

NEWTON COUNTY
APPLICATION PACKAGE
FOR
FINAL PLATS





NEWTON COUNTY DEVELOPMENT SERVICES

1113 Usher Street, Suite 201, Covington, GA 30014

Phone: (678)625-1650

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 final plat, application, and all application fees shall be filed and submitted to the Department of Development Services. The Applicant shall submit:

- 2 hard copies of the final 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
- Completely filled out application packet.
- Any applicable fees

******Projects will not be processed and 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 the 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 review comments have been completed. The turnaround time on comments is 30 days.

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.

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



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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 #: _____ *Conservation Subdivision _____ *Total Acres: _____
- *District: _____ *Watershed: _____ *Disturbed Acres: _____
- *Land Lot (s): _____ Character Area: _____ *Open Space Acres: _____
- *Comm. Dist. #: _____ Riparian Buffers: _____ Water: _____ Well _____
- *Zoning: _____ Zoning Buffers: _____ *Sewer: _____/*Septic _____
- *Overlay _____ *Wetlands, acreage: _____ Electric: _____ Gas _____
- FLUM: _____ *100-Yr Fl/Pl/: Yes No Zoning Case? __Y __N



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Applicant/Company: _____

Representative: _____ Cell: _____

Email: _____

Address: _____

Office Phone: _____ Fax: _____

Signature: _____

Property Owner's Name: _____

Phone: _____ Cell Phone: _____

Address: _____

Email: _____

Signature: _____

(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
- CBU shown/installed

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
- CBU

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 Development Services 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 Mike Hopkins

Date

Preliminary Plat

Pursuant to the Newton County Ordinance, all the requirements of tentative approval having being fulfilled, this Preliminary Plat has been given tentative approval by the Newton County Planning Commission on _____, 20____. This tentative approval does not constitute the approval of a final plat. This certificate of tentative approval shall expire and be null and void on _____, 20____.

Add only if this is for a preliminary plat.

Chairman: _____

Landis Stephens

Date

Secretary: _____

Crystal Dooley

Date