



Clayton County Planning & Zoning Department of Community Development

121 South McDonough Street
Jonesboro, GA 30236
Office: 770.477.3569 Fax: 770.473.5481
Web site: www.co.clayton.ga.us

MINOR SUBDIVISION CONCEPT PLAT/ FINAL PLAT APPLICATION, INSTRUCTIONS & CHECKLIST

Instructions:

1. **Minimum Design Standards:** All minor subdivisions shall conform to the following design standards:
 - a. A minor subdivision shall be a subdivision which contains not more than four (4) lots and which does not require the construction of any public improvements including street, sidewalks, sewer or water lines and street trees.
 - b. All lots and any remaining tract shall be consistent with all applicable requirements of the Clayton County Zoning Ordinance, including lot size, setbacks, frontage on a public road, width to depth ratio, and lot width.
 - c. At the time of filing, the property owner shall be required to show all possible lots which are permitted to be created through minor subdivision provisions of this Ordinance.
 - d. All driveway permits shall be subject to the review of the Clayton County Department of Transportation and Development or the State of Georgia Department of Transportation.
2. **Application:** The petitioner shall submit an application for Minor Subdivision Concept Plat/Final Plat, an affidavit and consent of property owner (if the property owner is someone other than the petitioner), a deed for the property involved, the required filing fee, and required supportive information to the Zoning Administrator.
3. **Zoning Administrator Review:** If the determination is made that the proposed Minor Subdivision Concept Plat complies with all of the requirements of the Clayton County Zoning Ordinance, the Zoning Administrator shall provide the applicant with a letter of Minor Subdivision Concept Plan Approval.
4. **Final Plat Approval:** Upon approval of the Minor Subdivision Concept Plat, the Zoning Administrator will forward the application to the Technical Review Committee for Final Plat Approval.
5. **Technical Review Committee (TRC):** The Technical Review Committee (TRC) reviews the Final Plat, including all supportive information and provides comments to the applicant. The TRC meeting will be held on the date established by the adopted calendar of meeting and filing dates. Either the applicant or a representative of the applicant must be present during the review to answer questions regarding the application.
6. **Certification:** The approval of the Final Plat by the TRC shall be certified on behalf of the Zoning Administrator, who shall affix their signatures to the Final Plat original and all other relevant documents which also may require such signatures.
7. **Recording:** The petitioner shall file the approved and signed Final Plat with the Clayton County Clerk of Courts within fifteen (15) calendar days of the date of signature by the Zoning Administrator. The petitioner shall submit a mylar copy of the recorded final plat to the Zoning Administrator for the records of the Department of Community Development. No building permits will be issued for any lot in the subdivision until such copy is provided.

Checklist:

Minor Subdivision Concept Plat/ Final Plat Application: The petitioner shall submit the following information:

- An application for Minor Subdivision Concept Plat/Final Plat review.
- An affidavit and consent of property owner (if the property owner is someone other than the petitioner).
- A deed for the property involved.
- The required filing fee.

Furthermore, the Applicant shall submit seven (7) copies of the Minor Subdivision Concept Plat/Final Plat. The Concept Plat/Final Plat shall be prepared by a surveyor or engineer, drawn to a convenient scale of not more than 100' = 1", and identify the following information:

A. Property Name:

- The property address, general location, and name (if there is a name by which the property is locally known).

B. Property Ownership:

- The name, address, and telephone number of the legal owner, the developer of the property or his/her agent, and citation of last instrument conveying titles to each parcel of property to the owner identified in the application, giving grantor, grantee, date, and land records reference.
- Citations of any existing covenants on the property.
- The name, address, and telephone number of the professional(s) responsible for the subdivision design and for surveys.

C. Property Legal Description:

- The location of the property, the name of the land lot, district, parcel, and county, graphic scale, north arrow, and date.

D. Development Description:

- A legend and notes, including a graphic scale, north point, and date.
- An indication of the lot to be considered the remainder of the parent tract.
- The approximate location of existing or proposed septic systems including termination point and outlet of all perimeter drain systems and/or public sanitary sewer systems.
- The approximate location of any existing or proposed wells and/or public water systems.
- Lot numbers and the area for each lot which may be created on the parent tract (listed in square footage and acres), including all setback lines, lot dimensions and road frontage widths.
- All existing and proposed easements including the location, width, and purpose of the existing and/or proposed easement.
- All existing rights-of-way on and adjoining the site of the proposed subdivision showing the street names and pavement widths.
- The location, size, and invert elevation of any utilities existing and proposed adjacent to, and on the site, including storm and sanitary sewers; water mains; electrical, telephone, and cable television lines; street lights; fire hydrants; and such other utilities as may be appropriate.
- The location(s) of any existing structure(s) on the site and a description of the future use.
- The location of natural streams, regulated drains, 100-year flood plains, floodways, water courses, marshes, wooded areas, and other structures or significant features.
- The location and results of tests, as required by any county, state, or federal government agencies made to ascertain subsurface soil, rock, and groundwater conditions.
- The location of all existing and proposed driveways, and a copy of agreement providing for the construction and maintenance of shared driveways, and no-access easements.
- The proposed phasing of the development, if more than one lot is involved and development will occur over time.

E. Vicinity Description: On a separate sheet, a vicinity map must be submitted that includes the following information:

- The location of the proposed subdivision within the County.
- All public thoroughfares/rights-of-way adjacent to or within 200 feet of the site.
- Existing and proposed driveways located on either side of all roads adjacent or within 200 feet of the subject property.
- Existing zoning of the tract and all contiguous tracts surrounding the proposed subdivision.



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**MINOR SUBDIVISION CONCEPT PLAN/
FINAL PLAT APPLICATION**

<u>FOR STAFF USE ONLY</u>		<u>DATE/TIME STAMP</u>
Project#: _____	Filing Fee: \$ _____	Received By: _____
<u>COMMENTS</u>	<u>REVIEWED BY</u>	<u>TRC APPROVAL GRANTED</u>

APPLICANT AND PROPERTY OWNER INFORMATION

1. Applicant Name:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
Email Address:		

2. Property Owner Name:		
Address:		
City:	State:	Zip Code:
Phone#:	Fax#:	
Email Address:		

PROPERTY INFORMATION

3. Project Name:		
4. Address of Property:		
5. Legal Description of Property:		
6. Tax Map Parcel#:	Land Lot#:	Land District:
7. Commission District:		

PROPOSED PROJECT INFORMATION

8. Zoning District Classification:

9. Total Acreage of the subject property:

10. Total Number of lots proposed:

11. Overlay District, if applicable:

Highway 138/ Cherry Hills/ Tara Blvd. Highway 42 Panhandle Area Highway 54

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

Phone Number

AUTHORIZATION BY PROPERTY OWNER (if applicable)

I, _____ (Property Owner), SWEAR AND AFFIRM THAT I AM THE OWNER OF THE PROPERTY AT _____ (Property Address), PARCEL ID _____ AS SHOWN IN THE TAX MAPS AND/OR DEED RECORDS OF CLAYTON COUNTY, GEORGIA. I HEREBY AUTHORIZE THE PERSON(S) OR ENTITY(IES) NAMED BELOW TO ACT AS THE APPLICANT OR AGENT IN PURSUIT OF THE MINOR SUBDIVISION REQUESTED ON THIS PROPERTY.

Applicant Information:

Last Name:	First Name:	
Address:		
City:	State:	Zip Code:
Telephone Number: AREA CODE () NUMBER () - ()		

Notary Seal:

Print Name of Property Owner

Signature of Property Owner

Personally appeared before me this ____ day of _____, 20____.

Notary Signature

Date

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 _____.
Type of Application

The right, powers, and authority of 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 Clayton County 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 to before me this ____ day of _____, 20____ in my county
and state aforesaid, by the aforementioned Principal.

NOTARY PUBLIC

My Commission Expires: _____