



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

PRE – APPLICATION MEETING REQUEST

The below form is to request a pre-application meeting with the Planning, Zoning, and Sustainability Division. At this meeting, the applicant will be provided information regarding application procedures, submission requirements, and review of design and development standards.

The Pre-Application Meeting is of no cost to the applicant. Required documentation is listed on the attached matrix.

NOTE: Pre-Application Meetings are now required for the following application types:

Rezoning, Zoning Variances, Conditional Use Permits, Future Land Use Plan Amendments, Zoning Modification Requests, Planned Unit Developments, and Administrative Appeals.

OWNER / APPLICANT:

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

PROPERTY INFORMATION:

Form with fields for Project Name, Property Location, Commission District, Parcel #(s), Current Zoning District, and Total Acreage.

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



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**PRE – APPLICATION MEETING REQUEST**

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**Proposed Application Type:**

- |  |   |  |   |
|--|---|--|---|
| <input type="checkbox"/> Rezoning                  | <input type="checkbox"/> Site Development | <input type="checkbox"/> Conditional Use   | <input type="checkbox"/> Sign Permit                  |
| <input type="checkbox"/> Preliminary Plat          | <input type="checkbox"/> Final Plat       | <input type="checkbox"/> Minor Subdivision | <input type="checkbox"/> Lot Combination/Lot ReParcel |
| <input type="checkbox"/> Future Land Use Amendment | <input type="checkbox"/> Home Occupation  | <input type="checkbox"/> Cell Tower        | <input type="checkbox"/> Other:                       |

If Other, Describe: \_\_\_\_\_

**Current Use of Property:**

**Proposed Use of Property:**

**Additional Comments or Requests:**

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
<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