZONING APPLICATIONS	Required Documents									
	Completed Application via the Customer Service Portal or Hardcopy	*Property Owner Authorization or Special Power of Attorney Affidavit	Notarized Campaign Disclosure Form	Property Deed	Letter of Intent	Survey of the Subject Property	** Sewer / Septic Letter, if applicable	*** Site Plan	**** Building Elevations	Site Photos
ZONING APPEALS										
Appeals of Administrative Decision	X	X			X					
Zoning Variance Submittal	X	X		X	X		X	X	X	
ADMINISTRATIVE PROCESS										
Pre-Application Meeting Request <i>(Survey or Site Plan is optional, but preferable.)</i>	X				X	X		X		
Zoning Verification Letter Request	X				X	X				
Timber Harvesting (See Sec. 86-72(b))	X	X			X	X				X
Tree Removal	X	X			X	X				X
Urban / Market Garden	X	X			X	X	X	X		
Lot Combination / Lot Line Adjustment	X	X			X	X				
Minor Subdivision	X	X			X	X	X			
Sign Permit	X	See Sign Permit Application								
LAND DEVELOPMENT										
Site Development	X	X			X			X	X	
Preliminary Plat	X	X			X			X	X	
Final Plat	X	X			X			X		
REZONINGS & LAND USE										
Rezoning	X	X	X	X	X		X	X	X	
Planned Unit Development	X	X	X	X	X		X	X	X	
Zoning Condition Modification	X	X	X	X	X		X	X	X	
Future Land Use Plan Amendment	X	X	X	X	X		X	X		
Conditional Use Permit	X	X	X	X	X		X	X	X	
* Property Owner Letter of Authorization must be notarized.										
** Sewer Letter from Clayton County Water Authority (https://www.ccwa.us/) or Septic Letter from Clayton County Environmental Health (https://www.claytoncountypublichealth.org/environmental-health/).										
*** Site Plan showing compliance with the Zoning Ordinance, including, but not limited, to parking and landscaping.										
**** Building Elevations showing how proposed buildings comply with the Architectural and Appearance Standards of the Zoning Ordinance, including the Overlay Districts. Or Building Elevations showing how current buildings will be renovated to comply with said Standards. Depending on the Variance, if applicable.										



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2024 Board of Zoning Appeals Calendar

Pre-App Meeting (at least 4 days before the deadline)	Filing Deadline (FRI before 1st MON)	Applicant to Pickup the Sign(s) and May Post Sign(s)	Legal Published in Local Newspaper / Deadline for Applicant to Post Signs and Mails Letters	BZA PUBLIC HEARING (3rd THU)
10/20/23	11/03/23	-	12/09/23	01/18/24
11/15/23	12/01/23	-	01/10/24	02/15/24
12/13/23	12/29/23	-	02/14/24	03/21/24
01/29/24	02/02/24	-	03/13/24	04/18/24
02/26/24	03/01/24	-	04/10/24	05/16/24
03/25/24	03/29/24	05/13/24	05/15/24	06/20/24
04/29/24	05/03/24	06/10/24	06/12/24	07/18/24
05/28/24	05/31/24	07/08/24	07/10/24	08/15/24
06/24/24	06/28/24	08/12/24	08/14/24	09/19/24
07/29/24	08/02/24	09/09/24	09/11/24	10/17/24
08/26/24	08/30/24	10/14/24	10/16/24	11/21/24
09/30/24	10/04/24	11/11/24	11/13/24	12/19/24
10/28/24	11/01/24	12/09/24	12/11/24	01/16/25
11/25/24	11/29/24	01/13/25	01/15/25	02/20/25
12/30/24	01/03/25	02/10/25	02/12/25	03/20/25

BZA Public Hearings are held at 6:00 p.m. in the Commissioners Board Room, located at 112 Smith Street, Jonesboro, GA 30236.