


Zoning Request Application Filing Checklist Matrix (Submittal Requirements)

| <div> ZONING APPLICATIONS</div> | 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. | | | | | | | | | | |
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