PLANNED UNIT DEVELOPMENT APPLICATION

Application Submittal:

This application is required for all Planned Unit Development submittals (Appendix A; Article 7).

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 Planned Unit Development application is $2,000**.**

The Planned Unit Development application process proceeds through the Technical Review Committee, Zoning Advisory Group, and Board of Commissioners public hearings for approval.

COMMUNITY DEVELOPMENT DEPARTMENT
121 South McDonough Street, Jonesboro, GA 30236
Office: (770) 477-3569
https://www.claytoncountyga.gov/government/community-development

PLANNED UNIT DEVELOPMENT 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

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PLANNED UNIT DEVELOPMENT APPLICATION

Is Property Currently Vacant:

☐ Yes ☐ No

If No, Current Use of Property:

Proposed Use of Property:

Proposed Road Access:_____

Total Number of Lots Proposed:_____

Residential Density (Lots/Unit Per Acre):_____

If Use Contains a Non-Residential Component:

Total Building Area Proposed:_____

Number of Parking Spaces Proposed:_____

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

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

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

JEFFREY E. TURNER
CHAIRMAN
MICHAEL L. EDMONDSON
VICE CHAIRMAN / DISTRICT 4
SONNA SINGLETON-GREGORY
DISTRICT 1
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PATRICK EJIKE
DIRECTOR

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.

   _____ $_____
   Description of Campaign Contribution **Dollar Amount**
   (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**

COMMUNITY DEVELOPMENT DEPARTMENT

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Zoning Matters Calendar 2019 -2020

Application Filing/Submittal Cycle Deadline	Technical Review Committee	Legal Ad/ Sign Posting/ Interested Party Notice for Public Hearings	Community Information Meeting (CIM) Proof of Interested Party Notice	Zoning Advisory Group Public Hearing	Board of Commissioners Public Hearing**
January 8, 2019	**February 6, 2019**	February 13, 2019	**February 20, 2019**	**March 4 2019**	**March 19, 2019**
February 5, 2019	**March 6, 2019**	March 13, 2019	**March 20, 2019**	**April 1, 2019**	**April 16, 2019**
March 5, 2019	**April 3, 2019**	April 10, 2019	**April 17, 2019**	**May 6, 2019**	**May 21 2019**
April 2, 2019	**May 1, 2019**	May 8, 2019	**May 22, 2019**	**June 3, 2019**	**June 18, 2019**
May 7, 2019	**June 5, 2019**	June 12, 2019	**June 19, 2019**	**July 1, 2019**	**July 16, 2019**
June 4, 2019	**July 3, 2019**	July 10, 2019	**July 24, 2019**	**August 5, 2019**	**August 20, 2019**
July 2, 2019	**August 7, 2019**	August 14, 2019	**August 21, 2019**	**September 5, 2019 Holiday Schedule**	**September 17, 2019**
August 6, 2019	**September 4, 2019**	September 11, 2019	**September 18, 2019**	**September 30, 2019**	**October 15, 2019**
September 3, 2019	**October 2, 2019**	October 9, 2019	**October 23, 2019**	**November 4, 2019**	**November 19, 2019**
October 8, 2019	**November 6, 2019**	November 13, 2019	**November 20, 2019**	**December 2, 2019**	**December 17, 2019**
November 5, 2019	**December 4, 2019**	December 11, 2019	**December 18, 2019**	**January 6, 2020**	**January 21, 2020**
December 3, 2019	**January 2, 2020 Holiday Schedule**	January 8, 2020	**January 22, 2020**	**February 3, 2020**	**February 18, 2020**

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 30326. Each Public Hearing is preceded by a pre-meeting at 6:45p 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 (2nd floor), located at 121 McDonough Street, Annex #2, Jonesboro, GA 30326.