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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

Variance Application

This application is required for all zoning related matters to be approved by the Board of Zoning Appeal. All applications must be complete, signed, 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
Disclosure of Campaign Contributions
Board of Zoning Appeal 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. Submit an electronic version and two (2) copies of the site development plans.

Notice to Surrounding Property Owners:

Applicant must inform the surrounding property owners of the subject property in writing fifteen (15) days prior to the Board of Zoning Appeal 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.

Meetings and Hearings:

Board of Zoning Appeal (BZA):

Attendance is required (see attached zoning calendar)

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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Zoning Variance Application

Property Information

[Shaded Area for Office use only]

Parcel #(s):				Acreage:	Date R'cvd:	
Address:			City	State	Zip	Commission District:
Current Zoning:	Lot Frontage:	Lot Depth:	Acreage:	Deed-Book/Page	Plat-Book/Page:	
Subdivision Name:	Legal Lot:	Legal Block:	Please attach copy of Deed & Plat. These documents can be obtained from Office of the Clerk of Superior Court, Clayton County, Georgia			

Owner/Applicant

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

Variance(s) Requested

Type of Project: <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration	Any Applicable Variance: <input type="checkbox"/> Yes <input type="checkbox"/> No	Any Applicable Conditions: <input type="checkbox"/> Yes <input type="checkbox"/> No
Any Applicable Zoning Overlay District: <input type="checkbox"/> Highway 138 <input type="checkbox"/> Highway 42 <input type="checkbox"/> Highway 54 <input type="checkbox"/> Tara Blvd <input type="checkbox"/> Panhandle Area <input type="checkbox"/> Cherry Hills		
Article & Variance Requested :		
Describe Site Hardship:		
Article & Variance Requested:		
Describe Site Hardship:		
Article & Variance Requested:		
Describe Site Hardship:		

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

Signature of Applicant

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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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 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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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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Board of Zoning Appeals Schedule for 2015/ 2016

Application Filing/Submittal Cycle Deadline	Legal Ad/ Sign Posting/ Interested Party Notice for BZA	Proof of Interested Party Notice to Planning & Zoning	Board of Appeals Public Hearing*
January 5, 2015	January 21, 2015	February 2, 2015	February 12, 2015
February 3, 2015	February 18, 2015	March 2, 2015	March 12, 2015
March 9, 2015	March 25, 2015	March 30, 2015	April 9, 2015
April 6, 2015	April 22, 2015	May 4, 2015	May 14, 2015
May 11, 2015	May 27, 2015	June 8, 2015	June 18, 2015
June 8, 2015	June 24, 2015	July 6, 2015	July 16, 2015
July 13, 2015	July 29, 2015	August 10, 2015	August 20, 2015
August 10, 2015	August 26, 2015	September 8, 2015	September 17, 2015
September 8, 2015	September 23, 2015	October 5, 2015	October 15, 2015
October 12, 2015	October 28, 2015	November 9, 2015	November 19, 2015
November 9, 2015	November 25, 2015	December 7, 2015	December 17, 2015
December 14, 2015	December 30 2015	January 11, 2016	January 21, 2016

* The Board of Zoning Appeal's Public Hearings is held at 7:00 pm in the Commissioner Board Room, located at 112 Smith Street, Jonesboro, GA 30326. Each Public Hearing is preceded by a pre-meeting at 6:45 pm in the conference room.

Note: Applications that are denied shall not be eligible for consideration again for a period of one (1) year from the date of denial (Article 13.21 4. c.)

Revised: 5/14/15