NEWTON COUNTY DEVELOPMENT SERVICES
1113 Usher Street, Suite 201, Covington, GA 30014
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NEWTON COUNTY APPLICATION PACKAGE
FOR
MINOR PLATS
APPLICATION FOR LAND DISTURBANCE PERMITS, PRELIMINARY PLATS, FINAL PLATS, MINOR PLATS
(REVISED FEBRUARY 4, 2018)

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

All MINOR PLAT applications must be accompanied by a minimum of 4 Plans for review & 1 Disc.

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<th>Date application Processed</th>
<th>Date Development Permit Issued</th>
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Submittal Date: ___________________ Submitted by: ________________________________

Project Name: _________________________________________________________________

Phase: ______ # of original Lots: _________ # of lots after combination/subdivision _________

Project Type: ( ) Minor Plat ( ) Exempt Plat ( ) Plat Revision

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

Project Address or Primary Street: _______________________________________________

Secondary Street: ______________________________________________________________

*Denotes required field

*Map & Parcel #:____ - ____ Riparian Buffers:_________ *Acres remaining:_________

District:______________ Zoning Buffers:_________ Disturbed AC: ___________

Land Lot(s):___________ *Wetlands, acreage:______ Water:_________________

*Comm. Dist #:_________ *100-Yr Fl/Pl/:_________ *Sewer:_________________

FLUM:_______________ *Tot ac(Parent Parcel):_____ *Septic:_________________

*Watershed:____________ *Combined AC :_________ Electric:_________________

*Zoning:______________ *Subdivided AC:_________ Gas:_________________

Riparian Buffers:_________ Disturbed AC: ___________

*Wetlands, acreage:______ Water:_________________

*Comm. Dist #:_________ *100-Yr Fl/Pl/:_________ *Sewer:_________________

FLUM:_______________ *Tot ac(Parent Parcel):_____ *Septic:_________________

*Watershed:____________ *Combined AC :_________ Electric:_________________

*Zoning:______________ *Subdivided AC:_________ Gas:_________________
**What would you like to do? You may select more than one.**

- [ ] Divide my property into 2 to 5 lots (six or more requires Major Plat process);
- [ ] Combine two or more lots into one lot.
- [ ] Change a lot line in any way, adding or reducing the size, or changing the shape of a lot.
- [ ] My plat was recorded with the Clerk of Superior Court without the approvals required by the Newton County Development Regulations and this department;
- [ ] My lot in its current configuration is not shown on the maps provided by the Tax Assessor of Newton County.
- [ ] Other: ________________________________

**Applicant/Company:**

[ ] Representative: ____________________________

Cell: __________________ Office: __________________ Fax: __________________

Email: __________________

Address: ______________________________________

**Property Owner's**

[ ] Name: ____________________________

Phone: ____________________________

Cell Phone: ____________________________

Address: __________________________________

Email: ____________________________

**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: ____________________________

*Required Field*
Guidelines for Plat Preparation

PROJECT INFORMATION
- Name, address, and ph. # of designer of plat
- Name, address, and phone # of developer
- Name of S/D, with phase numbers, if applicable
- Date of preparation, space for revision dates
- North Arrow, identified as magnetic or true grid
- Sheet Size – no larger than 14” x 16”
- Date of survey, source of data
- Scale 1” = 100’
- Appropriate legend of symbols
- Former name(s), if any
- Total A. _______ Zoning _______ # of lots _______ 
- Minimum lot size _______ 
- Lot layout & dimensions; Building Setbacks
  Front _______ Side _______ Rear _______ 
- If dividing 2-5 lots, show the parent parcel.
- Rezoning, conditional use, variance number(s), type(s), date of approval, conditions
- Case number ____________ Date 
- Min House Size Allowed _______
- County / City Water / Well
- Sewer / Septic System
- Exact boundary lines
- Location, material, description of monuments
- Vicinity map
- Street addresses as assigned by Tax Assessor
- HLDP/ SPA (Site Plan Arborist) lots

EXT CONDITIONS, GREENSPACE/BUFFERS
- Location of burn/bury pits
- Cultural features (cemetery, etc.)
- Streams, lakes and their buffers
- Tree Protection Plan and Fence, if required
- Landscaping if required
- Septic and Impervious surface setbacks
- Limits of 100-year floodplain, data source, date

BUFFERS: Riparian _____ Transitional _______

UTILITIES
- Utilities and/or easements, ie, Power, Water & Sewer lines; Hydrants – Location, size, if any
- Location, dimension of all drainage structures
- Pipe crossings and pipe sizes
- Street names and ROW’s _______

OTHER CERTIFICATIONS/APPROVALS
- Review/Approval/Dedication, as applicable:
  - Professional Engineer or Surveyor’s Certificate
  - Owner’s Certificate
  - Guaranty to Dedicate (Owner)
  - Environmental Health
  - Newton Co. Water and Sewer
  - Georgia DOT
  - Tax Assessor – Addresses and Parcels
  - Documentation of State/Federal Permits, if any
  - Digital copy of plans
  - Paper copies of recorded plat

PLEASE NOTE: You must submit to
Environmental Health separately. We do not forward plans to Environmental Health. Their approval of the new lots is required if the property will be served by a septic system before Planning and Development can approve the plat for recording.

Once corrections have been made and approved, the plans will be returned to you to obtain the signatures of any other required entities such as Environmental Health.

A DOT letter is required if you are subdividing property for which the access is located on a State Highway.

State and /or Federal permits are rarely required for a minor plat.