



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

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.



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

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:

Form with fields for Owner Name, Applicant Name, Address, City, State, Zip, Tel #, Mobile #, and Email.

Property Information:

Form with fields for Property Location, Commission District, Parcel #(s), Acreage, and 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:

Large empty rectangular box for current use of property.



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

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 _____

PLANNING, ZONING, & SUSTAINABILITY APPLICATION SUBMITTAL REQUIREMENTS

ZONING APPLICATIONS	Completed Application	Property Owner Authorization	Notarized Campaign Disclosure Form	Property Deed	Letter of Intent	Survey of Existing Property	Sewer/Septic Letter	Site Plans	Site Photos
ZONING APPEALS									
Administrative Decision Appeals	X				X				
Zoning Variance	X	X		X	X	X		X	
ADMINISTRATIVE PROCESS									
Pre-Application Meeting Request	X				X	X		X	
Zoning Verification Letter Request	X				X	X			
Minor Subdivision, Lot Combination, Lot ReParcel	X	X		X	X	X	X	X	
Tree Removal	X	X		X	X	X		X	X
Timber Harvesting	X	X			X	X		X	X
Urban / Market Garden	X	X			X	X	X	X	
Sign Permit	X	See Sign Permit Application							
LAND DEVELOPMENT									
Site Development	X	X		X	X	X		X	
Preliminary Plat	X	X		X	X	X		X	
Final Plat	X	X		X	X	X		X	
REZONINGS & LAND USE									
Rezoning (Map Change)	X	X	X	X	X	X	X	X	
Future Land Use Plan Amendments	X	X	X	X	X	X	X	X	
Zoning Condition Modifications	X	X	X	X	X	X	X	X	
Conditional Use Permit	X	X	X	X	X	X	X	X	
Planned Unit Development	X	X	X	X	X	X	X	X	

Note:

Letter of Authorization must be notarized

Sewer Letter from Clayton County Water Authority or Septic Letter from Clayton County Health Department



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

Board of Zoning Appeals Schedule for 2020/ 2021

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*
Jan 6, 2020	Jan 22, 2020	Feb 3, 2020	Feb 20, 2020
Feb 3, 2020	Feb 19, 2020	Mar 2, 2020	Mar 19, 2020
Mar 9, 2020	Mar 25, 2020	Apr 6, 2020	Apr 16, 2020
April 6, 2020	Apr 22, 2020	May 4, 2020	May 21, 2020
May 11, 2020	May 27, 2020	Jun 1, 2020	Jun 18, 2020
Jun 8, 2020	Jun 24, 2020	Jun 29, 2020	Jul 16, 2020
Jul 6, 2020	Jul 22, 2020	Jul 27, 2020	Aug 20, 2020
Aug 10, 2020	Aug 26, 2020	Aug 31, 2020	Sept 17, 2020
Sept 8, 2020	Sept 23, 2020	Sept 28, 2020	Oct 15, 2020
Oct 5, 2020	Oct 21, 2020	Oct 28, 2020	Nov 19, 2020
Nov 9, 2020	Nov 25, 2020	Nov 30, 2020	Dec 17, 2020
Dec 7, 2020	Dec 23, 2020	Dec 28, 2020	Jan 16, 2021

Note: Wednesday display Legal Ad must be submitted the Friday before by 12:00p.m.