



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

ADMINISTRATIVE PERMIT:

URBAN GARDEN / MARKET GARDEN APPLICATION

Application Submittal:

This application is required for all Urban Garden and Market Garden submittals (Appendix A; Article 6; Sec.6.41). Incomplete applications will **not** be accepted.

Supporting Documentation (Please Attach the following to the application):

- Letter of authorization from property owner
- Homeowner’s Association Authorization (Signed letter from president or authorized individual)
- Site plan depicting on-site structures, planting areas, storage areas, compost and parking and access areas. Indicate names of adjacent property owners along the boundary.
 - Site plans cannot be smaller than 24 x 36
- Document water source to be utilized (i.e. rain barrels, public water).
- Document fertilizer and pesticide used.
- See Zoning Ordinance (*Appendix A; Article 6; Sec.6.41 – Urban and Market Garden Ordinance*) for additional requirements

Fees:

The fee to submit an Urban Garden / Market Garden Application is \$100.

Additional Information:

Urban Garden:

A lot, or any portion thereof, managed and maintained by a person or group of persons, for growing and harvesting, farming, community gardening, or any other use, which contributes to the production of agricultural, floricultural, or horticultural products for beautification, education, recreation, community use, consumption, off-site sale, or off-site donation. No on-site sales are permitted.

Market Garden:

A lot, or any portion thereof, managed and maintained by a person or group of persons for growing and harvesting, farming, community gardening, or any other use, which contributes to the production of agricultural, floricultural, or horticultural products for community supported agriculture or on-site sales. All products sold on-site must be grown on-site.



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OWNER / APPLICANT:

Property Owner Name:			Applicant Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
Email:			Email:		
Garden Manager Name:					
Phone:			Email:		

PROPERTY INFORMATION:

Property Address (Location of Garden):		Commission District:
Parcel #(s):		Current Zoning District:
Size of Parcel:		Subdivision Name:
Proposed Road Access:		

Note: Parcel Size Must be a Minimum of 2 Acres for all Properties located in an Agricultural Zoning District

Current Use of Property: _____

Select Type of Garden:

Market Garden Urban Garden

I hereby certify that the information provided in this application is true and accurate.

Print Name _____ **Signature** _____ **Date** _____

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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

Zoning Request Application Filing Checklist Matrix (Submittal Requirements)

 ZONING APPLICATIONS	Required Documents									
	Completed Application via the Customer Service Portal or Hardcopy	*Property Owner Authorization or Special Power of Attorney Affidavit	Notarized Campaign Disclosure Form	Property Deed	Letter of Intent	Survey of the Subject Property	** Sewer / Septic Letter, if applicable	*** Site Plan	**** Building Elevations	Site Photos
ZONING APPEALS										
Appeals of Administrative Decision	X	X			X					
Zoning Variance Submittal	X	X		X	X		X	X	X	
ADMINISTRATIVE PROCESS										
Pre-Application Meeting Request <i>(Survey or Site Plan is optional, but preferable.)</i>	X				X	X		X		
Zoning Verification Letter Request	X				X	X				
Timber Harvesting (See Sec. 86-72(b))	X	X			X	X				X
Tree Removal	X	X			X	X				X
Urban / Market Garden	X	X			X	X	X	X		
Lot Combination / Lot Line Adjustment	X	X			X	X				
Minor Subdivision	X	X			X	X	X			
Sign Permit	X	See Sign Permit Application								
LAND DEVELOPMENT										
Site Development	X	X			X			X	X	
Preliminary Plat	X	X			X			X	X	
Final Plat	X	X			X			X		
REZONINGS & LAND USE										
Rezoning	X	X	X	X	X		X	X	X	
Planned Unit Development	X	X	X	X	X		X	X	X	
Zoning Condition Modification	X	X	X	X	X		X	X	X	
Future Land Use Plan Amendment	X	X	X	X	X		X	X		
Conditional Use Permit	X	X	X	X	X		X	X	X	
* Property Owner Letter of Authorization must be notarized.										
** Sewer Letter from Clayton County Water Authority (https://www.ccwa.us/) or Septic Letter from Clayton County Environmental Health (https://www.claytoncountypublichealth.org/environmental-health/).										
*** Site Plan showing compliance with the Zoning Ordinance, including, but not limited, to parking and landscaping.										
**** Building Elevations showing how proposed buildings comply with the Architectural and Appearance Standards of the Zoning Ordinance, including the Overlay Districts. Or Building Elevations showing how current buildings will be renovated to comply with said Standards. Depending on the Variance, if applicable.										