

**NEWTON COUNTY**  
**APPLICATION PACKAGE**  
**FOR**  
**FINAL PLATS**





## NEWTON COUNTY DEVELOPMENT SERVICES

1113 Usher Street, Suite 201, Covington, GA 30014

Phone: (678)625-1659 Fax: (770)784-2118

### APPLICATION PROCESS

The Department of Development services has changed the way development projects are being processed. Applicants are advised to ensure that all documents are provided to the Department at the time plans/plats are submitted. Failure to submit all documentation will result in project reviews being delayed.

1. A completed site plan, application, and all application fees shall be filed and submitted to the Department of Development Services. The Applicant shall submit:

- 3 hard copies of the site plan/plat. (If your development project requires a left turn lane or decel lane on a County road, please submit 1 additional hard copy.)

- One electronic copy saved as a PDF. Applicant may submit on disc or email to [sapplewhaite@co.newton.ga.us](mailto:sapplewhaite@co.newton.ga.us)

- completed application packet

- Any applicable fees

**\*\*\*\*Projects will not be reviewed unless all of the above have been submitted to the Department.**

**All plans for NCWSA, Environmental Health (if on septic) and GDOT must be submitted by applicant directly to those agencies at the time plans are submitted to Newton County.**

2. A meeting with the Applicant/Owner and Engineer will be scheduled with the Development Review Committee (DRC) on the first available Wednesday after plans/plats have been submitted. If plans/plats were submitted on a Monday or Tuesday, the plan review meeting will be scheduled for the following Wednesday.

3. The Applicant will be in attendance to answer any comments, questions or concerns that they can during the Plan Review.

4. If plan revisions are required, or the Applicant could not answer all of the questions discussed at the Plan Review, the Applicant has **sixty (60) days** to answer and/or make any changes to the plans and resubmit, or the application is considered **null and void**, and **reapplication and new application fees** are required to proceed with the project.



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

All **FINAL PLATS** applications must be accompanied by a minimum of **3 Plans** (4 plans if decel lane/left turn lane on county road required)for review & 1 Disc.

**Shaded area for office use only**

Date application Processed	Date Development Permit Issued

**Submittal Date:** \_\_\_\_\_ **Submitted by:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Phase:** \_\_\_\_\_ **# of Lots:** \_\_\_\_\_

**Project Type:** ( ) Final Plat

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

**Project Address or Primary Street:** \_\_\_\_\_

**Secondary Street:** \_\_\_\_\_

**\* Denotes required fields.**

\*Tax Map & Parcel #: \_ \_ - \_ \_ Character Area: \_\_\_\_\_ \*Open Space Acres: \_\_\_\_\_

\*District: \_\_\_\_\_ Riparian Buffers: \_\_\_\_\_ Water: \_\_\_\_\_

\*Land Lot(s): \_\_\_\_\_ Zoning Buffers: \_\_\_\_\_ \*Sewer: \_\_\_\_\_

\*Comm. Dist#: \_\_\_\_\_ \*Wetlands, acreage: \_\_\_\_\_ \*Septic: \_\_\_\_\_

\*Zoning: \_\_\_\_\_ \*100-Yr Fl/Pl/: Yes No Electric: \_\_\_\_\_

FLUM: \_\_\_\_\_ \*Total Acres: \_\_\_\_\_ Gas: \_\_\_\_\_

\*Watershed: \_\_\_\_\_ \*Disturbed Acres: \_\_\_\_\_



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**Applicant/Company:** \_\_\_\_\_

Representative: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**Property Owner's Name:** \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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:** \_\_\_\_\_

Email: \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



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### Guidelines for final 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"
- Index map if more than one sheet for S/D
- Date of survey, source of data
- Scale 1" = 100'
- Appropriate legend of symbols
- Former name(s), if any
- Total Acres \_\_\_\_\_ Zoning \_\_\_\_ # of lots \_\_\_\_\_
- Lot numbers \_\_\_\_\_
- Vicinity map \_\_\_\_\_, Boundary lines \_\_\_\_\_
- Density \_\_\_\_\_ units per acre
- Minimum lot size \_\_\_\_\_
- Lot layout & dimensions; Building Setbacks  
Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_
- 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
- Street addresses as assigned by Tax Assessor
- HLDP/ SPA (Site Plan Arborist) lots
- Areas for other than residential use

#### 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
- Recompense planting
- Landscaping if required

- Septic and Impervious surface setbacks
- Limits of 100-year floodplain, data source,  
date
- Perimeter Buffers: planted or undisturbed?
- Greenspace A \_\_\_\_\_ Dedication \_\_\_\_\_
- Buffers: Riparian \_\_\_\_\_ Transitional \_\_\_\_\_

#### UTILITIES

- Utilities and/or easements
- Erosion and Sediment Plans - Sd3's
- Stormwater Management - ponds\_\_ D.E.'s  
Detention Pond fence and screening
- Hydrants, Water & Sewer lines; Location and  
size
- Location, dimension of all drainage structures
- Pipe crossings and pipe sizes
- Locations, dimensions of streets and ROW's
- Street names \_\_\_\_\_ LF of roadways \_\_\_\_\_
- Lands to be dedicated for public use;  
disposition
- Sidewalks if on sewer or if condition of zoning
- Directional arrows for drainage

#### COMMERCIAL PROJECTS/AMENITY AREAS

- Outdoor storage \_\_ Dumpsters \_\_ Fire Lanes  
\_\_\_\_\_
- Loading area \_\_ Curb cuts \_\_ Buildings \_\_
- Parking \_\_ ADA \_\_ Signs \_\_ Lighting \_\_
- Landscaping Oil-Grit Sep. Maint. Contract



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**Signature blocks to be used as applicable.**

**Owner Certification**

State of Georgia, County of Newton

The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that all state, city, and county taxes or other assessments now due on this land have been paid in full.

\_\_\_\_\_  
Owner Date

**Department of Development Services**

This final plat has been reviewed by Planning & Development staff for compliance with the requirements of the Newton County Development Regulations and Zoning Ordinance and is hereby approved by the Director or his/her designee.

\_\_\_\_\_  
Director Date

**Surveyors Certification**

It is hereby certified that this plat is true and correct and was prepared from an actual survey by me or under my supervision, that all monuments shown hereon actually exist or are marked "future" and their size, location, and type material are correctly shown, and that all engineering requirements of the Newton County Development Regulations have been fully complied with.

\_\_\_\_\_  
GA R.L.S. No.

**Tax Assessor's Certification**

The pins and addresses have been added and approved by the Newton County Tax Assessors Office.

\_\_\_\_\_  
GIS Technician Date



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Environmental Health Department

I certify that the lot(s) shown on this plat are approved by the Newton County Environmental Health Department for individual septic systems. See notes for additional information pertaining to each lot.

*Add Environmental Health Department signature block if septic system.*

\_\_\_\_\_  
Director Date

Newton County Water & Sewer Authority

This plat has been approved by the Newton County Water & Sewer Authority.

*Add Newton County Water & Sewer Authority if County water and/or sewer.*

\_\_\_\_\_  
By MikeHopkins Date

The Preliminary Plat for this development was approved by the Newton County Planning Commission on \_\_\_\_\_, 2018.

*Add only if this is for a preliminary plat.*

Chairman: \_\_\_\_\_

Landis Stephens

Secretary: \_\_\_\_\_

Crystal Dooley