



**NEWTON COUNTY**  
**APPLICATION PACKAGE**  
**FOR**  
**PLACEMENT OF CLASS "A"**  
**MANUFACTURED HOME**

(Revised 2023)

## DEADLINES AND PROCEDURES

1. Pre-application review is required prior to the submittal of the application.
2. This application should be filled out by anyone wishing to place a Class “A” manufactured home (placement of a Class “B” manufactured home does not require Planning Commission approval). Class “A” manufactured homes must be allowed in the zoning district of the proposed location before seeking Planning Commission approval. Information on the definitions of Class “A” and Class “B” is attached.
3. The application must be complete and submitted by the deadline of the first Friday of each month before 3:30 P.M. Fees are to be paid, by check or money order, at the time of filing.
4. Applications must be submitted in-person by the applicant or an authorized agent. Applications submitted via courier or mail will not be accepted.
5. Applicant is requested to submit any revisions to site plans, letters of intent, etc. to the Development Services Department. Last minute revisions may delay the dates of your public hearings.
6. The applicant will be given a Public Notice sign to post on the property. This will identify the site for the Newton County Public Works Department who will post the official sign.
7. The applicant must attend the public hearing. The hearing is as follows:
  - Planning Commission meeting
  - Held the fourth Tuesday of each month.
  - Time: 7:00 p.m.
  - Location: The 2<sup>nd</sup> floor of the Historic Courthouse, 1124 Clark Street, Covington.
8. The staff analysis reports will be available in the Department one week before the meeting. Applicants are responsible for obtaining their staff reports.
9. The agenda for each meeting and a summary of the meeting is available on our website at [www.co.newton.ga.us](http://www.co.newton.ga.us)
10. Fees must be paid by **check or money order**. Fees are non-refundable.

**NEWTON COUNTY**  
**APPLICANT'S CHECK SHEET**

DOCUMENTS AND QUANTITIES REQUIRED FOR PLACEMENT OF CLASS "A"  
MANUFACTURED HOME

**FILING DEADLINE:** FIRST FRIDAY OF EACH MONTH, BEFORE 3:30 p.m.  
**FEES MAY BE PAID BY CHECK OR MONEY ORDER ONLY**

ITEM	REQUIRED ITEM	NUMBER OF COPIES	CHECK √
1.	Pre-Application Review Form	One (1)	
2.	Application Form	One (1) original	
3.	Site Plan	One (1) copy	
4.	Written Legal Description	One (1)	
5.	Concept Plan	One (1)	
6.	Water and Sewer Letter	One (1)	
7.	Photographs or Elevations of Manufactured Home	One (1)	
8.	Floor Plan	One (1)	
9.	Photograph of Property	One (1)	
10.	Email application, all documents & plans in a PDF to <a href="mailto:PNZ@co.newton.ga.us">PNZ@co.newton.ga.us</a>		

**REQUIRED ITEMS FOR PLACEMENT OF CLASS "A" MANUFACTURED HOME APPLICATIONS (Sec. 510-390 C.):**

- ITEM 1. PRE-APPLICATION REVIEW MEETING AND FORM: Prior to submitting an application, all applicants must meet with the Zoning Administrator or the Planner who will review your proposal and issue a Pre-Application Review Form. Bring to the meeting a site plan. Call 678-625-1231 for an appointment.
- ITEM 2. APPLICATION FORM: The applicant must have a notarized signature of all owners of the subject property authorizing the filing of the application. If the owner is not the petitioner, part 2 of the form must also be completed. The owner's signature of the application may serve as authorization for the petitioner/applicant or agent to act on their behalf in the filing of the application.
- ITEM 3. SITE PLAN: The survey of the property must be prepared and sealed by a professional engineer or land surveyor registered in the State of Georgia, and include the following:
1. The complete boundaries of the subject property and all buildings and structures existing thereon;
  2. Notation as to whether or not any portion of the subject property is within the boundaries of the 100-year floodplain; and
  3. A notation as to the total acreage or square footage of the subject property.

- ITEM 4. WRITTEN LEGAL DISCRPTION: Must be a “metes and bounds” description. Must match the survey and the concept plan. If within a recorded subdivision, the lot # and the book and page of the recorded plat may be sufficient, if a copy of the recorded plat is provided.
- ITEM 5. CONCEPT PLAN: Must be drawn to scale. Include proposed uses, subdivision of property, required setbacks, existing and proposed buildings, parking, driveways, buffers, landscape areas, streams, and other features.
- ITEM 6. WATER AND SEWER LETTER: A letter or statement from the Newton County Water and Sewerage Authority indicating the availability of water and/or sewer service and any upgrades necessary to provide service.
- ITEM 7. PHOTOGRAPHS OR ELEVATIONS OF MANUFACTURED HOME: Shall be in color. Applicant may use plans and specifications or promotional materials provided by manufacturer. Shall include proposed foundation, underpinning, and any steps, porches, landings or attachments.
- ITEM 8. FLOOR PLAN: May be hand-drawn or may be promotional material from the manufacturer. Should be drawn to scale.
- ITEM 9. PHOTOGRAPH OF PROPOSED LOCATION: Photograph must be recent (with date shown) and shall be taken from the road.
- ITEM 10. Email PDF: Email application, all documents & plans in a PDF to **PNZ@co.newton.ga.us**

**PETITION FOR PLACEMENT OF A CLASS "A" MANUFACTURED HOME**

Date: \_\_\_\_\_ Tax Map and Parcel Number(s): \_\_\_\_\_

Commission District Number: \_\_\_\_\_ Zoning District: \_\_\_\_\_

Current Name and Address of Applicant(s)

Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Proposed Location

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

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**SECTION I DESCRIPTION OF EXTERIOR APPEARANCE**

Exterior Dimensions: \_\_\_\_\_

Square Footage: \_\_\_\_\_

Exterior Siding Material: \_\_\_\_\_

Roofing Material: \_\_\_\_\_

Roof Pitch: \_\_\_\_\_

Additional Information: \_\_\_\_\_

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**SECTION II DEMONSTRATION OF COMPLIANCE WITH CLASS "A" STANDARDS**

Please initial next to each development standard to indicate compliance.

\_\_\_ A minimum width in excess of twenty-eight (28) feet.

\_\_\_ A minimum roof pitch of 5:12, which means having a pitch equal to at least five inches of vertical height for every twelve inches of horizontal run. Any dwelling unit for which a building permit was obtained prior to the adoption of this ordinance may be extended, enlarged or repaired as otherwise provided by this Ordinance with the same roof pitch as that allowed by the previous building permit.

\_\_\_ A minimum roof overhang of 12 inches is required. All roof surfaces exposed to view shall be covered with asphalt or fiberglass shingles, wood shakes or shingles, standing seam (non-corrugated tin or steel), clay tiles, slate, or similar materials.

\_\_\_ Exterior siding consisting of wood, hardboard, vinyl, brick, masonry, stone, or aluminum (vinyl covered or painted, but in no case exceeding the reflectivity of gloss white paint) comparable in composition, appearance, and durability to the exterior siding commonly used in site-built dwellings.

\_\_\_ A curtain wall, unpierced except for required ventilation and access, must be installed so that it encloses the area located under the home to the ground level. Such a wall shall have a

minimum thickness of four (4) inches and shall be constructed of masonry or similar material as approved by the Zoning Administrator.

- The dwelling must be placed on a permanent foundation, either slab or pier, whichever meets the requirement of the Standard Building Code. In addition, the dwelling shall be completely underpinned with masonry, stone, or other similar materials manufactured for the purpose of underpinning as approved by the Zoning Administrator. Installation shall be in accordance with the Rules and Regulations for Manufactured Homes made and promulgated by the Georgia Safety Fire Commissioner and shall be completed prior to permanent electrical service.
- Utility meters must be mounted to the structure rather than on a utility pole, and all axles, tongues, and transporting and towing apparatus must be removed before occupancy.
- A landing must be installed at each outside doorway. The minimum size of the landing shall be four feet by six feet (excluding steps) at each doorway. The structure must include steps which lead to ground level, and both landing and steps must meet the requirements of the Standard Building Code.
- The dwelling must be installed in accordance with O.C.G.A. § 8-2-160 et seq., and the rules promulgated thereunder.

**SECTION III**

**OWNER/PETITIONER**

NOTICE: Parts 1 and/or Part 2 below must be signed and notarized when petition is submitted. Please complete Section III as follows:

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
- b) If you are the petitioner and not the sole owner of the property complete Part 2 and have the owner/s complete part 1.
- c) If you are the sole owner and petitioner complete Part 1 and 2.
- d) If there are multiple owners each must complete a separate Part 1 and include it in the application. Please indicate applicable map and parcel numbers for each owner.

Part 1. Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application. The owner also states under oath that the petitioner below is authorized to act on their behalf in the filing of this application.

TYPE OR PRINT OWNER'S NAME	Sworn to and subscribed before me this
ADDRESS	_____ Day of _____ 20____
CITY & STATE                      ZIP CODE	NOTARY PUBLIC
OWNER'S SIGNATURE	MAP & PARCEL NUMBER(S)
	PHONE NUMBER

Part 2.	Sworn to and subscribed before me this
TYPE OR PRINT PETITIONER'S NAME	_____ Day of _____ 20____
ADDRESS	NOTARY PUBLIC
CITY & STATE                      ZIP CODE	PETITIONER'S EMAIL ADDRESS
PETITIONER'S SIGNATURE	PHONE NUMBER

**SECTION IV                      ATTORNEY/AGENT**

Check One: [\_\_\_\_] Attorney [\_\_\_\_] Agent

TYPE OR PRINT ATTORNEY / AGENT NAME	SIGNATURE OF ATTORNEY / AGENT
ADDRESS	
CITY & STATE                      ZIP CODE	
PETITIONER'S SIGNATURE	PHONE NUMBER

EMAIL ADDRESS: \_\_\_\_\_



Newton County  
Development Services

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I understand that upon filing this petition I will be given a marker sign (or signs) to place upon the property associated with this request. The purpose of these marker signs is to confirm the physical location of the property so that the Road Department may place the public notification signs required by Section 620-020 B. of the Newton County Zoning Ordinance and State law. One marker sign shall be placed along each public road the property abuts.

I also understand that it is my responsibility to have the marker sign(s) placed **within one week** of the filing deadline so that the Development Services Department may visit the property to confirm the proper location of the signs.

I further understand that if these marker signs are not properly located the Public Works Department will be unable to place the required notification signs. In the event the signs are not able to be posted within the time frame specified by the Zoning Ordinance and State law due to my failure to properly place the marker signs, my petition may be delayed to a subsequent hearing date.

I hereby certify that the necessary marker sign(s) will be placed on the property by \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Date: \_\_\_\_\_



## DEFINITIONS OF DIFFERENT CLASSES OF MANUFACTURED HOMES

(Section 105-020, Specific Definitions)

### **Manufactured Home, Class A**

A dwelling unit, meeting the definition of “manufactured home” contained in O.C.G.A. § 8-2-160, fabricated in an off-site facility for installation or assembly at the building site, bearing a label certifying it is constructed in compliance with the Federal Manufactured Home Construction and Safety Standards Act, 42 U.S.C. § 5401 et seq., and meeting the following development standards:

1. A minimum width in excess of twenty-eight (28) feet.
2. A minimum roof pitch of 5:12, which means having a pitch equal to at least five inches of vertical height for every twelve inches of horizontal run. Any dwelling unit for which a building permit was obtained prior to the adoption of this Ordinance may be extended, enlarged or repaired as otherwise provided by this Ordinance with the same roof pitch as that allowed by the previous building permit.
3. A minimum roof overhang of 12 inches is required. All roof surfaces exposed to view shall be covered with asphalt or fiberglass shingles, wood shakes or shingles, standing seam (non-corrugated tin or steel), clay tiles, slate, or similar materials.
4. Exterior siding consisting of wood, hardboard, vinyl, brick, masonry, stone, or aluminum (vinyl covered or painted, but in no case exceeding the reflectivity of gloss white paint) comparable in composition, appearance, and durability to the exterior siding commonly used in site dwellings.
5. A curtain wall, unpierced except for required ventilation and access, must be installed so that it encloses the area located under the home to the ground level. Such a wall shall have a minimum thickness of four (4) inches and shall be constructed of masonry or similar material as approved by the Zoning Administrator.
6. The dwelling must be placed on a permanent foundation, either slab or pier, which meets the requirement of the Council of American Build Officials (CABO). In addition, the dwelling shall be completely underpinned with masonry, stone, or other similar materials for the purpose of underpinning as approved by the Zoning Administrator.
7. Utility meters must be mounted to the structure rather than on a utility pole, and all axles, tongues, and transporting and towing apparatus must be removed before occupancy.
8. A landing must be installed at each doorway. The minimum size of the landing shall be four feet by six feet (excluding steps) at each doorway. The structure must include steps which lead to ground level, and both landing and steps must meet the requirements of the Council of American Build Officials (CABO).
9. The dwelling must be installed in accordance with O.C.G.A. § 8-2-160 et seq. and the rules promulgated thereunder.

### **Manufactured Home, Class B**

A dwelling unit, meeting the definition of “manufactured home” contained in O.C.G.A. § 8-2-160, fabricated in an off-site facility for installation or assembly at the building site, bearing a label certifying it is constructed in compliance with the Federal Manufactured Home Construction and Safety Standards Act, 42 U.S.C. § 5401 et seq., but which does not meet the criteria of a Class A manufactured home. The dwelling must be installed in accordance with O.C.G.A. § 8-2-160 et seq., and the rules promulgated thereunder.

### **Manufactured Home, Class C**

A manufactured home or mobile home that does not meet the criteria of Class A or Class B Manufactured Homes.

### **O.C.G.A. § 8-2-160**

As used in this part, the term:

- (1) 'Commissioner' means the Georgia Safety Fire Commissioner.
- (2) 'Installation' means the construction of a foundation system and the placement or erection of a manufactured home or a mobile home on the foundation system. Such term includes, without limitation, supporting, blocking, leveling, securing, or anchoring such home and connecting multiple or expandable sections of such home.
- (3) 'Installer' means a person responsible for performing an installation and who is required to obtain a license pursuant to the provisions of Code Section 8-2-164.
- (4) 'Manufactured home' means a new or used structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length or, when erected on site, is 320 or more square feet and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein; except that such term shall include any structure which meets all the requirements of this paragraph except the size requirements and with respect to which the manufacturer voluntarily files a certification required by the secretary of housing and urban development and complies with the standards established under the National Manufactured Housing Construction and Safety Standards Act of 1974, 42 U.S.C. Section 5401, et seq.
- (5) 'Manufacturer' means any person who constructs or assembles manufactured housing.
- (6) 'Mobile home' means a new or used structure, transportable in one or more sections, which, in the traveling mode, is eight body feet or more in width or 40 body feet or more in length or, when erected on site, is 320 or more square feet and which is built on a permanent chassis and designed to be used as a dwelling with or without a permanent foundation when connected to the required utilities and includes the plumbing, heating, air-conditioning, and electrical systems contained therein and built prior to June 15, 1976.
- (7) 'Person' means an individual, corporation, partnership, association, or any other legal entity, but shall not include a trust or the state or any political subdivision thereof.