



COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

**ZONING VARIANCE APPLICATION**

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**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:**

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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**Current Use of Property:**

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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:

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Applicable Article and Code Requirements:

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Describe Site Hardship:

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**VARIANCE REQUEST 2**

Variance Requested:

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Applicable Article and Code Requirements:

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Describe Site Hardship:

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**VARIANCE REQUEST 3**

Variance Requested:

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Applicable Article and Code Requirements:

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Describe Site Hardship:

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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)

 <b>ZONING APPLICATIONS</b>	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
<b>ZONING APPEALS</b>										
Appeals of Administrative Decision	X	X			X					
Zoning Variance Submittal	X	X		X	X		X	X	X	
<b>ADMINISTRATIVE PROCESS</b>										
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								
<b>LAND DEVELOPMENT</b>										
Site Development	X	X			X			X	X	
Preliminary Plat	X	X			X			X	X	
Final Plat	X	X			X			X		
<b>REZONINGS &amp; LAND USE</b>										
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 ( <a href="https://www.ccwa.us/">https://www.ccwa.us/</a> ) or Septic Letter from Clayton County Environmental Health ( <a href="https://www.claytoncountypublichealth.org/environmental-health/">https://www.claytoncountypublichealth.org/environmental-health/</a> ).										
*** 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.										



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### Board of Zoning Appeals Schedule for 2023

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*
Dec 5, 2022	Dec 28, 2022	Jan 2, 2023	Jan 19, 2023
Jan 3, 2023	Jan 18, 2023	Jan 30, 2023	Feb 16, 2023
Feb 3, 2023	Feb 15, 2023	Feb 27, 2023	Mar 16, 2023
Mar 3, 2023	Mar 22, 2023	Apr 3, 2023	Apr 20, 2023
Mar 31, 2023	Apr 19, 2023	May 1, 2023	May 18, 2023
Apr 28, 2023	May 17, 2023	May 29, 2023	Jun 15, 2023
June 2, 2023	Jun 21, 2023	Jul 3, 2023	Jul 20, 2023
Jun 30, 2023	Jul 19, 2023	Jul 31, 2023	Aug 17, 2023
Aug 4, 2023	Aug 23, 2023	Sept 4, 2023	Sept 21, 2023
Sept 1, 2023	Sept 20, 2023	Oct 2, 2023	Oct 19, 2023
Sept 29, 2023	Oct 18, 2023	Oct 30, 2023	Nov 16, 2023
Nov 3, 2023	Nov 22, 2023	Nov 27, 2023	Dec 14, 2023
Dec 1, 2023	Dec 27, 2023	Jan 1, 2024	Jan 18, 2024
Dec 29, 2023	Jan 17, 2024	Jan 29, 2024	Feb 15, 2024