



**NEWTON COUNTY DEVELOPMENT SERVICES**

1113 Usher Street, Suite 201, Covington, GA 30014

Phone: (678)625-1650

# **NEWTON COUNTY APPLICATION PACKAGE FOR MINOR PLATS**





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### **A Minor or Exempt Plat is required if:**

- You wish to divide your property into 2 to 5 lots (six or more requires Major Plat process)
- You wish to combine two or more lots into one lot;
- You change a lot line in any way, adding or reducing the size, or changing the shape of a lot;
- Your plat was recorded with the Clerk of Superior Court without the approvals required by the Newton County Development Regulations and this department;
- Your lot in its current configuration is not shown on the maps provided by the Tax Assessor of Newton County.

### **Procedure for Applying for a Minor or Exempt Plat:**

1. Retain a Surveyor registered in the State of Georgia. The attached checklist (pg.5) will indicate to the surveyor what needs to be drawn on the plat.
2. Submit for review to the Department of Development Services three (3) hard copies of the plat and a digital copy (PDF).  
A fee of \$150.00 is required at the time of submittal. Check, Card or Money Order required.
3. Within (10) working days, the plat will be returned to you with any errors or needed corrections noted (redline comments).
4. Have the surveyor make all corrections. Obtain all the signatures needed, except the Director's. See the signature blocks on the plat.
5. If the corrections are made and the signatures are obtained, submit four copies for the Director's signature. This can be done within a business day.
6. After the Director signs, take the plat to the Clerk of Superior Court for recording. The office is located at the Newton County Judicial Center, 1132 Usher Street, Rm. 338, Covington, Ga. 30014.
7. Once recorded, return 4 paper copies and two electronic copies made from the recorded plat to the Department of Planning and Development.
8. Building Permits will not be issued until Development Services has received the required copies.

If you have any questions, please call 678-625-1231 or 678-625-1650



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**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 **3 Plans for review & 1 Disc.**

Shaded area for office use only

Date application Processed	Date Development Permit Issued
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**Application will not be processed unless all sections are filled in.**

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: \_\_\_\_\_



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**\*What would you like to do? You may select more than one.**

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- 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**

**\*Property Owner's**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

*\*(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



## NEWTON COUNTY DEVELOPMENT SERVICES

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### 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.