



NEWTON COUNTY

APPLICATION PACKAGE

FOR

ZONING MODIFICATION AND

ADMINISTRATIVE

MODIFICATION

(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 3:30 P.M. 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. This will identify the site for the Newton County Road Department who will post the official sign.
6. The applicant must attend a public hearing. The hearing is as follows:

Board of Commissioners meeting

Held on the third Tuesday of each month.

Time: 7:30 p.m.

Location: The 2nd floor of the Historic Courthouse, 1124 Clark Street, Covington.

Refer to the enclosed calendar for the exact date.

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 MODIFICATIONS AND
ADMINISTRATIVE MODIFICATIONS**

- ☐ Zoning Modification (via the Board)
☐ Administrative Modification

FILING DEADLINE: FIRST FRIDAY OF EACH MONTH, BEFORE 3:30 p.m.
(Administrative Modifications have no deadline)

FEES MAY BE PAID BY CHECK OR MONEY ORDER ONLY

ITEM	REQUIRED ITEM	NUMBER OF COPIES	CHECK ☒
1.	Pre-application Review Form	One (1) copy	
2.	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) copies and one electronic copy in PDF format to PNZ@co.newton.ga.us	
7.	Concept Plan- 8.5x11	One (1)	
8.	Copy of Ratified Minutes and Conditions of Zoning	One (1)	

REQUIRED ITEMS FOR MODIFICATIONS:

- ITEM 1. **PREAPPLICATION 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.
- 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 within the last ten years 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 within 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 (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. Also provide an electronic copy of the plan in PDF format.
- ITEM 7. CONCEPT PLAN – 8.5” X 11”: A reduced copy of the concept plan.
- ITEM 8. COPY OF RATIFIED MINUTES AND CONDITIONS OF ZONING: Obtain from the Clerk to the Board of Commissioners a copy of the Conditions of zoning and the minutes of the Board meeting related to your modification.

REQUIRED ITEMS FOR ADMINISTRATIVE MODIFICATION:

- ITEM 1. PREAPPLICATION 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.
- 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...”)

PETITION FOR MODIFICATION AND ADMINISTRATIVE MODIFICATION

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

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

SECTION I MODIFICATION REQUEST

SUBJECT PROPERTY ADDRESS/STREET NAME: _____

REQUEST 1) _____
Reference Condition Number _____

REQUEST 2) _____
Reference Condition Number _____

REQUEST 3) _____
Reference Condition Number _____

REQUEST 4) _____
Reference Condition Number _____

REQUEST 5) _____
Reference Condition Number _____

SECTION II ADMINISTRATIVE MODIFICATION REQUEST

SUBJECT PROPERTY ADDRESS/STREET NAME: _____

REQUEST 1.) _____
Reference Condition Number _____

REQUEST 2.) _____
Reference Condition Number _____

REQUEST 3.) _____
Reference Condition Number _____

REQUEST 4.) _____
Reference Condition Number _____

SECTION III OWNER/PETITIONER

NOTICE: Parts 1 and/or Part 2 below must be signed and notarized when petition is submitted.
Please complete Section III 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 Part 2 and have the owner/s complete Part 1.
- c) If you are the sole owner and petitioner complete Part 1 and 2.
- 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.

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

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



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: