



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

**SITE DEVELOPMENT APPLICATION**

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**Application Submittal:**

This application is required for all Site Development applications (Appendix A; Article 11). Incomplete applications will **not** be accepted. All applications must be complete and submitted in accordance with the adopted TRC Schedule.

Prior to the submittal of an application, the applicant is encouraged to attend a pre-application conference. This conference is designed to assist the applicant with building a project consistent with the County's Zoning Ordinance. At this conference the applicant will receive clarification on information regarding procedural review requirements, design and development standards, submission requirements, and construction requirements.

**Supporting Documentation:**

See Document Requirements Matrix (attached)  
TRC Calendar (attached)

**Fees and Schedule:**

The fee for submitting a Commercial Site Plan Review is \$300 minimum plus \$5.00 per acre.

If submitting a Multi-Family Site Plan Review, the fee is \$500.

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

**Note:**

If approved or approved with comments to be addressed, the applicant will move forward to Construction Drawing Approval within the Department of Transportation & Development. It is the responsibility of the petitioner to file an application for Construction Plan approval with the Department of Transportation and Development.



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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:**

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**Proposed Use of Property:**

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**Will the Project Contain an Amenity Area:**

Yes  No

**If Yes, Describe Amenity Area:**

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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

<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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## Technical Review Committee Schedule for 2020/2021

All applications must be complete and submitted prior to 12:00 pm (noon) on the day of the

**Site Development**

Submission Deadline	Technical Review Committee Meeting *
January 09, 2020	January 29, 2020
January 16, 2020	February 5, 2020
January 23, 2020	February 12, 2020
February 06, 2020	February 26, 2020
February 13, 2020	March 4, 2020
February 20, 2020	March 11, 2020
March 12, 2020	April 1, 2020
March 19, 2020	April 08, 2020
March 26, 2020	April 15, 2020
April 09, 2020	April 29, 2020
April 16, 2020	May 6, 2020
April 23, 2020	May 13, 2020
May 7, 2020	May 27, 2010
May 14, 2020	June 3, 2020
May 21, 2020	June 10, 2020
June 04, 2020	June 24, 2020
June 11, 2020	July 01, 2020
June 18, 2020	July 08, 2020
July 09, 2020	July 29, 2020
July 16, 2020	August 05, 2020
July 23, 2020	August 12, 2020
August 06, 2020	August 26, 2020
August 13, 2020	September 02, 2020
August 20, 2020	September 09, 2020
September 10, 2020	September 30, 2020
September 17, 2020	October 7, 2020
September 24, 2020	October 14, 2020
October 08, 2020	October 28, 2020
October 15, 2020	November 04, 2020
October 22, 2020	November 11, 2020
November 05, 2020	December 02, 2020
November 12, 2020	December 09, 2020
November 19, 2020	December 16, 2020
December 10, 2020	January 06, 2021
December 17, 2020	January 15, 2021

\* Technical Review Committee (TRC) Meetings are held within the Community Development Department Conference Room, located at 121 South McDonough Street, Jonesboro, GA 30236. All plan review meetings will be held from 9:00 am to 12:00 pm; 30 minute time slots are available.