



NEWTON COUNTY

APPLICATION PACKAGE

FOR

REZONING

(Revised 2023)

Newton County Department of Development Services
1113 Usher Street, Suite 201, Covington Georgia 30014
678-625-1650

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 3:30 P.M to go to the following month's meeting. Fees are to be paid, by check or money order, at the time of filing.
3. Applications must be submitted in-person by the applicant or an authorized agent. Applications submitted via courier or mail will not be accepted.
4. Applicant is requested to submit any revisions to site plans, letters of intent, proposed conditions, etc. to the Development Services Department. Last minute revisions may delay the dates of your public hearings.
5. The applicant will be given a Public Notice sign to post on the property.
6. The applicant must attend two public hearings. The hearings are as follows:

Planning Commission meeting

Held the fourth Tuesday of each month.

Time: 7:00 p.m.

Location: The 3rd floor of the Historic Courthouse, 1124 Clark Street, Covington.

Board of Commissioners meeting

Held on the third Tuesday of each month.

Time: 7:30 p.m.

Location: The 3rd floor of the Historic Courthouse, 1124 Clark Street, Covington.

Refer to the enclosed calendar for the exact dates.

7. The staff analysis reports will be available in the Department one week before the meeting. Applicants are responsible for obtaining their staff reports.
8. The agenda for each meeting and a summary of the meeting is available on our website at www.co.newton.ga.us
9. Fees must be paid by check or money order. Checks without pre-printed account information will not be accepted.

NEWTON COUNTY
APPLICANT'S CHECK SHEET

DOCUMENTS AND QUANTITIES REQUIRED FOR REZONING

FILING DEADLINE: FIRST FRIDAY OF EACH MONTH, BEFORE 3:30 p.m.
FEES MAY BE PAID BY CHECK OR MONEY ORDER ONLY

ITEM	REQUIRED ITEM	NUMBER OF COPIES	CHECK <input checked="" type="checkbox"/>
1.	Pre-Application Review Form	One copy	
2.	Application Form	One (1) original	
3.	Letter of Intent	One (1)	
4.	Survey Plat	One (1) copy	
5.	Written Legal Description	One (1)	
6.	Concept Plan –full size	Two (2) copies	
7.	Concept Plan- 8.5x11	One (1)	
8.	Impact Analysis	One (1)	
9.	Disclosure Form	One (1)	
10.	Water and Sewer Letter	One (1)	
11.	Email application, all documents & plans in a PDF to PNZ@co.newton.ga.us		
The following may or may not be required. See instructions below.			
12.	Authorization from Georgia Power (Jackson Lake) or Reservoir Manager (Lake Varner)	One (1)	
14.	Traffic Study	One (1) copy	
15.	Development of Regional Impact Review Form (DRI)	Two (2) copies of the traffic study Two (2) copies of DRI forms	

REQUIRED ITEMS FOR REZONING APPLICATION

- ITEM 1. **PRE-APPLICATION REVIEW MEETING AND FORM:** Prior to submitting an application, all applicants must meet with the Zoning Administrator or the Planner who will review your proposal and issue a Pre-Application Review Form. Bring to the meeting a site plan. Call 678-625-1231 for an appointment.
- ITEM 2. **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. (Sec.620-050, B., C.)
- ITEM 3. **LETTER OF INTENT:** The letter should include factual information such as zoning district, use requested or proposed plan designation, acreage of property, square footage of buildings, number of residential structures, number of parking spaces, and any special conditions to be included.

- ITEM 4. SURVEY PLAT: The survey of the property must be prepared and sealed within the last ten years by a professional engineer or land surveyor registered in the State of Georgia, and include the following (Sec. 620-050, A.):
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 DISCRIPTION: Must be a “metes and bounds” description. Must match the survey and the concept plan. (Sec. 620-050, D.) If within a recorded subdivision, the lot # and the book and page of the recorded plat may be sufficient, if a copy of the recorded plat is provided.
- ITEM 6. CONCEPT PLAN – FULL SIZE (not larger than 24”x36”) Must be drawn to scale. Include proposed uses, subdivision of property, required setbacks, existing and proposed buildings, parking, driveways, buffers, landscape areas, streams, and other features. (Sec. 620-050, F.). Also provide an electronic copy of the plan in JPEG format on a floppy disk or CD (cannot be emailed).
- ITEM 7. CONCEPT PLAN – 8.5” X 11”: A reduced copy of the concept plan.
- ITEM 8. IMPACT ANALYSIS: Complete the form answering all questions regarding the impact of the proposed zoning with respect to each standard and factor. Any additional standards and factors in Section 620-060 may be added on a separate sheet. (Sec. 620-050, G.)
- ITEM.9 DISCLOSURE FORM: If the owner, petitioner and/or the agent for the petitioner has made a campaign contribution to any member of the Board of Commissioners for \$250.00 or more within the past 2 years, the form within must be completed. If not, the petitioner must circle “No” and complete the top of the form indicating name, signature and date.
- ITEM 10. WATER AND SEWER LETTER: A letter or statement from the Newton County Water and Sewerage Authority indicating the availability of water and/or sewer service and any upgrades necessary to provide service. (Sec. 620-050, I.)
- ITEM 11. Email application, all documents & plans in a PDF to PNZ@co.newton.ga.us

- ITEM 12. AUTHORIZATION FROM GEORGIA POWER OR RESERVOIR MANAGER: Any Georgia Power lease lot and any deeded waterfront lot on Jackson Lake must have written authorization from Georgia Power Land Management stating approval of proposed site plan. Any property under the jurisdiction of the Cornish Creek Reservoir Management Plan (Lake Varner) must have written authorization from the Reservoir Manager stating approval of the proposed site plan.
- ITEM 13. TRAFFIC STUDY: A traffic study must be submitted if the development reaches a threshold as specified by **Sec. 500-080, Traffic Study**. A traffic study is also required as part of the Development of Regional Impact. (Sec. 620-050, H.)
- ITEM 14. DEVELOPMENT OF REGIONAL IMPACT: When an application includes uses which exceed the applicable development thresholds as established by the Department of Community Affairs or the Northeast Georgia Regional Development Center (NEGRDC), it is deemed to be a Development of Regional Impact. Applicants shall first file the rezoning/land use amendment request with Newton County. No action shall be taken on the application until a finding is made by the NEGRDC (Sec. 620-050, H.)

PETITION FOR REZONING

Date: _____ Tax Map and Parcel Number(s): _____

Commission District Number: _____

SECTION I REZONING REQUEST

SUBJECT PROPERTY ADDRESS/STREET NAME: _____

The undersigned, having interest in the property herein described, respectfully petition that said property be rezoned

from _____ to _____
Existing Zoning(s) Proposed Zoning

SECTION II

OWNER/PETITIONER

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 and the petitioner complete Part 1.
- b) If you are the sole owner of the property and not the petitioner complete Part 1 and have petitioner complete Part 2.
- c) If you are the petitioner and not the sole owner of the property complete Part 2 and have owner/s 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.

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

Part 2.	Sworn to and subscribed before me this
TYPE OR PRINT PETITIONER'S NAME	_____ Day of _____ 20_____
ADDRESS	NOTARY PUBLIC
CITY & STATE ZIP CODE	
PETITIONER'S SIGNATURE	PHONE NUMBER
PETITIONER'S EMAIL ADDRESS _____	

SECTION V

ATTORNEY/AGENT

Check One: Attorney [_____] Agent [_____] _____	SIGNATURE OF ATTORNEY / AGENT
TYPE OR PRINT ATTORNEY / AGENT NAME	ATTORNEY / AGENT PHONE NUMBER
ADDRESS	_____
CITY & STATE ZIP CODE	
ATTORNEY'S EMAIL ADDRESS _____	



**Newton County
Development Services**

I understand that upon filing this petition I will be given a marker sign (or signs) to place upon the property associated with this request. The purpose of these marker signs is to confirm the physical location of the property so that the Road Department may place the public notification signs required by Section 620-020 B. of the Newton County Zoning Ordinance and State law. One marker sign shall be placed along each public road the property abuts.

I also understand that it is my responsibility to have the marker sign(s) placed **within one week** of the filing deadline so that the Development Services Department may visit the property to confirm the proper location of the signs.

I further understand that if these marker signs are not properly located the Road Department will be unable to place the required notification signs. In the event the signs are not able to be posted within the time frame specified by the Zoning Ordinance and State law due to my failure to properly place the marker signs, my petition may be delayed to a subsequent hearing date.

I hereby certify that the necessary marker sign(s) will be placed on the property
by _____, 20_____.

Signature of Applicant

Date: _____

DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

APPLICANT

ADDRESS

PHONE NUMBER

BUSINESS REPRESENTED

Check one of the following:

_____ (A) The Applicant here certifies, under oath, that he or she has not made any campaign contributions or gifts having an aggregate total value of \$250.00 or more to any local government official of Newton County, Georgia, as defined by O.C.G.A. 36-67A-1(5).

_____ (B) The Applicant here certifies, under oath, that he or she has made the following campaign contributions or gifts having an aggregate total value of \$250.00 or more to a local government official of Newton County, Georgia as defined by O.C.G.A.36-67A-1 (5).

Please list total value of contribution(s) dates and names of the local Government Official:

Describe in detail any gifts listed above (example: quantity and nature, etc.)

LETTER OF ACCESS

I agree to allow free access to the land this application is being submitted for to all public agencies with jurisdiction. Furthermore, I agree to inform those agencies and/or departments who require access to this land of any hazardous materials, animals, devices or activities that may be on the property. In addition, from the date of application submittal, I agree to notify the Department of Development Services of any hunting activities that are currently, or proposed to be, conducted on my property.

The Newton County Development Services Department will do our utmost to contact the owner of the property twenty-four (24) hours prior to any site inspections or visits to the property. If staff is unable to contact the property owner via a phone call, email and/or voice message, staff will contact the applicant, if applicable.

Property Owner's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

IMPACT ANALYSIS FOR REZONING APPLICATIONS

1. Map and Parcel # _____

2. Road Name(s) _____

3. Zoning Request: From _____ to _____

4. Petitioner's Name: _____

Address: _____

Daytime Telephone No.: _____

Analyze the impact of the proposed rezoning and answer the following questions:

Complete the following questions 1 through 7

1. Does the zoning proposal permit a use that is suitable in view of the use and development of adjacent and nearby property?

2. Does the zoning proposal adversely affect the existing use or usability of adjacent or nearby property? _____

3. Does the property to be rezoned have a reasonable economic use as currently zoned? _____

4. Will the zoning proposal result in a use that could cause an excessive or burdensome use of existing streets, transportation facilities, utilities or schools? _____

5. Are there existing or changing conditions that affect the use and development of the property which support either approval or denial of the zoning proposal? _____

6. Does the zoning proposal permit a use that can be considered environmentally averse to the natural resources, environment and citizens of Newton County? _____

7. Any other standards of review that may be relevant to your petition, pursuant to Section 620-020, Newton County Zoning Ordinance? _____
