NEWTON COUNTY
APPLICATION PACKAGE
FOR
PRELIMINARY PLATS
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.
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.

<table>
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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 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: ______________
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: ________________________
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