



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

**MINOR SUBDIVISION,  
LOT COMBINATION, LOT REPARCEL APPLICATION**

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**Application Submittal:**

This application is required for all Minor Subdivision, Lot Combination, and ReParcel submittals (Appendix A; Article 3; Division 3).

Incomplete applications will **not** be accepted.

Applicants are encouraged to submit complete applications prior to the noted submittal cutoff date on the attached Zoning Matters Calendar.

**Supporting Documentation:**

See Document Requirements Matrix (attached)

**Fees:**

The fee for submitting a Minor Subdivision, Lot Combination, ReParcel application is \$250

**Additional Information:**

A minor subdivision shall be a subdivision which contains no more than four (4) lots and which does not require the construction of any public improvements including streets, sidewalks, sewer/water lines, and street trees.

No building permits will be issued for any Minor Subdivision, Lot Combination, or Lot ReParcel until a recorded Plat is provided.



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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:

**Application Type:**

Minor Subdivision  Lot Combination  Lot ReParcel

**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:**

**Current Number of Lots:** \_\_\_\_\_

**Number of Lots Proposed:** \_\_\_\_\_

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

**FOR LOT COMBINATIONS / LOT REPARCELS ONLY:**

\* All Property Owner(s) Must Be The Same On All Parcels

In accordance with the attached plat, survey, or deed, I hereby require and authorize the Clayton County Tax Assessor, Property Mapping Division to:

COMBINE the following properties:

REPARCEL the following properties:

Parcel(s) \_\_\_\_\_

Parcel(s) \_\_\_\_\_

Parcel(s) \_\_\_\_\_

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)

 <b>ZONING APPLICATIONS</b>	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
<b>ZONING APPEALS</b>										
Appeals of Administrative Decision	X	X			X					
Zoning Variance Submittal	X	X		X	X		X	X	X	
<b>ADMINISTRATIVE PROCESS</b>										
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								
<b>LAND DEVELOPMENT</b>										
Site Development	X	X			X			X	X	
Preliminary Plat	X	X			X			X	X	
Final Plat	X	X			X			X		
<b>REZONINGS &amp; LAND USE</b>										
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.										