



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

ADMINISTRATIVE DECISION APPEALS APPLICATION

Application Submittal:

This application is required for all Administrative Decision Appeals to be approved by the Board of Zoning Appeals (Appendix A; Article 10; Sec.10.11). All applications must be complete, signed, and submitted within thirty (30) calendar days of the decision under appeal.

Incomplete applications will **not** be accepted.

No administrative appeal may be reviewed by the Board of Zoning Appeals for the same cause more than once in any one (1) year period.

Supporting Documentation:

See Document Requirements Matrix (attached)
Board of Zoning Appeals Calendar (attached)

Fees and Schedule:

The fee for submitting an Administrative Decision Appeals application is \$400.

The Administrative Decision Appeals application proceeds through a Board of Zoning Appeals review process. The Board of Zoning Appeals shall consider a report from the Zoning Administrator, testimony from the applicant, and testimony from any additional interested parties at the hearing. The Board of Zoning Appeals may grant, grant with modifications, deny, or table the appeal.



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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 Information:

Owner Name:			Applicant Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #		Tel #:	Mobile #:	
Email:			Email:		

Property Information:

Property Location:		Commission District:
Parcel #(s):	Acreage:	Current Zoning District:

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

Current Use of Property:

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Project Information:

Administrative Decision/Measurement/Order in Dispute:

Describe Petitioner's Interpretation and Rationale:

If Appeal Concerns a Zoning District Boundary Dispute: Describe Petitioner's Boundary Location Criteria:

If Appeal Concerns a Zoning District Boundary Dispute; Describe Petitioner's Boundary Determination:


Attach Copies of any Written Decision(s) Which is/are the Subject of the Appeal. List These Items Here:

Attach Copies of all Materials Submitted to Clayton County Upon Which the Decision Being Appealed was Based. List These Items Here:

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	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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Board of Zoning Appeals Schedule for 2023

Application Filing Submittal Cycle Deadline	Legal Ad Runs / Signs Posted on Property	Proof of Interested Party Notice to Planning & Zoning	Board of Appeals Public Hearing*
Dec 5, 2022	Dec 28, 2022	Jan 2, 2023	Jan 19, 2023
Jan 3, 2023	Jan 18, 2023	Jan 30, 2023	Feb 16, 2023
Feb 3, 2023	Feb 15, 2023	Feb 27, 2023	Mar 16, 2023
Mar 3, 2023	Mar 22, 2023	Apr 3, 2023	Apr 20, 2023
Mar 31, 2023	Apr 19, 2023	May 1, 2023	May 18, 2023
Apr 28, 2023	May 17, 2023	May 29, 2023	Jun 15, 2023
June 2, 2023	Jun 21, 2023	Jul 3, 2023	Jul 20, 2023
Jun 30, 2023	Jul 19, 2023	Jul 31, 2023	Aug 17, 2023
Aug 4, 2023	Aug 23, 2023	Sept 4, 2023	Sept 21, 2023
Sept 1, 2023	Sept 20, 2023	Oct 2, 2023	Oct 19, 2023
Sept 29, 2023	Oct 18, 2023	Oct 30, 2023	Nov 16, 2023
Nov 3, 2023	Nov 22, 2023	Nov 27, 2023	Dec 14, 2023
Dec 1, 2023	Dec 27, 2023	Jan 1, 2024	Jan 18, 2024
Dec 29, 2023	Jan 17, 2024	Jan 29, 2024	Feb 15, 2024