



Community Development Department

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

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

Preliminary Plat • Final Plat • Site Development Application

This application is required for all preliminary and final plats to be approved by the Clayton County Zoning Advisory Group and the Board of Commissioners. All applications must be complete, signed, notarized and submitted in accordance with the adopted Zoning Matters Schedule deadlines. Incomplete applications will not be accepted. This application package consists of:

Cover Page

Support Document Matrix

Application

Property Owner(s) Authorization Affidavit

Special Power of Attorney Affidavit

Zoning Calendar

Pre-Application Conference:

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 County's Land-Use/Zoning regulations and ultimately improve the County's built environment. At this conference the applicant will receive clarification on information regarding procedural review requirements, design and development standards, submission requirements and design and construction requirements.

Submittal Requirements:

Required supporting documents for any petition regarding a zoning matter are outlined in the attached support document matrix. Applicant must submit an electronic version and seven (7) hardcopy sets of the site plan.

Notice to Surrounding Property Owners:

Applicant must inform all adjoining property owners of the boundaries of the subject property in writing fifteen (15) days prior to the Zoning Advisory Group (ZAG) public hearing. The letter must state the same information as the legal advertisement (staff will provide required information).

- The Department of Community Development will provide the applicant addresses of the parcel owners of all surrounding properties.
- Applicant will provide proof of mailing – certificate of mailing or certified mail receipt to Zoning Administrator at least seven (7) business days prior to public hearing.

Failure to provide Clayton County proof of mailing will terminate the application process.



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Meetings and Hearings:

Technical Review Committee (TRC):

Attendance is required (see attached zoning calendar)

Community Information Meeting (CIM):

Attendance is required (see attached zoning calendar)

Zoning Advisory Group (ZAG) Meeting:

Attendance is required (see attached zoning calendar)

Board of Commissioners (BOC) Public Hearing to accept public right-of-way:

Attendance is required (see attached zoning calendar)

Recording:

Applicant must file the approved Final Plat with the Clayton County Clerk of Superior Court within fifteen (15) calendar days of the date of acceptance by the Board of Commissioners. The applicant shall submit an electronic version and seven (7) sets hardcopy of the recorded final plat to the Zoning Administrator for County Departments.

Expiration:

Please be advised that zoning related approvals have time limitation for execution. Refer to the County's Zoning Ordinance for further details.

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



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Property Information

[Shaded Area for Office use only]

Parcel #(s):		Acreage:	Date R'cvd:	
Address:	City	State	Zip	Commission District:
Project Name:		Legal Description: Please attach a deed		

Owner/Applicant

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

Proposed Project Information

Select Application Type: <input type="radio"/> Site Development <input type="radio"/> Preliminary Plat <input type="radio"/> Final Plat					
Zoning Classification:	Any Applicable Variance: <input type="radio"/> Yes <input type="radio"/> No		Any Applicable Conditions: <input type="radio"/> Yes <input type="radio"/> No		Total Acreage:
Any Applicable Zoning Overlay District: <input type="radio"/> Highway 138 <input type="radio"/> Highway 42 <input type="radio"/> Highway 54 <input type="radio"/> Tara Blvd <input type="radio"/> Panhandle Area <input type="radio"/> Cherry Hills					
Residential Development			Commercial Development		
Total number of lots proposed:			Number of Buildings Proposed:		
Minimum Lot size proposed:			Total Building Area Proposed:		
Minimum Lot setbacks: Front: Sides: Rear:					
Amenity Area: <input type="radio"/> Yes <input type="radio"/> No		Total Lot Area of Amenity:		Total Lot Area of Greenspace:	
Describe Type of Amenity:					
Describe development/Use of Property:					

I hereby certify that the site described herein will be constructed and/or used in accordance with all applicable zoning ordinances and laws governing the Department of Community Development within Clayton County, Georgia.

Signature of Applicant

Date

Printed Name of Applicant



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Property Owner(s) Authorization

I, _____ swear and affirm that I am the owner of the property
(Property Owner's Name)

at _____, as shown on the Tax Map and/ or deed
(Property address or parcel number)

Records of County, Georgia.

I hereby authorize _____ to act as the applicant or agent in
(Applicant Name)

pursuit of 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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Special Power of Attorney Affidavit

STATE OF GEORGIA
COUNTY OF CLAYTON

This _____ day of _____, 20____, I, the owner of
_____, make, constitute, and appoint
Property Address and/or Tax Map ID

Name of Attorney or Representative my true and lawful attorney-in-fact, and in my name,
place, and stand giving unto said _____ full power and authority to do
and perform all acts and make all representation necessary, without any limitation whatsoever, to
make application for said _____. The right, powers, and authority of
Type of application
said attorney-in-fact herein granted shall commence and be in full force and effect on
_____, 20____, and shall remain in full force and effect
thereafter until actual notice, by certified mail, return receipt requested, is received by the
Department of Community Development stating that the terms of this power have been revoked
or modified.

Owner Signature


STATE OF GEORGIA:
COUNTY OF CLAYTON:

Subscribed and sworn before me this _____ day of _____, 20____ in
my county and state aforesaid, by the aforementioned Principal.

Notary Commission

My Commission Expires: _____

Zoning Request Application Filing Checklist Matrix (Submittal Requirements)

 ZONING APPLICATIONS	Required Documents										
	Completed Application	*Property Owner Authorization	Special Power of Attorney Affidavit	Notarized Campaign Disclosure Form	Property Deed	Letter of Intent	Survey of the Subject Property	** Sewer / Septic Letter	***Site Plan	****Building Elevations	Site Photos
ZONING APPEALS											
Appeals of Administrative Decision	X					X					
Zoning Variance Submittal	X	X			X	X	X		X	X	
ADMINISTRATIVE PROCESS											
Pre-Application Meeting Request*****	X					X	X		X		
Zoning Verification Letter Request*****	X						X		X		
Timber Harvesting	X	X				X	X		X		X
Tree Removal	X	X			X	X	X		X		X
Urban / Market Garden	X	X				X	X	X	X		
Lot Combination / Re-Parcel	X	X			X	X	X	X			
Minor Subdivision	X	X			X	X	X	X			
Sign Permit	X	See Sign Permit Application									
LAND DEVELOPMENT											
Site Development	X	X			X	X	X		X	X	
Preliminary Plat	X	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	X	X	
Planned Unit Development	X	X	X	X	X	X	X	X	X	X	
Zoning Condition Modification	X	X	X	X	X	X	X	X	X	X	
Future Land Use Plan Amendment	X	X	X	X	X	X	X	X	X		
Conditional Use Permit	X	X	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.											
***** Survey of Existing Property or Site Plan may be submitted for Pre-Application Meeting and Zoning Verification Letter Requests.											

COMMUNITY DEVELOPMENT DEPARTMENT

121 South McDonough Street, Jonesboro, GA 30236

Technical Review Committee Schedule

Site Development Plans Review Redline Meetings

Submission Deadline		Technical Review Committee Meeting
January	December 15, 2022	January 04, 2023
	December 22, 2022	January 11, 2023
	January 05, 2023	January 25, 2023
	January 12, 2023	February 01, 2023
February	January 19, 2023	February 08, 2023
	February 02, 2023	February 22, 2023
	February 09, 2023	March 01, 2023
March	February 16, 2023	March 08, 2023
	March 02, 2023	March 22, 2023
	March 16, 2023	April 05, 2023
April	March 23, 2023	April 12, 2023
	April 06, 2023	April 26, 2023
	April 13, 2023	May 03, 2023
May	April 20, 2023	May 10, 2023
	May 04, 2023	May 24, 2023
	May 18, 2023	June 07, 2023
June	May 25, 2023	June 14, 2023
	June 08, 2023	June 28, 2023

Submission Deadline		Technical Review Committee Meeting
July	June 15, 2023	July 05, 2023
	June 22, 2023	July 12, 2023
	July 06, 2023	July 26, 2023
August	July 13, 2023	August 02, 2023
	July 20, 2023	August 09, 2023
	August 03, 2023	August 23, 2023
September	August 17, 2023	September 06, 2023
	August 24, 2023	September 13, 2023
	September 07, 2023	September 27, 2023
October	September 14, 2023	October 04, 2023
	September 21, 2023	October 11, 2023
	October 05, 2023	October 25, 2023
November	October 12, 2023	November 01, 2023
	October 19, 2023	November 08, 2023
	November 09, 2023	November 29, 2023
December	November 16, 2023	December 06, 2023
	*November 22, 2023	December 13, 2023
	December 07, 2023	December 27, 2023

Application and Construction Documents must be submitted per this Calendar. Plan review meetings will be held from 9:00 am to 12:00 pm; 30-minute time slots are available. TRC meetings are held via Microsoft Teams