



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 Map Amendments, Zoning Modification Requests, Planned Unit Developments, and Administrative Appeals.

OWNER / APPLICANT:

Owner Name:			Applicant Name:		
Business Name:			Industry Type (Select One): Retail, Manufacturing, Technology, Service, Other (Please Specify _____)		
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
 PUD (Planned Unit Development) TOD (Transit Oriented Development)

Type of Development:

Residential Non-Residential Mixed Use



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Proposed Application Type:

- Rezoning
- Site Development
- Conditional Use
- Zoning Variances
- Preliminary Plan
- Minor Subdivision
- Lot Combination/Lot ReParcel
- Future Land Use Map Amendment
- Type II or III Home Occupation
- Cell Tower
- Other:

If Other, Describe: _____

Current use of property:

Proposed use of property:



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SUPPLEMENTAL QUESTIONS:

To better understand your request and ensure a thorough review of your Pre-Application, please provide additional information through the following supplemental questions. Your detailed responses will assist in evaluating the impact and benefits of the proposed project. Please take your time to answer each question comprehensively and accurately. Your cooperation is greatly appreciated and will contribute to a more efficient and effective review process.

1. What is the estimated total capital investment your project will attract to Clayton County?

2. How many new jobs will your project create?

3. How many of these jobs will offer living wages and/or above salaries for workers?



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4. Does your project support local entrepreneurs and startups, especially in bringing new technologies to the market?

5. Do you think your proposed business will attract new anchor businesses?

6. Does your project align with the county's vision and goals?



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7. Can you please provide a location map that clearly identifies the subject property and shows all land uses within a ¼ mile (1,320 feet) up to a ½ mile (2,640 feet) radius, including the current land use and zoning of all surrounding properties?


8. What is your proposed project timeline?

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)

 ZONING APPLICATIONS	Required Documents											
	Completed Application via the Customer Service Portal or Hardcopy	*Property Owner Authorization or Special Power of Attorney Affidavit	Completed Economic Development Matrix	Completed FLUM Survey Questions	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	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			X	X	
Preliminary Plat	X	X					X			X	X	
Final Plat	X	X					X			X		
LAND USE												
Future Land Use Map Amendment	X	X	X	X	X	X	X		X	X		X
REZONINGS												
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	
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.												



**Clayton County Community Development Department
Economic Development Matrix
(for Future Land Use Map Amendments and Zoning Reviews)**

	Criteria	Threshold	Weighted Number
1.	Capital Investment: Total capital investment attracted to the County.	Achieve capital investment per county desired projects. Scoring is based upon the Office of Economic Development incentive package.	3
2.	Salaries: Offering living wages and above salaries for workers.	Provide a minimum of \$26.24 2024 living wage for Clayton County households working full-time.	2.5
3.	Number of Jobs: New job creation or employment growth.	Create Supervisory and Mid-Level Management type positions.	1.5
4	Digital Equity/Technology-Based Economic Development	Projects that foster regional knowledge ecosystems that support entrepreneurs and startups, including the commercialization of new technologies.	1
5.	Anticipated Ancillary Type Developments: Anchor businesses attracted to the County (A Catalytic Project).	Potential to attract new anchor businesses.	1
6.	Plans: Support the vision and goals of the county.	Does the project meet the CD, ED plans of the county?	1
Total possible points:			10

Note: A Commitment Letter shall be provided by the applicant stating their intent to obtain a development permit within 90 days to mobilize the site. This letter must be attached to the Future Land Use Map (FLUM) Supplemental Application.

Measurements:

7 to 10 points: Immediately work to expedite the project with the applicant.

3 to 6 points: Schedule a working session with the applicant to assist with increasing points to expedite the proposed project.

0 to 2 points: Recommend applicant follow the non-expedited processes.

Revised: 6-14-2024



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2024 Zoning Matters Calendar

Pre-App Meeting (at least 4 days before deadline)	Filing Deadline (FRI before 1st MON)	Technical Review Meeting (3rd WED)	Legal Published in Local Newspaper	Community Information Meeting (3rd WED)	ZAG Public Hearing (1st MON)	BOC Public Hearing (3rd TUE)
10/20/23	11/03/23	11/22/23	12/09/23	12/20/23	01/04/24	01/16/24
11/15/23	12/01/23	12/20/23	01/10/24	01/17/24	02/05/24	02/20/24
12/13/23	12/29/23	01/17/24	02/07/24	02/21/24	03/04/24	03/19/24
01/29/24	02/02/24	02/21/24	03/06/24	03/20/24	04/01/24	04/16/24
02/26/24	03/01/24	03/20/24	04/10/24	04/17/24	05/06/24	05/21/24
03/25/24	03/29/24	04/17/24	05/08/24	05/15/24	06/03/24	06/18/24
04/29/24	05/03/24	05/22/24	06/05/24	06/12/24	07/01/24	07/16/24
05/28/24	05/31/24	06/26/24	07/10/24	07/17/24	08/05/24	08/20/24
06/24/24	06/28/24	07/17/24	08/07/24	08/14/24	08/26/24	09/17/24
07/29/24	08/02/24	08/21/24	09/04/24	09/18/24	09/30/24	10/15/24
08/26/24	08/30/24	09/18/24	10/09/24	10/16/24	11/04/24	11/19/24
09/30/24	10/04/24	10/23/24	11/06/24	11/20/24	12/02/24	12/17/24
10/28/24	11/01/24	11/20/24	12/11/24	12/18/24	01/06/25	01/21/25
11/25/24	11/29/24	12/18/24	01/08/25	01/15/25	02/03/25	02/18/25
12/30/24	01/03/25	01/22/25	02/05/25	02/19/25	03/03/25	03/18/25
ZAG meets on 01.04.24 due to New Year's Holiday.						
ZAG meets on 08.26.24 because of Labor Day and 09.30.24 due to BOC LR upload schedule.						
CIM meets on 06.12.24 due to Juneteenth and 08.14.24 because of Labor Day.						

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 7:00 p.m. and BOC at 6:00 p.m. in the Commissioners Board Room, located at 112 Smith Street, Jonesboro, GA 30236.

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.