NEWTON COUNTY
APPLICATION PACKAGE
FOR
FINAL 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 FEES – Please see the Newton County Development Services Fee Schedule.

All FINAL PLATS applications must be accompanied by a minimum of **3 Plans** (4 plans if decel lane/left turn lane on county road required) for review & 1 Disc.

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<tr>
<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: ( ) Final Plat

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

Project Address or Primary Street: __________________________________________

Secondary Street: __________________________________________________________

* Denotes required fields.

*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/: Yes No 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: __________________________________________________________________

Email: __________________________________________________________________

Applicant Signature: __________________________  Date:_________________________
Guidelines for final 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”
- Index map if more than one sheet for S/D
- Date of survey, source of data
- Scale 1” = 100’
- Appropriate legend of symbols
- Former name(s), if any
- Total Acres _____ Zoning ___ # of lots______
- Lot numbers_______
- Vicinity map________, Boundary lines_______
- Density ___________ units per acre
- Minimum lot size ______________
- Lot layout & dimensions; Building Setbacks
  Front _______ Side _______ Rear _______
- 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
- Street addresses as assigned by Tax Assessor
- HLDP/ SPA (Site Plan Arborist) lots
- Areas for other than residential use

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
- Recompense planting
- Landscaping if required

- Septic and Impervious surface setbacks
- Limits of 100-year floodplain, data source, date
- Perimeter Buffers: planted or undisturbed, date
- Greenspace A_____ Dedication _______
- Buffers: Riparian _______ Transitional _____

UTILITIES
- Utilities and/or easements
- Erosion and Sediment Plans - Sd3’s
- Stormwater Management - ponds__ D.E.’s
- Detention Pond fence and screening
- Hydrants, Water & Sewer lines; Location and size
- Location, dimension of all drainage structures
- Pipe crossings and pipe sizes
- Locations, dimensions of streets and ROW’s
- Street names _____ LF of roadways _______
- Lands to be dedicated for public use; disposition
- Sidewalks if on sewer or if condition of zoning
- Directional arrows for drainage

COMMERCIAL PROJECTS/AMENITY AREAS
- Outdoor storage __ Dumpsters __ Fire Lanes
- Loading area __ Curb cuts __ Buildings __
- Parking ____ ADA ____ Signs ____ Lighting ____
Signature blocks to be used as applicable.

Owner Certification
State of Georgia, County of Newton
The owner of the land shown on this plat and whose name is subscribed hereto, in person or through a duly authorized agent, certifies that all state, city, and county taxes or other assessments now due on this land have been paid in full.

____________________________________  
Owner                                                  Date

Surveyors Certification
It is hereby certified that this plat is true and correct and was prepared from an actual survey by me or under my supervision, that all monuments shown hereon actually exist or are marked “future” and their size, location, and type material are correctly shown, and that all engineering requirements of the Newton County Development Regulations have been fully complied with.

____________________________________  
GA R.L.S. No.

Tax Assessor’s Certification
The pins and addresses have been added and approved by the Newton County Tax Assessors Office.

____________________________________  
GIS Technician                               Date

Department of Development Services
This final plat has been reviewed by Planning & Development staff for compliance with the requirements of the Newton County Development Regulations and Zoning Ordinance and is hereby approved by the Director or his/her designee.

____________________________________  
Director                                                Date
Environmental Health Department

I certify that the lot(s) shown on this plat are approved by the Newton County Environmental Health Department for individual septic systems. See notes for additional information pertaining to each lot.

______________________________________________________________

Director                                                  Date

Newton County Water & Sewer Authority

This plat has been approved by the Newton County Water & Sewer Authority.

______________________________________________________________

By  MikeHopkins                                           Date

The Preliminary Plat for this development was approved by the Newton County Planning Commission on ________________, 2018.

Chairman: __________________________________________

    Landis Stephens

Secretary: _____________________________________________

    Crystal Dooley

Add Environmental Health Department signature block if septic system.

Add Newton County Water & Sewer Authority if County water and/or sewer.

Add only if this is for a preliminary plat.