NEWTON COUNTY
APPLICATION PACKAGE
FOR
LAND DISTURBANCE
PERMITS
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/ City of Covington, 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.
APPLICATION FOR LAND DISTURBANCE PERMITS
(REVISED FEBRUARY 2, 2016)

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

Please fill in all areas 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: ___________________

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: _______________________________________________________

*Denotes required field

*Tax Map & Parcel #: ______ *100-Yr Fl/Pl/: Yes No

*District:_____________ FLUM:_____________ *Total Acres:_________

*Land Lot(s):___________ *Watershed:___________ *Disturbed Acres:______

*Comm. Dist.#:_________ Character Area: ________ *Open Space Acres:_____

*Overlay District ________ *Riparian Buffers: Yes No

*Zoning:_______________ *Transitional Buffers: Yes No

*Conservation Subdivision _____ *Wetlands, acreage:_______

*Water:______ Well ________ Electric:______ Gas:_____

*Sewer:______ *Septic:_____
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: ______________________
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 an erosion plan for home construction in a subdivision, the county needs one copy of the E & S Plans. If you are submitting plans for a land disturbance permit, the county requires 3 sets. 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)
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. ____ 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
- Watershed

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
- 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 _______
- Recom pense 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; USACOE 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
- 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 _______