



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

PRE – APPLICATION MEETING REQUEST

The below form is to request a pre-application meeting with the Planning, Zoning, and Sustainability Division. At this meeting, the applicant will be provided information regarding application procedures, submission requirements, and review of design and development standards.

The Pre-Application Meeting is of no cost to the applicant. Required documentation is listed on the attached matrix.

NOTE: Pre-Application Meetings are now required for the following application types:

Rezoning, Zoning Variances, Conditional Use Permits, Future Land Use Plan Amendments, Zoning Modification Requests, Planned Unit Developments, and Administrative Appeals.

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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PRE – APPLICATION MEETING REQUEST

Proposed Application Type:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Rezoning | <input type="checkbox"/> Site Development | <input type="checkbox"/> Conditional Use | <input type="checkbox"/> Sign Permit |
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Lot Combination/Lot ReParcel |
| <input type="checkbox"/> Future Land Use Amendment | <input type="checkbox"/> Home Occupation | <input type="checkbox"/> Cell Tower | <input type="checkbox"/> Other: |

If Other, Describe: _____

Current Use of Property:


Proposed Use of Property:

Additional Comments or Requests:

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

Print Name _____ Signature _____ Date _____

Zoning Request Application Filing Checklist Matrix (Submittal Requirements)

<div> ZONING APPLICATIONS</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 (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.										