



**NEWTON COUNTY**

**APPLICATION PACKAGE**

**FOR**

**CONDITIONAL USE PERMIT**

**NEW**

**TELECOMMUNICATION**

**TOWER**

(Revised 06/30/2016)

## DEADLINES AND PROCEDURES

1. Pre-application review is required prior to the submittal of the application.
2. 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.
3. Applications must be submitted in-person by the applicant or an authorized agent. Applications submitted via courier or mail will not be accepted.
4. Applicant is requested to submit any revisions to site plans, letters of intent, proposed conditions, etc. to the Development Services Department. Last minute revisions may delay the dates of your public hearings.
5. The applicant will be given a Public Notice sign to post on the property. This will identify the site for the Newton County Road Department who will post the official sign.
6. The applicant must attend two public hearings. The hearings are as follows:
  - Planning Commission meeting  
Held the fourth Tuesday of the each month.  
Time: 7:00 p.m.  
Location: The 2<sup>nd</sup> floor of the Historic Courthouse, 1124 Clark Street, Covington.
  - Board of Commissioners meeting  
Held on the third Tuesday of each month.  
Time: 7:30 p.m.  
Location: The 2<sup>nd</sup> floor of the Historic Courthouse, 1124 Clark Street, Covington.

Refer to the enclosed calendar for the exact dates.
7. The staff analysis reports will be available in the Department one week before the meeting. Applicants are responsible for obtaining their staff reports.
8. 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)
9. Fees must be paid by check or money order. Checks without pre-printed account information will not be accepted.

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

DOCUMENTS AND QUANTITIES REQUIRED FOR CONDITIONAL USE PERMIT

**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 <input type="checkbox"/>
1.	Pre-application Review Form	One copy	
2.	Application Form	One (1) original	
3.	Letter of Intent	One (1)	
4.	Survey Plat	Two (2) copies	
5.	Written Legal Description	One (1)	
6.	Concept Plan –full size	Two (2) copies and one electronic copy in JPEG format on disk	
7.	Concept Plan- 8.5x11	One (1)	
8.	Impact Analysis	One (1)	
9.	Disclosure Form	One (1)	
10.	Telecommunication additional information form	One (1)	

**REQUIRED ITEMS FOR USE PERMIT APPLICATIONS:**

- 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 678-625-1656 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. (Sec.620-050, B., C.)
- ITEM 3. LETTER OF INTENT: The letter should include factual information such as zoning district, use requested, acreage of property, square footage of buildings, number of residential structures, and any special conditions to be included.
- ITEM 4. SURVEY PLAT: The survey of the property must be prepared and sealed within the last ten years by a professional engineer or land surveyor registered in the State of Georgia, and include the following (Sec. 620-050, A.):
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 with the boundaries of the 100-year floodplain; and
  3. A notation as to the total acreage or square footage of the subject property.
- ITEM 5. WRITTEN LEGAL DISCRPTION: Must be a “metes and bounds” description. Must match the survey and the concept plan. (Sec. 620-050, D.) 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 6. CONCEPT PLAN – FULL SIZE (not larger than 24”x36”) 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. (Sec. 620-050, F.). **Also provide an electronic copy of the plan in JPEG format on a floppy disk or CD** (If file is too large, it cannot be emailed).
- ITEM 7. CONCEPT PLAN – 8.5” X 11”: A reduced copy of the concept plan.
- ITEM 8. IMPACT ANALYSIS: Complete the form answering all questions regarding the impact of the proposed use with respect to each standard and factor in Sec. 620-060 B. (Sec. 620-050, G.)
- ITEM.9 DISCLOSURE FORM: If the owner, petitioner and/or the agent for the petitioner has made a campaign contribution to any member of the Board of Commissioners for \$250.00 or more within the past 2 years, the form within must be completed. If not, the petitioner must circle “No” and complete the top of the form indicating name, signature and date.
- ITEM.10 TELECOMMUNICATION ADDITIONAL INFORMATION FORM: Address and provide information for all the review criteria for the telecommunication tower on pages 3-6 of this application. On the Telecommunications Support Structures New Placement Checklist, reference the page number in the highlighted area where the information is located.

# TELECOMMUNICATIONS SUPPORT STRUCTURES

## New Placement Checklist

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Applicant Name \_\_\_\_\_  
Applicant Phone Number \_\_\_\_\_  
Property Address \_\_\_\_\_  
\_\_\_\_\_  
Map & Parcel Number \_\_\_\_\_  
Current Zoning \_\_\_\_\_

### REQUIRED INFORMATION FOR SUBMITTAL

#### Section 510-630 C. (General Application Requirement)

- Survey showing all lot lines, leased areas, easements, access points, structures, screening and landscaping
- Site plan(s) to scale specifying location of facilities, transmission buildings and/or other accessory uses, access, parking, fences, landscaped areas, and adjacent land uses
- Scaled elevations showing the impact of the proposed support structure or antenna
- Landscaped plan to scale indicating size, spacing and type of plantings
- Full description of the environment surrounding the proposed facility, including any adjacent residential structures and districts and historic or scenic view corridors
- Description of anticipated maintenance needs, including frequency of service, personnel needs, equipment needs and traffic, noise or safety impacts of such maintenance
- Report from professional qualified engineer documenting the following:
  - Support structure or antenna type, height and design
  - Engineering, economic and other pertinent factors governing selection of proposed design
  - Total anticipated capacity of structure
  - Evidence of structural integrity of structure
  - Structural failure characteristics of structure and demonstration that site and setbacks are of adequate size to contain debris
  - Certification that antenna(s) meet FCC regulations (NIER and ANSI)
- Identity of community liaison officer, including name, address, telephone, fax and pager numbers, and email address
- Identification of geographic service area and description of how service area is necessary for coverage or capacity
- If proposed site is in residential district, applicant must describe why an alternative non-residential site was not proposed by identifying:
  - What good faith efforts were undertaken to secure such an alternative site and why those efforts were not successful
  - Why such an alternative site was not technologically, legally or economically feasible
  - How and why the proposed site is essential to meet service demands for the geographic service area
- Utilities inventory showing the locations of all water, sewage, drainage and power line easements impacting the proposed support structure site
- Notarized statement from property owner authorizing filing of petition and authorizing agent to act on their behalf

Copy of any lease agreements

Section 510-630 C.1.a.3. (Five Year Plan and Inventory of Existing Sites)

Inventory of existing and future sites  
Five year plan

Section 510-630 C.1.b. (Co-Location; Availability of Suitable Existing Structures)

Evidence that co-location is not an option (including inventory of all support structures within one-half mile of proposed location)

**CONDITIONAL USE PERMITS**

Section 510-630 G. Towers and Antennas Which Require a Conditional Use Permit.

1. The following uses require a conditional use permit under Section 625-010:
  - a. Location of a tower and tower compound in all districts if the tower exceeds 100 feet in height.
  - b. Location of a tower and tower compound in residential zoning districts (RE, AR, R1, R2, R3, MSR, DR, RMF, MHP & MHS) provided the tower height is one hundred (100) feet or less;
  - c. Location of an alternative tower structure in any district
  - d. In any zone installing an antenna on an existing non-residential structure other than a tower (such as a building, sign, light pole, water tower, or other free-standing non-residential structure), regardless of height. Said antenna may add no more than twenty (20) feet in height.

**OTHER INFORMATION**

Telecommunication Towers are governed by Sec. 510-630 of the Newton County Zoning Ordinance. For the entire ordinance section pertaining to Telecommunication Towers please visit <http://www.co.newton.ga.us/departments/development-services>. The above information is a guide to the minimum requirements for submission. Upon review of the application, other information may be necessary to process your request.

**FEES**

Conditional Use Permit for new support structure (\$3,025.00)

**PETITION FOR CONDITIONAL USE PERMIT**

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

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**SECTION I                      CONDITIONAL USE PERMIT REQUEST**

SUBJECT PROPERTY ADDRESS/STREET NAME: \_\_\_\_\_

Under provisions of Sec. 505 of the Newton County Zoning Ordinance, application is hereby made to obtain a Conditional Use Permit as follows:

CURRENT ZONING \_\_\_\_\_

CONDITIONAL USE PERMIT REQUEST: \_\_\_\_\_

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**SECTION II**

**OWNER/PETITIONER**

NOTICE: Parts 1 and/or Part 2 below must be signed and notarized when petition is submitted. Please complete Section II 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.
- c) If you are the sole owner and petitioner complete Part 1.
- 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.

\_\_\_\_\_ Sworn to and subscribed before me this  
 TYPE OR PRINT OWNER'S NAME \_\_\_\_\_ Day of \_\_\_\_\_ 20\_\_\_\_

\_\_\_\_\_ ADDRESS \_\_\_\_\_  
 \_\_\_\_\_ NOTARY PUBLIC

\_\_\_\_\_ CITY & STATE ZIP CODE MAP & PARCEL NUMBER(S) \_\_\_\_\_

\_\_\_\_\_ OWNER'S SIGNATURE \_\_\_\_\_ 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 SIGNATURE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

**SECTION V**

**ATTORNEY/AGENT**

Check One: [ ] Attorney [ ] Agent

\_\_\_\_\_ TYPE OR PRINT ATTORNEY / AGENT NAME \_\_\_\_\_

\_\_\_\_\_ ADDRESS \_\_\_\_\_ SIGNATURE OF ATTORNEY / AGENT \_\_\_\_\_

\_\_\_\_\_ CITY & STATE ZIP CODE \_\_\_\_\_

\_\_\_\_\_ PETITIONER'S SIGNATURE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

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



**DISCLOSURE OF CAMPAIGN CONTRIBUTIONS**

\_\_\_\_\_  
APPLICANT

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
PHONE NUMBER

\_\_\_\_\_  
BUSINESS REPRESENTED

Check one of the following:

\_\_\_\_\_ (A) The Applicant here certifies, under oath, that he or she has not made any campaign contributions or gifts having an aggregate total value of \$250.00 or more to any local government official of Newton County, Georgia, as defined by O.C.G.A. 36-67A-1(5).

\_\_\_\_\_ (B) The Applicant here certifies, under oath, that he or she has made the following campaign contributions or gifts having an aggregate total value of \$250.00 or more to a local government official of Newton County, Georgia as defined by O.C.G.A.36-67A-1 (5).

Please list total value of contribution(s) dates and names of the local Government Official:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe in detail any gifts listed above (example: quantity and nature, etc.):

\_\_\_\_\_  
\_\_\_\_\_

# LETTER OF ACCESS

I agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. Furthermore, I agree to inform those agencies and/or departments who require access to this land of any hazardous materials, animals, devices or activities that may be on the property. In addition, from the date of application submittal, I agree to notify the Department of Development Services of any hunting activities that are currently, or proposed to be, conducted on my property.

The Newton County Development Services Department will do our utmost to contact the owner of the property twenty-four (24) hours prior to any site inspections or visits to the property. If staff is unable to contact the property owner via a phone call, email and/or voice message, staff will contact the applicant, if applicable.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**IMPACT ANALYSIS FOR CONDITIONAL USE PERMIT APPLICATIONS**

*Complete the following questions (as applicable):*

1. Map and Parcel #: \_\_\_\_\_

2. Road Name(s): \_\_\_\_\_

3. Conditional Use Request: \_\_\_\_\_

4. Petitioner's Name: \_\_\_\_\_

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

Daytime Telephone No.: \_\_\_\_\_

*Analyze the impact of the proposed use and answer the following questions:*

1. The size of the site for the use contemplated is adequate land area for the proposed conditional use.

\_\_\_\_\_

\_\_\_\_\_

2. This use is compatible with adjacent properties and with other properties in the same zoning district.

\_\_\_\_\_

\_\_\_\_\_

3. The public street on which the use is proposed to be located is adequate and there is sufficient traffic-carrying capacity for the use proposed.

\_\_\_\_\_

\_\_\_\_\_

4. The proposed site plan allows for satisfactory ingress and egress, with particular reference to pedestrian and automotive safety, traffic flow and emergency access.

\_\_\_\_\_

\_\_\_\_\_

5. This use should not create unreasonable adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration generated by the proposed use.

\_\_\_\_\_

\_\_\_\_\_

6. The proposed use will not create unreasonable adverse impacts upon any adjoining land use by reason of the manner of the hours of operation of the proposed conditional use.

\_\_\_\_\_

\_\_\_\_\_

7. The proposed use will not create unreasonable adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use.  

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8. The proposed site plan provides adequate refuse and service areas.  

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9. Whether the length of time for which the conditional use permit is granted should be limited in duration.  

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10. The size, scale and massing of the proposed buildings are appropriate in relation to the subject site and adjacent sites.  

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11. The proposed site plan and use will not adversely affect historic buildings, sites, districts or archaeological resources.  

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12. The proposed use will not have an unreasonable adverse impact on environmentally sensitive areas, including the watershed as long as the wastewater is pretreated as required by the Newton County Health Department.  

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13. For proposals in the CN, CH, CG or M1 zoning district, the use satisfies the applicable additional criteria in Article Two.  

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**Along with the criteria covered under Impact Analysis for Conditional Use Permits and Pursuant to Sec. 510-630 C.3.d. of the Newton County Zoning Ordinance, the Planning Commission and Board of Commissioners shall also consider the following factors in determining whether to issue a Conditional Use Permit for a telecommunication facility:**

1. What is the height of the proposed tower? \_\_\_\_\_
  
2. How far is the proposed tower to the nearest residential structure?  
\_\_\_\_\_. How far is the proposed tower from the nearest residential  
district boundary? \_\_\_\_\_
  
3. What types of uses are on adjacent and nearby properties:  
To the North of the property? \_\_\_\_\_  
To the South of the property? \_\_\_\_\_  
To the East of the property? \_\_\_\_\_  
To the West of the property? \_\_\_\_\_
  
4. What is the surrounding topography? \_\_\_\_\_
  
5. Explain the design of the tower, particularly as to visual obtrusiveness within the  
subject property and to surrounding properties.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
6. What is the proposed ingress and egress to the site? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
7. What other availability of suitable existing towers and other structures could be used  
in lieu of constructing a new tower? \_\_\_\_\_
  
8. Is the tower designed to accommodate additional antennas? \_\_\_\_\_