



## COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

### **PRELIMINARY PLAT APPLICATION**

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#### **Application Submittal:**

This application is required for all Preliminary Plat applications (Appendix A; Article 3, Division 4, Sec. 86-122).

Incomplete applications will **not** be accepted.

All applications must be complete and submitted in accordance with the adopted Zoning Matters Schedule. Applicants are encouraged to submit complete applications prior to the noted submittal cutoff date. Please meet with the Office of Planning, Zoning, and Sustainability staff regarding any questions or clarifications.

#### **Supporting Documentation:**

See Document Requirements Matrix (attached)

Zoning Matters Calendar (attached)

#### **Fees and Schedule:**

The fee for submitting a Preliminary Plat application is **\$500**.

The Preliminary Plat application proceeds through the Technical Review Committee and Zoning Advisory Group public hearings for approval.

#### **Note:**

Upon approval of the Preliminary Plat, the applicant can submit an application for Construction Site Plan Approval.



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**Applicant Has Previously Attended a Pre-Application Meeting:** ☐ Yes ☐ No

**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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**Is Property Currently Vacant:**

☐ Yes ☐ No

**If No, Current Use of Property:**

**Proposed Use of Property:**

**Will the Project Contain an Amenity Area:**

☐ Yes ☐ No

**If Yes, Describe Amenity Area:**

Total Number of Lots Proposed:\_\_\_\_\_

Minimum Lot Size Proposed:\_\_\_\_\_

**If Proposed Use is Commercial:**

Total Building Area Proposed:\_\_\_\_\_

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

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**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)

<div> <b>ZONING APPLICATIONS</b></div>	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 ( <a href="https://www.ccwa.us/">https://www.ccwa.us/</a> ) or Septic Letter from Clayton County Environmental Health ( <a href="https://www.claytoncountypublichealth.org/environmental-health/">https://www.claytoncountypublichealth.org/environmental-health/</a> ).										
*** 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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## Zoning Matters 2023 Calendar

Pre-App Meeting (at least 10 business days before deadline)	Filing Deadline (FRI before 1st MON)	Technical Review Meeting (3rd WED)	Community Information Meeting (3rd WED)	ZAG Public Hearing (1st MON)	BOC Public Hearing (3rd TUE)
10/24/22	11/07/22	11/23/22	12/21/22	*01/05/23	01/17/23
11/17/22	12/05/22	12/28/22	01/18/23	02/06/23	02/21/23
12/15/22	01/03/23	01/25/23	02/15/23	03/06/23	03/21/23
01/20/23	02/03/23	02/15/23	03/15/23	04/03/23	04/18/23
02/17/23	03/03/23	03/15/23	04/19/23	05/01/23	05/16/23
03/17/23	03/31/23	04/19/23	05/17/23	06/05/23	06/20/23
04/14/23	04/28/23	05/17/23	**06/14/23	***06/26/23	07/18/23
05/18/23	06/02/23	06/21/23	07/19/23	***07/31/23	08/15/23
06/15/23	06/30/23	07/19/23	08/16/23	***08/28/23	09/19/23
07/21/23	08/04/23	08/16/23	09/20/23	10/02/23	10/17/23
08/18/23	09/01/23	09/20/23	10/18/23	11/06/23	11/21/23
09/15/23	09/29/23	10/18/23	11/15/23	12/04/23	12/19/23
10/20/23	11/03/23	11/15/23	12/20/23	*01/04/24	01/16/24
11/15/23	12/01/23	12/20/23	01/17/24	02/05/24	02/20/24
12/13/23	12/29/23	01/17/24	02/21/24	03/04/24	03/19/24
*ZAG will meet the Thursday after the 1 <sup>st</sup> Monday of the month due to the Holidays.					
**CIM will meet the 2 <sup>nd</sup> Wednesday of the month due to the Holidays.					
***ZAG will meet on the MON before the 1 <sup>st</sup> MON of the month due to holidays or scheduling issues.					

Zoning Advisory Group (ZAG) Public Hearings are limited to ten (10) applications per Article 10.15 of the zoning ordinance. Applicants forwarded from TRC will be added to the agenda according to the date and time of original submittal.

ZAG Public Hearings are held at 7:00p.m. and BOC at 6:30p.m. in the Commissioners Board Room, located at 112 Smith Street, Jonesboro, GA 30236. ZAG Public Hearing is preceded by a pre-meeting at 6:30p in the Commissioners Board Room.

Technical Review Committee meetings are held virtually via Microsoft Team. Applicants must be in attendance and will be assigned a time slot when fees are received.

Community Information Meetings (CIM) are held at 6:00 P.M. at the J Charley Criswell Senior Center, located at 2300 Highway 138 S.E, Jonesboro, GA 30236 (inside Clayton County International Park). Applicants must be in attendance.