



Community Development Department
121 South McDonough Street, Jonesboro, GA 30236
Office: (770) 477-3569

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

Final Plat Application

Application Submittal:

This application is required for all Final Plat applications (Chapter 86, Division 4 Sec. 86.127). Incomplete applications will **not** be accepted.

All applications must be complete and submitted in accordance with the adopted Zoning Matters Calendar. Applicants are encouraged to submit complete applications prior to the noted submittal cutoff date. Please meet with 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 Final Plat application is \$250 (minimum) for first five (5) lots, and \$50 for each additional lot.

The Final Plat application proceeds through the Technical Review Committee, Zoning Advisory Group, and Board of Commissioners public hearings for approval.

Note for Final Plat Approvals:

It shall be the responsibility of the petitioner to file the approved and signed Final Plat with the County Clerk of Courts within fifteen (15) calendar days of the date of signature by the Board of Commissioners.

No building permits shall be issued for any lot in the subdivision until such a copy is provided digitally.



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

Pre-Application Case 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 Hospital
- Highway 138 Highway 42 Highway 54 Tara Boulevard Panhandle Area Cherry Hills
- Business Corridor Transit Oriented Development

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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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	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.												



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2025 Technical Review Committee Calendar

Site Development Plan Review Redline Meetings

A Complete Application with Construction Documents must be submitted before the Submission Deadline per this Calendar.

TRC Meetings occur via Microsoft Teams between 9:00 a.m. to 12:00 p.m.; 30-minute time slots are available.

	Submission Deadline	TRC Meeting			Submission Deadline	TRC Meeting	
January	12/18/24	01/08/25		July	06/11/25	07/02/25	
	01/02/25	01/22/25			06/18/25	07/09/25	
	01/08/25	01/29/25			07/02/25	07/23/25	
February	01/15/25	02/05/25			August	07/09/25	07/30/25
	01/22/25	02/12/25				07/16/25	08/06/25
	02/05/25	02/26/25				07/23/25	08/13/25
March	02/12/25	03/05/25			September	08/06/25	08/27/25
	02/19/25	03/12/25				08/13/25	09/03/25
	03/05/25	03/26/25				08/20/25	09/10/25
April	03/12/25	04/02/25		October		09/03/25	09/24/25
	03/19/25	04/09/25				09/10/25	10/01/25
	04/02/25	04/23/25				09/17/25	10/08/25
	04/09/25	04/30/25			10/01/25	10/22/25	
May	04/16/25	05/07/25		November	10/08/25	10/29/25	
	04/23/25	05/14/25			10/15/25	11/05/25	
	05/07/25	05/28/25			10/22/25	11/12/25	
June	05/14/25	06/04/25		December	11/12/25	12/03/25	
	05/21/25	06/11/25			11/19/25	12/10/25	
	06/04/25	06/25/25		January 2026	12/17/25	01/07/26	
		12/24/25			01/14/26		
		01/07/26			01/28/26		

TRC Meetings for Site Development do not occur on the 3rd WED as those are reserved for the Zoning Matters items.

TRC Meetings will not occur on 11/26/25 due to Thanksgiving, 12/24/25 due to Christmas, and 12/31/25 due to New Year's.



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2025 Zoning Matters Calendar

Pre-App Meeting (at least 4 days before the deadline)	Filing Deadline (FRI before 1st MON)	Technical Review Committee Meeting (3rd WED)	Applicant Pickup the Sign(s) and May Post Signs and Sends Notice	Legal Published in Local Newspaper / Deadline for Applicant to Post Sign(s) and Mails Letters	Community Information Meeting (3rd WED)	ZAG Public Hearing (1st MON)	BOC Public Hearing (3rd TUE)
10/28/24	11/01/24	11/20/24	12/09/24	12/11/24	12/18/24	01/06/25	01/21/25
11/25/24	11/29/24	12/18/24	01/06/25	01/08/25	01/15/25	02/03/25	02/18/25
12/30/24	01/03/25	01/15/25	02/03/25	02/05/25	02/19/25	03/03/25	03/18/25
01/27/25	02/10/25	02/19/25	03/10/25	03/12/25	03/19/25	03/31/25	04/15/25
02/24/25	02/28/25	03/19/25	04/07/25	04/09/25	04/16/25	05/05/25	05/20/25
03/24/25	03/28/25	04/16/25	05/12/25	05/14/25	05/21/25	06/02/25	06/17/25
04/28/25	05/02/25	05/21/25	06/09/25	06/11/25	06/18/25	06/30/25	07/15/25
05/27/25	05/30/25	06/18/25	07/07/25	07/09/25	07/16/25	08/04/25	08/19/25
06/23/25	06/27/25	07/16/25	08/04/25	08/06/25	08/13/25	08/25/25	09/16/25
07/28/25	08/01/25	08/20/25	09/08/25	09/10/25	09/17/25	10/06/25	10/21/25
08/25/25	08/29/25	09/17/25	10/06/25	10/08/25	10/15/25	11/03/25	11/18/25
09/22/25	09/26/25	10/15/25	11/10/25	11/12/25	11/19/25	12/01/25	12/16/25
10/27/25	10/31/25	11/19/25	12/08/25	12/10/25	12/17/25	01/05/26	01/20/26
11/24/25	11/28/25	12/17/25	01/12/26	01/14/26	01/21/26	02/02/26	02/17/26
12/29/25	01/02/26	01/21/26	02/09/26	02/11/26	02/18/26	03/02/26	03/17/26
ZAG meets on 03/31/25 and 06/30/25 due to Board of Commissioners legislative request processing schedule.							
CIM meets on 08/13/25 due to Labor Day.							
ZAG meets on 08/25/25 due to Labor Day.							

Per Ordinance No. 2024-60, Future Land Use Map (FLUM) Amendments are only held twice a year (April & October). The FLUM will follow the submittal deadlines for the applicable months. However, you can contact the Planning Administrator to evaluate a potential FLUM Amendment outside of April and October.

Technical Review Committee (TRC) Meetings are held virtually via Microsoft Teams on the 3rd Wednesday of the month. When application package is deemed complete, applicants will be assigned a time slot and must be in attendance for the virtual meeting.

Community Information Meetings (CIM) are held at 6:00 PM on the 3rd Wednesday of the month 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.

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

ZAG Meetings are held at 7:00 PM on the 1st Monday of the month and Board of Commissioners (BOC) Meetings are held at 6:00 PM on the 3rd Tuesday of the month in the Commissioners Board Room, located at 112 Smith Street, Jonesboro, GA 30236.