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Community Development Department
121 South McDonough Street Annex-2 Jonesboro, GA 30236
Office: (770) 477-3569 Fax: (770) 473-5467
www.claytoncountyga.gov/departments/community-development



PATRICK EJIKE
DIRECTOR

Zoning Request Application

This application is required for all zoning related matters to be approved by the Clayton County Board of Commissioners (land-use amendment, zoning change, or conditional use permit). 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

Disclosure of Campaign Contributions

Special Power of Attorney Affidavit

Development of Regional Impact (DRI) Threshold Table

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.

Planned Unit Development (PUD) application requires a Sketch Plat Review submittal, a Conceptual Development Plan submittal and a Detailed Development Plan submittal respectively with each phase depended on the approval of the preceding submittal. (See Article 7 Section 7.8)

Notice to Surrounding Property Owners:

Applicant must inform surrounding property owners in writing fifteen (15) days prior to the Zoning Advisory Group (ZAG) public hearing that a Zoning Change, Land Use Amendment, Modification of Zoning Conditions, or Conditional Use application has been submitted. 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 within three hundred feet (300) or five

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hundred feet (500) for PUDs of the subject property or within two (2) parcels (whichever is greater).

- 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.

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:

Attendance is required (see attached zoning calendar)

Limitations:

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

Zoning Request Application Submittal Requirements

Category	 Zoning Related Permits	Required Documents											
		Completed Application	*Property Owner Authorization	Special Power of Attorney Affidavit	Notarized Campaign Disclosure Form	Property Deed	Letter of Intent	Legal Description	Survey of Existing Property (sign & sealed))	** Sewer/ Septic Letter	Site Plans	Building Plans or Elevations	Site Photos
Zoning Appeals	Appeals of Administrative Decision	X					X						
	Zoning Variance Submittal	X	X			X	X	X	X		X	X	
	Stream Buffer Variance	X	X			X	X	X			X		
Administrative Process	Minor Subdivision	X	X			X		X	X	X	X		
	Tree Removal	X	X								X		X
	Zoning Verification	X						X	X				
	Timber Harvesting	X	X								X		
	Sign Permit	X	X								X	X	X
Land Development	Site Development	X	X			X		X	X		X	X	
	Preliminary Plat	X	X			X		X	X		X		
	Final Plat	X	X			X		X			X		
Rezoning & LandUse	Zoning Change	X	X	X	X	X	X	X	X	X	X	X	
	Planned Unit Development	X	X		X	X	X	X	X	X	X	X	
	Modification of Zoning Condition	X	X		X	X	X	X	X		X	X	
	LandUse Plan Amendment	X					X						
	Conditional Use Permit	X	X		X	X	X	X	X	X	X	X	
* Letter of Authorization must be Notorized													
** Clayton County Water Authority Sewer Letter or Clayton County Health Department Septic Letter													
Site Plan not needed for residential tree removal; only Site Photos needed													

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Property Information

[Shaded Area for Office use only]

Parcel #(s):		Acreage:	Date R'cvd:
Address:	City	State	Zip

Applicant

Owner Name:			Authorized Agent/Attorney Name:		
Address			Address		
City	State	Zip	City	State	Zip
Tel#	Mobile #		Tel#	Mobile #	
Fax #	Email		Fax#	Email	

Submittal Type

<input type="checkbox"/> Zoning Change	<input type="checkbox"/> Land-Use Amendment	<input type="checkbox"/> Conditional Use	<input type="checkbox"/> Billboard	<input type="checkbox"/> Cell Tower
<input type="checkbox"/> Type II Home Occupation (see Article 6.10 (B))		<input type="checkbox"/> Uses governed by additional development standards (see Article 6)		
<input type="checkbox"/> Zoning Condition Modification		<input type="checkbox"/> Other _____		

Zoning Details

Current Zoning:	Proposed Zoning:
Existing Land-Use:	Proposed Land-Use:
Existing Conditions:	Proposed Conditions:
Proposed Use:	
Proposed Road Access:	
Describe Proposed Use:	
Does the subject property lie partly within or adjacent to a County/City Boundary: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Residential Development Details

For Development with Residential component fill out the following:		Proposed Residential Unit Density (units per acre):		
Residential Building Type	Ownership Type * (Fee Simple, Condominium, other)	# of Lots or Units	Minimum Heated Floor Area (sq. ft.)	Minimum Lot Size (sq. ft.) if applicable
<input type="checkbox"/> Single Family Detached				
<input type="checkbox"/> Multi-Family Townhome				
<input type="checkbox"/> Multi-Family (mixed use)				
<input type="checkbox"/> Duplexes				
* Clayton County requires that condominium-style ownership be specifically identified during the zoning process. While there may be little visual difference between the finished product types, condominium-style ownership means that there will not be individually-owned (i.e. fee simple ownership) property associated with a specific type of development, rather there will just be individual ownership in building space (i.e. units) with joint ownership of all property. Some developments might contain both ownership types.				

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Non Residential Development Details

Total Building Area:	# of Parking Spaces:	Designated Open Space (sq. ft.)
Sanitary Facilities: <input type="checkbox"/> Septic <input type="checkbox"/> Private Sewer <input type="checkbox"/> Public Sewer		
Overlay District: <input type="checkbox"/> Yes <input type="checkbox"/> No	Mixed Use Development: <input type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes to either Overlay District or Mixed Use Development, please review respective district requirements for compliance details		

Development of Regional Impact (DRI)

Will the proposed development exceed the threshold that triggers the need for a Development of Regional Impact review? <input type="checkbox"/> Yes <input type="checkbox"/> No
If the proposed project triggers DRI threshold, a supplemental form must be completed and made part of this application. The supplemental form can be obtained on the internet at www.grta.org/dri/home.htm

Applicant's Certification. (Please Read and Initial the Following Statements)

_____ 1) I hereby request the County consider the information contained within this application relative to the property shown on the attached plats and site plan and further request that this item be placed on the Zoning Advisory Group (ZAG) and/or Board of Commissioners (BOC) agenda for a public hearing.

_____ 2) I understand that my request will be rejected if all the necessary information and/or requirements are not presented.

_____ 3) I understand that I have an obligation to present all necessary information required by the Clayton County Department of Community Development to enable the ZAG and/or BOC to make an informed determination on my request. I will seek advice of Department of Community Development Staff or an attorney if I am not familiar with the zoning and land use requirements.

_____ 4) I understand that my request will be acted upon at the ZAG and BOC public hearing and that I am required to be present or to be represented by the authorized representative as indicated on this application, so that someone is available to present all facts and answer questions. I understand that failure to appear at a public hearing may result in the postponement or denial of my request. I further understand that it is my responsibility to be aware of relevant public hearing dates and times regardless of notification from Clayton County.

_____ 5) The Clayton County zoning ordinance requires a public participation sign on the subject property. In order to insure that the correct information is included on the public participation sign, the Clayton County Department of Community Development will prepare the sign and post the sign on the subject property.

_____ 6) The Zoning Ordinance requires that the Zoning Administrator host a community information meeting prior to the scheduled ZAG public hearing. I understand that this is an informal opportunity to present the proposed project and communicate with concerned / interested community members.

Applicant Signature: _____

Date: _____

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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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Disclosure of Campaign Contributions

Pursuant to OCGA, Section 36-67A-3(a), the following disclosure is mandatory when an applicant or representative has made campaign contributions aggregating \$250.00 or more to a local government within two (2) years immediately preceding the filing of this application.

It shall be the duty of the applicant and the attorney representing the applicant to file disclosure with the governing authority of the respective local government. The following questions **must** be answered:

- Have you, the applicant, made \$250.00 or more in campaign contributions to a local government official within two years immediately preceding the filing of this application? Yes No

If the answer is yes, you must file a disclosure report with the governing authority of Clayton County showing:

1. The name and official position of the local governing authority in Clayton County to whom the campaign contribution was made.

Name and official position of the applicant/representative (please print)

2. The dollar amount and description of each campaign contribution made during the two years immediately preceding the filing of this application and the date of each such contribution was made.

Description of Campaign Contribution
(Please Print)

Dollar Amount

Signature (choose one) Applicant Owner

Date

Notary Signature

Date & Seal

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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

_____ my true and lawful attorney-in-fact, and in my name,
Name of Attorney or Representative

place, and stead 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: _____

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**Developments of Regional Impact
Tiers and Development Thresholds**

Type of Development	Metropolitan Regions	Non-metropolitan Regions
(1) Office	Greater than 400,000 gross square feet	Greater than 125,000 gross square feet
(2) Commercial	Greater than 300,000 gross square feet	Greater than 175,000 gross square feet
(3) Wholesale & Distribution	Greater than 500,000 gross square feet	Greater than 175,000 gross square feet
(4) Hospitals and Health Care Facilities	Greater than 300 new beds; or generating more than 375 peak hour vehicle trips per day	Greater than 200 new beds; or generating more than 250 peak hour vehicle trips per day
(5) Housing	Greater than 400 new lots or units	Greater than 125 new lots or units
(6) Industrial	Greater than 500,000 gross square feet; or employing more than 1,600 workers; or covering more than 400 acres	Greater than 175,000 gross square feet; or employing more than 500 workers; or covering more than 125 acres
(7) Hotels	Greater than 400 rooms	Greater than 250 rooms
(8) Mixed Use	Gross square feet greater than 400,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 120 acres; or if any of the individual uses meets or exceeds a threshold as identified herein	Gross square feet greater than 125,000 (with residential units calculated at 1800 square feet per unit toward the total gross square footage); or covering more than 40 acres; or if any of the individual uses meets or exceeds a threshold as identified herein
(9) Airports	All new airports, runways and runway extensions	Any new airport with a paved runway; or runway additions of more than 25% of existing runway length
(10) Attractions & Recreational Facilities	Greater than 1,500 parking spaces or a seating capacity of more than 6,000	Greater than 1,500 parking spaces or a seating capacity of more than 6,000
(11) Post-Secondary School	New school with a capacity of more than 2,400 students, or expansion by at least 25 percent of capacity	New school with a capacity of more than 750 students, or expansion by at least 25 percent of capacity
(12) Waste Handling Facilities	New facility or expansion of use of an existing facility by 50 percent or more	New facility or expansion of use of an existing facility by 50 percent or more
(13) Quarries, Asphalt & Cement Plants	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
(14) Wastewater Treatment Facilities	New facility or expansion of existing facility by more than 50 percent	New facility or expansion of existing facility by more than 50 percent
(15) Petroleum Storage Facilities	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels	Storage greater than 50,000 barrels if within 1,000 feet of any water supply; otherwise, storage capacity greater than 200,000 barrels
(16) Water Supply Intakes/Reservoirs	New Facilities	New Facilities
(17) Intermodal Terminals	New Facilities	New Facilities
(18) Truck Stops	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.	A new facility with more than three diesel fuel pumps; or containing a half acre of truck parking or 10 truck parking spaces.
(19) Any other development types not identified above (includes parking facilities)	1000 parking spaces	1000 parking spaces

Developments of Regional Impact – www.dca.state.ga.us/dri/default.aspx

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Zoning Matters Schedule 2015 -2016

Application Filing/Submittal Cycle Deadline	Technical Review Committee	Legal Ad/ Sign Posting/ Interested Party Notice for Public Hearings	Community Information Meeting (CIM) Submit Proof of Interested Party Notice	Zoning Advisory Group Public Hearing	Board of Commissioners Public Hearing
February 12, 2015	March 4, 2015	March 13, 2015	March 25, 2015	April 6, 2015	April 21, 2015
March 17, 2015	April 8, 2015	April 10, 2015	April 22, 2015	May 4, 2015	May 19, 2015
April 14, 2015	May 6, 2015	May 8, 2015	May 20, 2015	June 1, 2015	June 16, 2015
May 19, 2015	June 10, 2015	June 12, 2015	June 24, 2015	July 8, 2015 (Holiday)	July 21, 2015
June 16, 2015	July 8, 2015	July 10, 2015	July 22, 2015	August 3, 2015	August 18, 2015
July 21, 2015	August 12, 2015	August 14, 2015	August 26, 2015	September 2, 2015 (Holiday)	September 15, 2015
August 18, 2015	September 9, 2015	September 11, 2015	September 23, 2015	October 5, 2015	October 20, 2015
September 15, 2015	October 7, 2015	October 9, 2015	October 21, 2015	November 2, 2015	November 17, 2015
October 20, 2015	November 11, 2015	November 13, 2015	November 23, 2015	December 7, 2015	December 15, 2015
November 10, 2015	December 9, 2015	December 11, 2015	December 21, 2015	January 4, 2016	January 19, 2016
December 8, 2015	January 6, 2016	January 8, 2016	January 27, 2016	February 1, 2016	February 16, 2016
January 19, 2016	February 10, 2016	February 12, 2016	February 24, 2016	March 7, 2016	March 15, 2016

Technical Review Committee meetings are held in the Community Development conference room. Applicants must be in attendance and will be assigned a time slot when fees are received.

Community Information Meetings (CIM) are held at 6:00 P.M. in the Historic Court Room (3rd floor), located at 121 McDonough Street, Annex #2, Jonesboro, GA 30326.

Zoning Advisory Group (ZAG) and Board of Commissioners' (BOC) Public Hearings are held at 7:00 P.M. in the Commissioners Board Room, located at 112 Smith Street, Jonesboro, GA 30326. The ZAG Public Hearing is preceded by a pre-meeting at 6:45 in the conference room.

ZAG and BOC Public Hearings are limited to ten (10) applications per Article 10.15 of the zoning ordinance. Applicants forwarded from TRC will be added to the agenda according to the date and time of original submittal.