



**Newton County
Department of
Development Services**

CHECKLIST FOR A REQUEST FOR ZONING CERTIFICATION

(Revised 05/31/13)

Pursuant to section 600-030 of the Newton County Zoning Ordinance, a property owner (or the owner's authorized agent) may request a certificate verifying the current zoning of a parcel of land.

The following items are required in order to process a request for zoning certification:

- (1) A letter outlining the request. Include as many details about the property as possible (addresses, map & parcel numbers, physical description, etc.) and any information regarding rezonings, conditional use permits, variances, etc. that you are aware of for the property.
- (2) A survey or plat of the property. (If the survey/plat shows additional properties that are not part of the request, please indicate the subject property(s). If the certification request is for a portion of a lot, please outline the subject portion.)
- (3) \$50.00 fee.

Please note that a zoning certification serves to certify the current zoning district and/or future land use designation as of the date of issuance. Changes to the district, designation or applicable standards (as approved by the Board of Commissioners) may occur after the certification is issued. If a conforming use is not initiated within the specified timeframe as indicated in the certification, a re-certification is strongly recommended.

All the above information should be submitted at the same time to Tracy Hernandez, Zoning Administrator, at the office of Development Services, 1113 Usher Street, Suite. 201, Covington, GA 30014. Please contact Ms. Hernandez at (770) 784-2018 with questions.