

NEWTON COUNTY
APPLICATION PACKAGE
FOR
PRELIMINARY PLATS





NEWTON COUNTY DEVELOPMENT SERVICES

1113 Usher Street, Suite 201, Covington, GA 30014

Phone: (678)625-1650 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

- 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 FOR PRELIMINARY PLATS,
(REVISED FEBRUARY 2, 2016)**

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

All **PRELIMINARY PLATS** applications must be accompanied by a minimum of **3 Plans & 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 Lots: _____

Project Type: () Preliminary Plat

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

Project Address or Primary Street: _____

Secondary Street: _____

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/a: _____ 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: _____

Applicant Signature: _____ **Date:** _____



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Guidelines for Preliminary plat.

GENERAL

- Planning and Dev. – digital file received?
- Name, address, and phone of designer
- Name, address, and phone of developer
- Proposed name of subdivision with phase numbering if applicable.
- Date of plat preparation; space for revisions
- North Arrow __Scale __Sheet size 24 x 36
- Appropriate legend of symbols
- rezoning, CUP, variances, type, dates of approval, all conditions, case number
- Cond. of zoning, agreements approved by BOC
- Vicinity map
- CBU'S location
- Signature Block for Planning Commission

EXISTING CONDITIONS

- Total Acreage _____
- District _____ Land Lot _____
- Map _____ Parcel _____
- Zoning of subject property _____
- Zoning, ownership of adjoining properties
- Boundary lines
- Date and source of survey
- Existing utilities/easements
- Level 3 Soils if septic system to be used
- Location of natural features; streams and watercourses with direction of flow; buffers
- Location and SF of wetlands
- Location and/or size of existing cultural feature (including cemetery, burial pits) on or adjacent to the proposed subdivision.
- Limits of 100-yr floodplain, data source, date
- Topographic info, 2' intervals, source
- Watershed _____
- Groundwater Recharge Area? _____

CONSERVATION OVERLAY

- Perimeter Buffers _____ Planting _____
- Total Acres _____ x 33.3%= _____ A.
- Greenspace proposed _____ A. = _____%
- Mandatory areas: A. _____ % _____
- Greenspace disturbed: A _____ % _____

PROPOSED CONDITIONS

- Proposed subdivision name, Previous name
- Proposed street names, R-O-W, pavement width
- Entrance location and dimensions
- County water / Well
- Sewer / Septic System
- Sidewalks if on sewer or if condition of zoning
- Proposed easements
- Proposed stormwater detention areas
- Proposed water and sewer lines, sizes, hydrants,
- Proposed lot layout, building setback lines, dimensions of lots:
Front yard _____ Side yard _____
Rear yard _____ Width @ Road _____
Width @ Bldg. Line _____
- Note if land to be used for other than single-family
- Detention not in greenspace? ___ Not in Lots? _____
- Greenspace not part of lots? _____
- Designation of lands to be dedicated for public use
- # of lots allowable _____ proposed _____
- density _____ per acre
- min. house sz. allowable _____ proposed _____
- min. lot size allowable _____ proposed _____
- HLDP lots marked by staff
- Letter of Approval or Signoff
 - Environmental Health Dept.
 - Water and Sewer Authority
 - City of Covington
 - Planner
 - Engineer
 - Landscape Architect
 - Fire Marshall
 - Zoning Administrator
 - Tax Assessor – digital file received?
 - SSEMC – digital file received?

COMMERCIAL PROJECTS/AMENITY AREAS

- Bldgs, setbacks, curb cuts, driveways, storage, dumpsters, fire lanes, loading areas
- ADA Access