



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

FINAL PLAT APPLICATION

Application Submittal:

This application is required for all Final Plat applications (Appendix A; Article 3 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:

Approval of the Final Plat shall be effective for a maximum period of one (1) year from the date of approval. An extension of time may be approved by the Zoning Advisory Group, upon the request of the petitioner.

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.

The applicant shall be required to submit a mylar copy of the recorded Final Plat to the Zoning Administrator for the records of the Office of Planning, Zoning, and Sustainability. No building permits shall be issued for any lot in the subdivision until such a copy 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:

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

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> 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.										



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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 st Monday of the month due to the Holidays.					
**CIM will meet the 2 nd Wednesday of the month due to the Holidays.					
***ZAG will meet on the MON before the 1 st 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.