



NEWTON COUNTY DEVELOPMENT SERVICES

1113 Usher Street, Suite 201, Covington, GA 30014

Phone: (678)625-1650 Fax: (770)784-2118

**NEWTON COUNTY
APPLICATION PACKAGE
FOR
MINOR PLATS**





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**APPLICATION FOR LAND DISTURBANCE PERMITS, PRELIMINARY PLATS,
FINAL PLATS, MINOR PLATS
(REVISED FEBRUARY 4, 2018)**

APPLICATION FEES – Please see the Newton County Development Services Fee Schedule.

All **MINOR PLAT** applications must be accompanied by a minimum of **4 Plans for review & 1 Disc.**

Shaded area for office use only

Date application Processed	Date Development Permit Issued
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Submittal Date: _____ **Submitted by:** _____

Project Name: _____

Phase: _____ # of original Lots: _____ # of lots after combination/subdivision _____

Project Type: () Minor Plat () Exempt Plat () Plat Revision

Purpose: () Commercial () Residential () County () Church () Utility/ROW

Project Address or Primary Street: _____

Secondary Street: _____

***Denotes required field**

*Map & Parcel #: _____ - _____ Riparian Buffers: _____ *Acres remaining: _____

District: _____ Zoning Buffers: _____ Disturbed AC: _____

Land Lot(s): _____ *Wetlands, acreage: _____ Water: _____

*Comm. Dist #: _____ *100-Yr Fl/Pl/: _____ *Sewer: _____

FLUM: _____ *Tot ac(Parent Parcel): _____ *Septic: _____

*Watershed: _____ *Combined AC : _____ Electric: _____

*Zoning: _____ *Subdivided AC: _____ Gas: _____



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***What would you like to do? You may select more than one.**

- _____ Divide my property into 2 to 5 lots (six or more requires Major Plat process);
- _____ Combine two or more lots into one lot.
- _____ Change a lot line in any way, adding or reducing the size, or changing the shape of a lot.
- _____ My plat was recorded with the Clerk of Superior Court without the approvals required by the Newton County Development Regulations and this department;
- _____ My lot in its current configuration is not shown on the maps provided by the Tax Assessor of Newton County.
- _____ Other: _____

***Applicant/Company:** _____

Representative: _____

Cell: _____ Office: _____ Fax: _____

Email: _____

Address: _____

***Property Owner's**

***Property Owner's**

Name: _____

Name: _____

Phone: _____

Phone: _____

Cell Phone: _____

Cell Phone: _____

Address: _____

Address: _____

Email: _____

Email: _____

**(If property owner is different from applicant, we must have a signed, notarized original letter giving express written permission for the use.)*

24-Hour Contact Name: _____ **Phone:** _____

Applicant Signature: _____ **Date:** _____

*Required Field



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Guidelines for Plat Preparation

PROJECT INFORMATION

- Name, address, and ph. # of designer of plat
- Name, address, and phone # of developer
- Name of S/D, with phase numbers, if applicable
- Date of preparation, space for revision dates
- North Arrow, identified as magnetic or true grid
- Sheet Size – no larger than 14” x 16”
- Date of survey, source of data
- Scale 1” = 100’
- Appropriate legend of symbols
- Former name(s), if any
- Total A. _____ Zoning _____ # of lots _____
- Minimum lot size _____
- Lot layout & dimensions; Building Setbacks
Front _____ Side _____ Rear _____
- If dividing 2-5 lots, show the parent parcel.
- Rezoning, conditional use, variance number(s), type(s), date of approval, conditions
- Case number _____ Date _____
- Min House Size Allowed _____
- County / City Water / Well
- Sewer / Septic System
- Exact boundary lines
- Location, material, description of monuments
- Vicinity map
- Street addresses as assigned by Tax Assessor
- HLDP/ SPA (Site Plan Arborist) lots

EXT CONDITIONS, GREENSPACE/BUFFERS

- Location of burn/bury pits
- Cultural features (cemetery, etc.)
- Streams, lakes and their buffers
- Tree Protection Plan and Fence, if required
- Landscaping if required
- Septic and Impervious surface setbacks
- Limits of 100-year floodplain, data source, date

- Buffers: Riparian _____ Transitional _____

UTILITIES

- Utilities and/or easements, ie, Power, Water & Sewer lines; Hydrants – Location, size, if any
- Location, dimension of all drainage structures
- Pipe crossings and pipe sizes
- Street names and ROW’s _____

OTHER CERTIFICATIONS/APPROVALS

- Review/Approval/Dedication, as applicable:
 - Professional Engineer or Surveyor’s Certificate
 - Owner’s Certificate
 - Guaranty to Dedicate (Owner)
 - Environmental Health
 - Newton Co. Water and Sewer
 - Georgia DOT
 - Tax Assessor – Addresses and Parcels
 - Documentation of State/Federal Permits, if any
 - Digital copy of plans
 - Paper copies of recorded plat

PLEASE NOTE: You must submit to Environmental Health separately. We do not forward plans to Environmental Health. Their approval of the new lots is required if the property will be served by a septic system before Planning and Development can approve the plat for recording.

Once corrections have been made and approved, the plans will be returned to you to obtain the signatures of any other required entities such as Environmental Health.

A DOT letter is required if you are subdividing property for which the access is located on a State Highway.

State and /or Federal permits are rarely required for a minor plat.



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