



NEWTON COUNTY

APPLICATION PACKAGE FOR APPEALS TO BOARD OF ZONING APPEALS (BZA), FOR ADMINISTRATIVE AND OTHER DECISIONS

(Revised 2026)

APPLICANT'S CHECK SHEET

DOCUMENTS AND QUANTITIES REQUIRED FOR APPEALS TO THE BOARD OF ZONING APPEALS

FILING DEADLINE: NO MORE THAN 10 (TEN) BUSINESS DAYS AFTER THE MEETING, BEFORE 3:30 p.m.

ITEM	REQUIRED ITEM	NUMBER OF COPIES	CHECK ✓
1.	Application Form	One (1) original	
2.	Letter of Intent	One (1)	
3.	Marker Sign & Permission for Access to the Property	One (1)	
4.	Survey Plat	Two (2)	
5.	Written Legal Description	One (1)	
6.	Concept Plan –full size	Two (2)	
7.	Concept Plan- 8.5x11	One (1)	
8.	Marker Sign & Permission for Access to the Property	One (1)	
9.	Fees	\$150	
10	Email application packet to PNZ@co.newton.ga.us	One (1) hard copy to office.	

REQUIRED ITEMS FOR APPEALS TO THE BOARD OF ZONING APPEALS:

- ITEM 1.** PRE-APPLICATION REVIEW MEETING AND FORM: Prior to submitting an application, all applicants must meet with the Zoning Administrator and/or applicable staff who will review your proposal and issue a Pre-application Review Form. Must email a concept plan in order to schedule the meeting. Call 678-625-1650 or email PNZ@co.newton.ga.us 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.
- ITEM 3.** LETTER OF INTENT: The letter should include factual information such as the zoning district, applicable Ordinance Section number, and details of the appeal request.
- 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 includes 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 DISCRIPTION: Must be a "metes and bounds" description. Must match the survey

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

and the concept plan. If property is located within a recorded subdivision, the lot number, and plat book and page, may be sufficient, if a copy of the recorded plat is provided.

- ITEM 6.** CONCEPT PLAN – FULL SIZE (if larger site plan is needed) 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.** CONCEPT PLAN – 8.5” X 11”: A reduced copy of the concept plan.
- ITEM 8.** MARKER SIGN & PERMISSION FOR ACCESS TO THE PROPERTY: The applicant must read & sign the form allowing access to the property & posting of marker sign.
- ITEM 9.** FEES: The filing fee to appeal is \$150 & is due at the time of filing. Fees may be paid by check, money order or card (3.5% convenience fee).

PETITION FOR APPEALS TO THE BOARD OF ZONING APPEALS

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

Commission District Number:_____

Current Status: Preliminary Plat ☐ Land Disturbance Permit ☐ Final Plat ☐
 Building Permit ☐ PC Decision ☐ Other _____ ☐

SECTION I. APPEALS TO THE BOARD OF ZONING APPEALS

_____ APPEAL TO AN ADMINISTRATIVE DECISION
_____ APPEAL TO THE PLANNING COMMISISON DECISION
____ / ____ / _____ DATE OF DECISION (Must file no later than 10 business days after decision date)

SECTION II. GENERAL INFORMATION

Original Case #/ Project # _____
Original Request:

Decision of Planning Commission or Staff:

SECTION III. OWNER/PETITIONER

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

- a) If you are the sole owner of the property and not the petitioner complete Part 1.
 - b) If you are the petitioner and not the sole owner of the property complete Parts 1 & 2.
 - c) If you are the sole owner and petitioner 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.
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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

TYPE OR PRINT COMPANY'S NAME

_____ Day of _____ 20____

ADDRESS

NOTARY PUBLIC

CITY & STATE

ZIP CODE

OWNER'S SIGNATURE

OWNER'S PHONE NUMBER

OWNER'S EMAIL ADDRESS

Part 2.

TYPE OR PRINT PETITIONER'S NAME

Sworn to and subscribed before me this

TYPE OR PRINT COMPANY'S NAME

_____ Day of _____ 20____

ADDRESS

NOTARY PUBLIC

CITY & STATE

ZIP CODE

PETITIONER'S SIGNATURE

PETITIONER'S PHONE NUMBER

PETITIONER'S EMAIL ADDRESS

SECTION IV. ATTORNEY/AGENT

Check One: ☐ Attorney ☐ Agent

TYPE OR PRINT ATTORNEY / AGENT NAME

ADDRESS

SIGNATURE OF ATTORNEY / AGENT

CITY & STATE

ZIP CODE

PHONE NUMBER

EMAIL _____



MARKER SIGN

I understand that upon filing this petition a marker sign (or signs) will be placed 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 further understand it is my responsibility to confirm the location of the sign is on the property of which I am seeking a zoning petition and to notify Staff if the sign is not on the correct property. In the event the signs are not posted properly within the time frame specified by the Zoning Ordinance and State law due to my failure to confirm placement 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____.

Applicant's Signature: _____ **Date:** _____

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:** _____