



NEWTON COUNTY PLANNING AND DEVELOPMENT Checklist for Minor Plats

Project Name: _____
FPT #: _____ Submittal Date: _____ Rev. by: _____
Owner: _____ 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"
- 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 the property access is located on a State Highway.

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