



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

**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:

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:

Empty text box for Current Use of Property.

Proposed Conditional Use:

Empty text box for Proposed Conditional Use.

I hereby certify that the information provided in this application is true and accurate.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

## PLANNING, ZONING, & SUSTAINABILITY APPLICATION SUBMITTAL REQUIREMENTS

<b>ZONING APPLICATIONS</b>	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
<b>ZONING APPEALS</b>									
Administrative Decision Appeals	X				X				
Zoning Variance	X	X		X	X	X		X	
<b>ADMINISTRATIVE PROCESS</b>									
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	<b>See Sign Permit Application</b>							
<b>LAND DEVELOPMENT</b>									
Site Development	X	X		X	X	X		X	
Preliminary Plat	X	X		X	X	X		X	
Final Plat	X	X		X	X	X		X	
<b>REZONINGS &amp; LAND USE</b>									
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

JEFFREY E. TURNER  
CHAIRMAN  
MICHAEL L. EDMONDSON  
VICE CHAIRMAN / DISTRICT 4  
SONNA SINGLETON-GREGORY  
DISTRICT 1  
GAIL B. HAMBRICK  
DISTRICT 2  
FELICIA FRANKLIN WARNER  
DISTRICT 3

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PATRICK EJIKE  
DIRECTOR

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**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





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## Zoning Matters Calendar 2020 -2021

Application Filing/Submittal Cycle Deadline	Technical Review Committee Meeting	Legal Ad Runs & Signs Posted on Property	Community Information Meeting (CIM) & Proof of Interested Party Notice Received by County Staff	Zoning Advisory Group Public Hearing	BOC Public Hearing**
Jan 7, 2020	Feb 5, 2020	Feb 12, 2020	Feb 19, 2020	Mar 2, 2020	Mar 17, 2020
Feb 4, 2020	Mar 4, 2020	Mar 11, 2020	Mar 18, 2020	Apr 6, 2020	Apr 21, 2020
Mar 3, 2020	Apr 1, 2020	Apr 8, 2020	Apr 15, 2020	May 4, 2020	May 19, 2020
Apr 7, 2020	May 6, 2020	May 13, 2020	May 20, 2020	Jun 1, 2020	Jun 16, 2020
May 5, 2020	June 3, 2020	Jun 10, 2020	Jun 17, 2020	Jul 6, 2020	Jul 21, 2020
Jun 2, 2020	July 1, 2020	Jul 8, 2020	Jul 15, 2020	Aug 3, 2020	Aug 18, 2020
Jul 7, 2020	Aug 5, 2020	Aug 12, 2020	Aug 19, 2020	Sept 3, 2020 Holiday Schedule	Sept 15, 2020
Aug 4, 2020	Sept 2, 2020	Sept 9, 2020	Sept 16, 2020	Oct 5, 2019	Oct 20, 2020
Sept 1, 2020	Sept 30, 2020	Oct 7, 2020	Oct 21, 2020	Nov 2, 2020	Nov 17, 2020
Oct 6, 2020	Nov 4, 2020	Nov 11, 2020	Nov 18, 2020	Dec 7, 2020	Dec 15, 2020
Nov 3, 2020	Dec 2, 2020	Dec 9, 2020	Dec 16, 2020	Jan 4, 2021	Jan 19, 2021
Dec 1, 2020	Dec 30, 2020	Jan 6, 2021	Jan 20, 2021	Feb 1, 2021	Feb 16, 2021

Zoning Advisory Group (ZAG) and Board of Commissioners' (BOC) 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 and BOC Public Hearings are held at 7:00 P.M. in the Commissioners Board Room, located at 112 Smith Street, Jonesboro, GA 30236. Each Public Hearing is preceded by a pre-meeting at 6:30p in the conference room.

\*\* Technical Review Committee meetings are held in the Community Development conference room. 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. in the Historic Court Room (2<sup>nd</sup> floor), located at 121 McDonough Street, Annex #2, Jonesboro, GA 30236.