



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

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**CONDITIONAL USE PERMIT APPLICATION**

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**Application Submittal:**

This application is required for all Conditional Use Permit submittals (Appendix A; Article 13; Sec.13.16).

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.

**Supporting Documentation:**

See Document Requirements Matrix (attached)  
Zoning Matters Calendar (attached)

**Fees and Schedule:**

The fee for submitting a Conditional Use Permit application is \$500.

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



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**CONDITIONAL USE PERMIT APPLICATION**

**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:**

**Proposed Conditional Use:**

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



**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

**CLAYTON COUNTY**

Pursuant to OCGA, Section 36-67A-3(a), the following disclosure is mandatory when an applicant or any representative has made campaign contributions aggregating \$250.00 or more to a local government within two (2) years immediately preceding the filing of this application.

It shall be the duty of the applicant and the attorney representing the applicant to file a disclosure with the governing authority of the respective local government. The following questions **must** be answered:

Have you, the applicant, made \$250.00 or more in campaign contributions to a local government official within two (2) years immediately preceding the filing of this application?  Yes  No

If the answer is yes, you must file a disclosure report with the governing authority of Clayton County showing:

- 1. The name and official position of the local governing authority in Clayton County to whom the campaign contribution was made.

\_\_\_\_\_

Name and official position of the applicant/representative (Please Print)

\_\_\_\_\_

- 2. The dollar amount and description of each campaign contribution made during the two (2) years immediately preceding the filing of this application and the date of each such contribution was made.

_____	\$ _____
<b>Description of Campaign Contribution</b>	<b>Dollar Amount</b>
(Please Print)	

This disclosure must be filed within ten days after the application, if first filed, and must be submitted to the Board of Commissioners of Clayton County at 112 Smith Street, Jonesboro, Georgia 30236.


\_\_\_\_\_  
**Signature (choose one) Applicant  Owner**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Notary 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 Zoning Matters Calendar

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

ZAG meets on 01.04.24 due to New Year's Holiday.

ZAG meets on 08.26.24 due to Labor Day and 09.30.24 due to BOC LR upload schedule.

CIM meets on 06.12.24 due to Juneteenth and 08.14.24 due to Labor Day.

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 7:00 p.m. and BOC at 6:00 p.m. in the Commissioners Board Room, located at 112 Smith Street, Jonesboro, GA 30236.

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.