



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

## **ADMINISTRATIVE DECISION APPEALS APPLICATION**

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### **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)

 <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.										



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## 2024 Board of Zoning Appeals Calendar

Pre-App Meeting (at least 4 days before the deadline)	Filing Deadline (FRI before 1st MON)	Applicant to Pickup the Sign(s) and May Post Sign(s)	Legal Published in Local Newspaper / Deadline for Applicant to Post Signs and Mails Letters	BZA PUBLIC HEARING (3rd THU)
10/20/23	11/03/23	-	12/09/23	01/18/24
11/15/23	12/01/23	-	01/10/24	02/15/24
12/13/23	12/29/23	-	02/14/24	03/21/24
01/29/24	02/02/24	-	03/13/24	04/18/24
02/26/24	03/01/24	-	04/10/24	05/16/24
03/25/24	03/29/24	05/13/24	05/15/24	06/20/24
04/29/24	05/03/24	06/10/24	06/12/24	07/18/24
05/28/24	05/31/24	07/08/24	07/10/24	08/15/24
06/24/24	06/28/24	08/12/24	08/14/24	09/19/24
07/29/24	08/02/24	09/09/24	09/11/24	10/17/24
08/26/24	08/30/24	10/14/24	10/16/24	11/21/24
09/30/24	10/04/24	11/11/24	11/13/24	12/19/24
10/28/24	11/01/24	12/09/24	12/11/24	01/16/25
11/25/24	11/29/24	01/13/25	01/15/25	02/20/25
12/30/24	01/03/25	02/10/25	02/12/25	03/20/25

**BZA Public Hearings are held at 6:00 p.m. in the Commissioners Board Room, located at 112 Smith Street, Jonesboro, GA 30236.**