

A HOW TO USE THE GUIDANCE MANUAL

The **Guidance Manual to the Clarke County Zoning and Subdivision Ordinances** is a companion resource to the Ordinances. It is designed to present regulations, processes, and other important information in a customer-friendly format for citizens, business owners, and design professionals.

The Guidance Manual is organized in a “frequently-asked questions” format addressing common types of applications and requests for information on zoning regulations, divisions of land and adjustments of boundary lines, and other important land use and development matters. It is maintained by the Department of Planning and is periodically updated to include new and revised information of use to the public.

The Guidance Manual provides plain-language descriptions of rules, regulations, and processes. It is not intended to be a substitute for the Zoning and Subdivision Ordinances. Please consult the Ordinances to review the law governing these rules, regulations, and processes.

The Guidance Manual is organized as follows:

General Information

This section provides important background information on different aspects of the County’s land development regulations and land use philosophy.

Information for Residents

This section contains important information on some of the most common questions that residents have about building on or developing their land. These questions are answered in a checklist format and contain applicable ordinance section references, timelines, and contact information for key personnel and review agencies. The section also contains information on how to file a zoning complaint, potential remedies if a project cannot be approved, and how neighborhood restrictive covenants correlate to zoning and subdivision regulations.

Information for Businesses

This section answers common questions posed by business owners looking to locate their business in the County or to expand their existing businesses. These questions are answered in a checklist format and contain applicable ordinance section references, timelines, and contact information for key personnel and review agencies.

Agricultural Information

This section provides information for all residents on agriculture and agricultural activities in Clarke County. Regulations for construction of agricultural buildings and operating agricultural-related businesses are included. Background information on the land application of biosolids and the County’s guidelines and regulations pertaining to this activity are also included in this section.

Special Events

Information for organizers of events that are open to the public are found in this section including when events are regulated by the County Zoning Ordinance, when they are regulated under the County's Special Events Ordinance, and what permits and approvals are required.

Information for Design Professionals

This section is specifically developed for surveyors, architects, engineers, and other design professionals who may be working on projects for County landowners or business owners. Background information, timelines, checklists, and other procedural requirements for common review processes are found here in a customer-friendly format including:

- Current versions of the Ordinances and where to find adopted amendments during the year
- Rules regarding application filing deadlines, pre-application meetings, application requirements, and fees
- Checklists and sample timelines for site development plans, subdivision plats, boundary line adjustment plats, special use permits, variances, and appeals