

NEWTON COUNTY
APPLICATION PACKAGE
FOR
LAND DISTURBANCE
PERMITS





NEWTON COUNTY DEVELOPMENT SERVICES

1113 Usher Street, Suite 201, Covington, GA 30014

Phone: (678)625-1659

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:

- three (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

- 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), State E & S plans 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 FOR LAND DISTURBANCE PERMITS
(REVISED FEBRUARY 2, 2016)**

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

To ensure your project is processed timely please fill in all sections of this form as applicable.

All **LDP** applications must be accompanied by a minimum of **3 Site 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:
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Section (1)

Submittal Date: _____ Submitted by: _____

Project Name: _____

Phase: _____ # of Lots: _____

Project Type: () Minor Land Disturbance () Major Land Disturbance

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

Project Address or Primary Street: _____

Secondary Street: _____

Section (2)

***Denotes required field.**

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



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Section (3)

Reason for Land Disturbance Permit: _____

Section (4)

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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EROSION and SEDIMENT PLAN SUBMITTAL PROCESS

In order to expedite review of the Erosion and Sediment Control Plans, submittals for all projects will be sent simultaneously to Newton County Development Services and the NRCS Washington, Georgia, Field Office. This will apply to all projects that require E & S plans, including new and reinstated projects, subdivisions and individual lots.

Submit one set of plans to:

Josh Jackwood
E&SC Specialist, Urban Lands
GA Soil & Water Conservation Commission
4310 Lexington Rd,
Athens, GA 30605
Office: (706) 552-4469
Email: josh.jackwood@gaswcc.ga.gov

Submit all other required plans to:

Newton County Development Services
1113 Usher Street
Suite 204
Covington, GA 30014

If you are submitting plans for a land disturbance permit for a subdivision or commercial development, the county requires 3 sets. The developer must send 3 sets to GSWCC. Please be sure to include an application form and payment for NPDES and plan review fees.

If you are submitting plans for a residential building permit, the county requires 2 sets. The developer must send 2 sets to GSWCC. Please be sure to include an application form and payment for NPDES and plan review fees.

***If you submit a set of plans to the NRCS office but do not submit a set to the County, NRCS will be advised to remove your plans from the review queue until the county has received a copy of the plans.**

I have read this letter in its entirety and understand that I must submit a copy of the Erosion and Sediment control plan directly to the NRCS Washington, Georgia, Field Office.

(Print name)

(Project name)

(Signature)

(Date)



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LDP check List Guide

GENERAL NOTES & EXISTING CONDITIONS

- Name, address, and ph. # of designer(s)
- Name, address, and ph. # of developer
- 24 Hour contact and phone #
- Proposed name of S/D with phases, if any
- Previous name(s), if any _____
- Plan Date and Revisions
- Date of survey, source of data
- Dist. ___ L. L. ___ Map ___ Parcel _____
- North Arrow ___ Scale ___ Sheet size ___
- REZ / CUP / AUP / VAR
- Case number _____ Date _____
- Conditions of zoning/approved agreements
- Vicinity map, City / County Boundaries
- Total acreage of site _____
- Zoning - project ___ adjacent _____
- Boundary lines; Date & source of survey
- Soils Survey
- Existing structures; retained or removed, noted
- Ext. utilities, easements/ legend of symbols
- Location & SF of wetlands ___ State Waters ___
- Limits of 100-year floodplain, source of data
- Topographic info, 2' intervals, source

PROPOSED CONDITIONS and REQUIREMENTS

- Disturbed A. _____ Limits of disturbance _____
- Water Source: County / Well
- Sewer Service: Public Sewer / Septic System
- # Lots Allowable ___ Proposed _____
- Min. lot size: Allowed _____ Proposed _____
- Density _____ units/acre
- Min. house size: allowed _____ Proposed _____
- Proposed lot layout & dimensions
- Bldg. Setbacks Front ___ Side ___ Rear ___
- Width @ Road ___ Width @ Bldg. Line ___
- Proposed utilities/locations and easements
- Proposed street names, dimensions, ROW
- Proposed water & sewer lines, sizes, hydrants
- Buffers: Riparian ___ Transitional _____
- Impervious surface % – Allowed ___ Prop. _____
- HLDP lots marked
- Lighting Plan _____ Photometrics _____

- Specifications ___ Fixtures _____
- Sidewalks – if on sewer or in Dev. Node
- Stormwater detention areas, A.E.'s ___, D.E.'s _____
- Detention ponds not in lots _____
- CBU location/ Post office approval
- Watershed _____
- Detention Pond fence and screening
- Outfalls not in buffer ___ Silt fence not in buffer ___
- Designated Concrete Washout Area(s)
- Limits of Disturbance; Areas of stockpiles/borrow

CONSERVATION OVERLAY (yes) (No)

- Perimeter Buffers ___ Planting _____
- Acres required _____ proposed _____
- Mandatory areas: A. _____ % _____
- Greenspace disturbed: A _____ % _____

NATURAL & CULTURAL RESOURCES

- Cemetery/Historic Feature ___ Archaeological Survey _____
- Specimen Trees; Tree Protection Plan; TDU Calculations _____
- Recompense trees (in addition to TDU's) _____
- Planting Plan ___ Plant Schedule ___ Planting Detail ___
- Street Tree requirements – count toward TDU's
- Parking Lot Tree reqs – count toward TDU's
- Recharge Area ___ Watershed _____
- Lakes ___ Streams – Per. ___ Int. ___ Eph. _____
- Wetlands _____ area; US ACOE Permit? _____
- Buffer Protection ___ Septic Setbacks _____

COMMERCIAL PROJECTS/AMENITY AREAS

- Size & location of Bldgs, setbacks, curb cuts, driveways,
- Outdoor storage, dumpsters – proper screening _____
- Fire lanes ___ loading area ___ Sidewalks _____
- Parking Required ___ Proposed ___ Lighting plan & specs _____

OTHER REQUIREMENTS

- Design Prof. Qualifications and Plan Cert. Statement- ESPCP
- Design Prof. Certification of Preliminary Site Visit
- Design Prof. Certification of 7-day Site Visit
- Documents ESPCP meets waste & sanitary requirements



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- Note ESPCP to be provided to Secondary Permittees
- Signature Block for Secondary & Tertiary Permittees
- ESPCP Description of Practices Statement
- Info @ required record keeping & inspections by all permittees
- BMP's for Petroleum containment; Remediation for spills, leaks
- Certificates of Review/ Permits, as required
- Environ Health ___ NCWSA ___ GDOT ___ EPD ___
- City of Covington ___ USACOE ___ GSWCC ___
- Road Construction / Striping / Profiles / Details
- Plans/Specs – Sewer _____ Stormwater _____
Water System _____ Grading _____ Tree Protection _____