



**NEWTON COUNTY**

**APPLICATION PACKAGE**

**FOR**

**SOLAR ENERGY**

**ADMINISTRATIVE USE PERMIT**

(Revised 2023)

**DEADLINES AND PROCEDURES**

1. Pre-application review is required prior to the submittal of the application.
2. The application must be complete and submitted by the deadline of the first Friday of each month before 3:30pm. Fees of 150.00 dollars are to be paid, by check or money order, at the time of filing.
3. Fees must be paid by check or money order. Checks without pre-printed account information will not be accepted.
4. A determination on whether to grant or deny the requested use will be made on the fourth Tuesday of the month at the Planning Commission meeting. If additional information is requested, the Zoning Administrator may extend the decision deadline one time for up to 15 additional working days.

---

**NEWTON COUNTY**  
**APPLICANT'S CHECK SHEET**

DOCUMENTS AND QUANTITIES REQUIRED FOR  
ADMINISTRATIVE USE PERMITS

**NO FILING DEADLINE**

**FEEES MAY BE PAID BY CHECK OR MONEY ORDER ONLY**

<b>ITEM</b>	<b>REQUIRED ITEM</b>	<b>NUMBER OF COPIES</b>	<b>CHECK <input checked="" type="checkbox"/></b>
1.	Application Form	One (1) original	
3.	Letter of Intent	One (1)	
4.	Survey Plat	Two (2)	
5.	Written Legal Description	One (1)	
6.	Concept Plan – Full size	Two (2)	
7.	Decommissioning Plan	One (1)	
8.	Email application, all documents & plans in a PDF to <a href="mailto:PNZ@co.newton.ga.us">PNZ@co.newton.ga.us</a>		

**REQUIRED ITEMS FOR ADMINISTRATIVE USE PERMITS:**

- ITEM 1. **APPLICATION FORM**: The applicant must have a notarized signature of all owners of the subject property authorizing the filing of the application. If the owner is not the petitioner, part 2 of the form must also be completed. The owner's signature of the application may serve as authorization for the petitioner/applicant or agent to act on their behalf in the filing of the application.
- ITEM 3. **LETTER OF INTENT**: The letter should include factual information such as zoning district, petition number, date of hearing, condition number, and details of the requested modification. (i.e." to delete the condition ...", or "to reduce the approved buffer from 100 feet to 50 feet...")
- ITEM 4. **SURVEY PLAT**: The survey of the property must be prepared and sealed by a professional engineer or land surveyor registered in the State of Georgia, and include the following
1. The complete boundaries of the subject property and all buildings and structures existing thereon;
  2. Notation as to whether or not any portion of the subject property is with the boundaries of the 100-year floodplain; and
  3. A notation as to the total acreage or square footage of the subject property.
- ITEM 5. **WRITTEN LEGAL DISCRPTION**: Must be a "metes and bounds" description. Must match the survey and the concept plan. If property is within a recorded subdivision, lot number(s) and book and page of recorded plat may be sufficient, if a copy of the recorded plat is provided.
- ITEM 6. **CONCEPT PLAN – FULL SIZE** Must be drawn to scale. Include existing and proposed conditions, and anything useful to demonstrate a hardship like shape of property, easements, topography, parking, driveways, buffers, landscape areas, streams, and other features.
- ITEM 7. **DECOMMISSIONING PLAN**. The applicant shall submit a decommissioning plan, based on the best available information at the time of the application.
- ITEM 8. **EMAIL PDF** Must Email application, all documents & plans in a PDF to **PNZ@co.newton.ga.us**.

**PETITION FOR ADMINISTRATIVE USE PERMIT**

Date: \_\_\_\_\_ Tax Map and Parcel Number(s): \_\_\_\_\_

Commission District Number: \_\_\_\_\_

---

**SECTION I USE REQUEST**

SUBJECT PROPERTY ADDRESS/STREET NAME: \_\_\_\_\_

Under provisions of Sec. 24-106 PLANS & PERMITS of the Newton County Solar Energy Ordinance, application is hereby made to obtain an Administrative Use Permit as follows:

ADMINISTRATIVE USE PERMIT REQUEST:

---

---

---

---

**SECTION II                    OWNER/APPLICANT**

NOTICE: Parts 1 and/or Part 2 below must be signed and notarized when petition is submitted. Please complete Section II as follows:

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
  - b) If you are the applicant and not the sole owner of the property complete Part 2 and have owner/s complete Part 1.
  - c) If you are the sole owner and applicant complete Part 1.
  - d) If there are multiple owners each must complete a separate Part 1 and include it in the application. Please indicate applicable map and parcel numbers for each owner.
- 

Part 1.                    Owner states under oath that he/she is the owner of the property described in the attached legal description, which is made part of this application. The owner also states under oath that the petitioner below is authorized to act on their behalf in the filing of this application.

_____	Sworn to and subscribed before me this
TYPE OR PRINT OWNER'S NAME	_____ Day of _____ 20_____
_____	_____
ADDRESS	NOTARY PUBLIC
_____	_____
CITY & STATE                    ZIP CODE	MAP & PARCEL NUMBER(S)
_____	_____
OWNER'S SIGNATURE	PHONE NUMBER
_____	
EMAIL ADDRESS	

---

Part 2.                    Applicant

_____	Sworn to and subscribed before me this
TYPE OR PRINT PETITIONER'S NAME	_____ Day of _____ 20_____
_____	_____
ADDRESS	NOTARY PUBLIC
_____	_____
CITY & STATE                    ZIP CODE	APPLICANT'S EMAIL ADDRESS
_____	_____
PETITIONER'S SIGNATURE	PHONE NUMBER

---

**OWNER/APPLICANT CONTINUED:**

Part 3 SES OPERATOR INFORMATION

\_\_\_\_\_  
OPERATOR NAME

\_\_\_\_\_  
LICENSE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY & STATE                      ZIP CODE

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
PHONE NUMBER

---

Part 4 INSTALLATION COMPANY

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
LICENSE NUMBER

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY & STATE                      ZIP CODE

\_\_\_\_\_  
EMAIL ADDRESS

\_\_\_\_\_  
PHONE NUMBER

A. Permit Application:

An application for a Conditional Administrative Use Permit or a Conditional Use Permit shall be submitted to the Zoning Administrator containing the following:

- I. Basic Information. The applicant shall submit a document that lists the following:
  - a. the address of the SES property;
  - b. the applicant's name, address, telephone number, and email address;
  - c. the property owner's name, address, telephone number, and email address;
  - d. if known, the SES operator's name, address, telephone number, and email address;
  - e. if known, the installation company's name, address, telephone number, email address, and license number; and
  - f. evidence of the applicant's control of the property, such as a deed, lease, or option agreement with the landowner.
- II. Site Plan. The applicant shall submit a site plan that contains the following:
  - a. a diagram of the property and directly adjacent properties showing the locations of all existing and proposed structures (including solar arrays, inverters, transformers, electrical substations, and buildings), property lines, rights-of-way, roads, required setbacks, required signage, and required Visual Buffers;
  - b. a one-line diagram of the SES that has been stamped and signed by a professional engineer licensed in Georgia that shows the configuration of the array, the wiring system, the overcurrent protection, the inverter, and the disconnects;
  - c. a topographical map from the U.S. Geological Survey, or equivalent, that depicts in detail any vegetative cover, watersheds, floodplains, or wetlands on the property;
  - d. a topographic drawing of the property that indicates how stormwater currently drains from the property, identifies the location of discharge points or areas, and identifies any conditions present on the property that may contribute to significant soil erosion;
  - e. a map from the Georgia Department of Natural Resources that identifies any habitat for state endangered, threatened, or candidate

species on or adjacent to the property;

f. a map from the U.S. Department of Fish and Wildlife (“FWS”) and/or the National Oceanic and Atmospheric Administration (“NOAA”) that identifies any habitat for federally endangered, threatened, or candidate species on or adjacent to the property; and

g. if the SES is located in an agricultural district, a map from U.S. Department of Agriculture Natural Resources Conservation Service (“NRCS”) identifying prime farmland and farmland of statewide importance on the property.

III. Mitigation of Impacts. The applicant shall submit a mitigation plan that contains the following:

a. a plan for the prevention and mitigation of storm water runoff and soil erosion;

b. if the SES is located on prime farmland or farmland of statewide importance (as defined by NRCS), a plan to mitigate damage to the soil quality;

c. if the installation of the SES will result in potentially adverse changes to any state or federally endangered, threatened, or candidate species habitat, a mitigation plan, that includes (1) a process for minimizing changes to the species habitat, for example through habitat corridors, (2) a plan to relocate and monitor any impacted species, and (3) a plan to restore the original species habitat after the system is decommissioned; and

d. a map of 5 nautical miles around the property with the location of any airport in the shown space, and, if an airport is present in that area, a glare hazard analysis result by the Solar Glare Hazard Analysis Tool or its equivalent.

IV. Certifications. The applicant shall submit an affidavit that provides:

a. construction and operation of the SES will comply with all applicable federal, state, and local laws and regulations, including the requirements of the underlying zoning ordinance, unless otherwise expressly stated in this Ordinance;

b. before operation, a fire safety and evacuation plan will be filed with the appropriate fire code and emergency management officials, and will be available in workplace for reference and review by employees working on the premises; and

c. general liability insurance will be maintained throughout the life of the SES project. If the underlying zoning ordinance does not specify the coverage, such general liability insurance will include, but not be limited



to, commercial form, premises-operations, products/completed operations hazard, contractual insurance, broad form property damage, and personal injury.

V. Decommissioning Plan. The applicant shall submit a decommissioning plan that, based on the best available information at the time of the application, contains the following:

a. the name, address, telephone number, and e-mail address of the person(s) or entity(ies) responsible for implementing the decommissioning plan;

b. a statement of conditions that require the decommissioning plan to be implemented;

c. as part of decommissioning, a removal plan that (1) identifies all structures, components, and non-utility owned equipment that shall be removed, and (2) includes a plan for recycling or otherwise reusing all materials to the extent reasonably practicable;

d. as part of decommissioning, a restoration plan to return the property to its condition prior to the installation of the SES or to some other condition reasonably appropriate to the designated land use after the SES is removed, including a tree restoration plan to restore the original tree cover with similar tree types and numbers after the system is decommissioned; and

e. in the event that the SES is not in use for twelve (12) months and the decommissioning plan has not been undertaken, the County is permitted to initiate nuisance property abatement procedures in accordance with Chapter 12, Article III of the Property Maintenance, Waste Management and Nuisance Abatement Ordinance of Newton County, Georgia.

## B. Administrative Use Permit Review:

I. Upon receiving an application for an SES, the Zoning Administrator shall forward the request to the Planning Commission to review the permit application within [60 days] and either approve or deny the Applicant as set forth in Sec. 505-015 of the Zoning Ordinance.

II. An Administrative Use Permit application may be approved only if the Planning Commission determines that the SES complies with all applicable federal, state, and local laws and regulations, including the requirements of this Ordinance.

III. The applicant's appeal rights are consistent with those rights expressed in the underlying zoning ordinance.