



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

ZONING VARIANCE APPLICATION

Application Submittal:

This application is required for all zoning related variances to be approved by the Board of Zoning Appeals (Appendix A, Article 13, Sec.13.21).

Incomplete applications will **not** be accepted.

All applications must be complete and submitted in accordance with the adopted Board of Zoning Appeals Calendar. Applicants are encouraged to submit complete applications prior to the noted submittal cutoff date. To avoid wait times, applicants may make an appointment for submittals.

Supporting Documentation:

See Document Requirements Matrix (attached)

Board of Zoning Appeals Calendar (attached)

Fees and Schedule:

The fee for submitting a Zoning Variance application is \$400.

After the submittal of the application, The Board of Zoning Appeals will then, in a public hearing scheduled consistent with the adopted calendar of filing and meeting dates, review the zoning variance application and required supporting documentation.



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Note: All Applicants Must Attend a Pre-Application Meeting Prior to Application Submittal.

Pre-Application Meeting Project Number: _____ Date of Pre-Application Meeting: _____

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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Current Use of Property:

How Many Variances Are Being Requested: _____

Note:

If You are Requesting More Than 3 Variances, Input First 3 Variances Below, and List ALL Variance Requests in Your Letter of Intent.

VARIANCE REQUEST 1

Variance Requested:

Applicable Article and Code Requirements:

Describe Site Hardship:



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VARIANCE REQUEST 2

Variance Requested:

Applicable Article and Code Requirements:

Describe Site Hardship:

VARIANCE REQUEST 3

Variance Requested:

Applicable Article and Code Requirements:

Describe Site Hardship:

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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Board of Zoning Appeals Schedule for 2020/ 2021

Application Filing Submittal Cycle Deadline	Legal Ad Runs / Signs Posted on Property	Proof of Interested Party Notice to Planning & Zoning	Board of Appeals Public Hearing*
Jan 6, 2020	Jan 22, 2020	Feb 3, 2020	Feb 20, 2020
Feb 3, 2020	Feb 19, 2020	Mar 2, 2020	Mar 19, 2020
Mar 9, 2020	Mar 25, 2020	Apr 6, 2020	Apr 16, 2020
April 6, 2020	Apr 22, 2020	May 4, 2020	May 21, 2020
May 11, 2020	May 27, 2020	Jun 1, 2020	Jun 18, 2020
Jun 8, 2020	Jun 24, 2020	Jun 29, 2020	Jul 16, 2020
Jul 6, 2020	Jul 22, 2020	Jul 27, 2020	Aug 20, 2020
Aug 10, 2020	Aug 26, 2020	Aug 31, 2020	Sept 17, 2020
Sept 8, 2020	Sept 23, 2020	Sept 28, 2020	Oct 15, 2020
Oct 5, 2020	Oct 21, 2020	Oct 28, 2020	Nov 19, 2020
Nov 9, 2020	Nov 25, 2020	Nov 30, 2020	Dec 17, 2020
Dec 7, 2020	Dec 23, 2020	Dec 28, 2020	Jan 16, 2021

Note: Wednesday display Legal Ad must be submitted the Friday before by 12:00p.m.