



# NEWTON COUNTY PLANNING AND DEVELOPMENT Landscape Architect/ Development Coordinator's Checklist for Final Plats

Project Name: \_\_\_\_\_  
FPT #: \_\_\_\_\_ Submittal Date: \_\_\_\_\_ Rev. by: \_\_\_\_\_  
Developer: \_\_\_\_\_ Contact #: \_\_\_\_\_  
Designer: \_\_\_\_\_ Contact #: \_\_\_\_\_

## 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 A. \_\_\_\_\_ Zoning \_\_\_\_\_ # of lots \_\_\_\_\_
- 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
- Vicinity map
- 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?
- 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

## COMMERCIAL PROJECTS/AMENITY AREAS

- Outdoor storage \_\_\_\_\_ Dumpsters \_\_\_\_\_ Fire Lanes \_\_\_\_\_
- Loading area \_\_\_\_\_ Curb cuts \_\_\_\_\_ Buildings \_\_\_\_\_
- Parking \_\_\_\_\_ ADA \_\_\_\_\_ Signs \_\_\_\_\_ Lighting \_\_\_\_\_
- Landscaping \_\_\_\_\_ Oil-Grit Sep. Maint. Contract

## OTHER CERTIFICATIONS/APPROVALS

- Review/Approval/Dedication, as applicable:
  - Professional Engineer or Surveyor's Certificate
  - Owner's Certificate
  - Cert. of Development Conformance (Planner)
  - Statement of Compliance with Div. 670
  - Guaranty to Dedicate (Owner)
  - Approval of Streets (Letter from Dev. Insp.)
  - Approval of Stormwater As-builts (Co. Eng.)
  - Environmental Health
  - Newton Co. Water and Sewer
  - City of Covington
  - Georgia DOT
  - Tax Assessor – Addresses and Parcels
  - Roger Gladden – Street signs accurate
  - Certificate of Dedication of Greenspace
  - Approval of HOA Docs – Det. pond, grnspace
  - Bond for Stormwater Facilities
  - Street Performance & Maintenance Bond
  - Dev. Performance & Maintenance Agreement
  - Documentation of Federal Permits, if any
  - Digital copy of plans

Sec. 415-060 G. Final Plat approval is not valid or official until ten (10) days have passed from the approval and no appeal has been filed.

Paper and Mylar copies of recorded plat

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