



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

PRELIMINARY PLAT APPLICATION

Application Submittal:

This application is required for all Preliminary Plat applications (Appendix A; Article 3, Division 4, Sec. 86-122).

Incomplete applications will **not** be accepted.

All applications must be complete and submitted in accordance with the adopted Zoning Matters Schedule. Applicants are encouraged to submit complete applications prior to the noted submittal cutoff date. Please meet with the Office of Planning, Zoning, and Sustainability staff regarding any questions or clarifications.

Supporting Documentation:

See Document Requirements Matrix (attached)

Zoning Matters Calendar (attached)

Fees and Schedule:

The fee for submitting a Preliminary Plat application is \$500.

The Preliminary Plat application proceeds through the Technical Review Committee and Zoning Advisory Group public hearings for approval.

Note:

Upon approval of the Preliminary Plat, the applicant can submit an application for Construction Site Plan Approval.



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Applicant Has Previously Attended a Pre-Application Meeting: Yes No

OWNER / APPLICANT:

Owner Name:			Applicant Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
Email:			Email:		

PROPERTY INFORMATION:

Project Name:		
Property Location:		Commission District:
Parcel #(s):	Current Zoning District:	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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Is Property Currently Vacant:

Yes No

If No, Current Use of Property:

Proposed Use of Property:

Will the Project Contain an Amenity Area:

Yes No

If Yes, Describe Amenity Area:

Total Number of Lots Proposed: _____

Minimum Lot Size Proposed: _____

If Proposed Use is Commercial:

Total Building Area 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



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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 (2nd floor), located at 121 McDonough Street, Annex #2, Jonesboro, GA 30236.