



NEWTON COUNTY

APPLICATION PACKAGE

FOR

CONDITIONAL USE PERMIT

NEW

TELECOMMUNICATION

TOWER

(Revised 2026)

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 next available month's meeting. Fees are to be paid at the time of filing.
3. Applications must be submitted in-person, via courier or mail by the applicant or an authorized agent. Applications must also be submitted via email to pnz@co.newton.ga.us.
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 may 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, GA 30014.
 - Board of Commissioners meeting
Held on the first Tuesday of each month.
Time: 7:30 p.m.
Location: The 3rd floor of the Historic Courthouse, 1124 Clark Street, Covington, GA 30014.
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 card (3.5% convenience fee), check or money order. Checks without pre-printed account information will not be accepted. Please view the fee schedule on <https://www.newtoncountyga.gov/196/Development-Services> and/or contact Development Services to determine the applicable fees.

NEWTON COUNTY
APPLICANT'S CHECK SHEET

DOCUMENTS AND QUANTITIES REQUIRED FOR CONDITIONAL USE PERMIT

FILING DEADLINE: FIRST FRIDAY OF EACH MONTH, BEFORE 3:30 p.m.

ITEM	REQUIRED ITEM	NUMBER OF COPIES	CHECK ☒
1.	Pre-application Review Form	One copy	
2.	Application Form	One (1) original	
3.	Letter of Intent	One (1)	
4.	Survey Plat	Two (2) copies	
5.	Written Legal Description	One (1)	
6.	Concept Plan – Full size	Two (2) copies and a PDF to PNZ@co.newton.ga.us	
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.	Photo Simulations	One (1)	
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)	
13.	Traffic Study	One (1) copy	
14.	Development of Regional Impact Review Form (DRI)	Three (3) copies of the traffic study Two (2) copies of DRI forms	

REQUIRED ITEMS FOR USE PERMIT APPLICATIONS:

- 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. (Sec.620-050, C.)
- ITEM 3. **LETTER OF INTENT:** The letter should include factual information such as zoning district, use requested, 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 PDF format to PNZ@co.newton.ga.us.
- 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 use with respect to each standard and factor in Sec. 620-060 (B.). (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. PHOTO SIMULATIONS: Photographic simulations that show the tower from at least four (4) cardinal directions or from specific critical sightlines within the surrounding area.
- 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 a 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 conditional use permit request with Newton County. No action shall be taken on the application until a finding is made by the NEGRDC (Sec. 620-050, H.)

TELECOMMUNICATIONS SUPPORT STRUCTURES

New Placement Checklist

Applicant Name	_____
Applicant Phone Number	_____
Property Address	_____
Map & Parcel Number	_____
Current Zoning	_____

REQUIRED INFORMATION FOR SUBMITTAL

Section 510-630 C. (Permitting Requirements)

1. Permit Required.

a. Application Contents.

1. Applicant(s) requesting an administrative approval or a conditional use permit shall submit, along with the applicable fees, a scaled site plan and a scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by appropriate licensed professionals, showing the location and dimensions of all improvements, topography, radio frequency coverage, tower height requirements, setbacks, drives, parking, fencing, landscaping, adjacent uses, and other information deemed by the Zoning Administrator to be necessary to assess compliance with this Ordinance. Any information of an engineering nature shall be certified by a licensed professional engineer. In addition, an independent review by a professional engineer of the County's choosing may be conducted. In such cases the applicant shall be required to reimburse the county for expenses not to exceed \$500.00. In the case of incomplete applications, applicants will be notified within 30 days of submittal.

2. Facility Modification.

Applicants for a facility modification per Section 6409a of the Middle Class Tax Relief and Job Creation Act of 2012 (Tax Act) shall submit documentation that it meets the requirements of 6409a (size, stealth, building code, safety code, non-discretionary structural code requirements and any conditions of approval).

3. Inventory of Existing Sites.

Applicant(s) for a tower and/or antenna shall also provide to the Zoning Administrator an inventory of its existing towers that are either within the County or one-half (1/2) mile thereof, including specific information about the location, height, and design of each tower. The Zoning Administrator may share such information with other applicants applying for land use approvals and permits under this Ordinance or other organizations seeking to locate antennas within the County. However, the Zoning Administrator is not, by sharing such information, representing or warranting that such sites are available or suitable.

c. Towers in residential zoning districts. (RE, AR, R1, R2, R3, MSR, DR, RMF, MHP & MHS) No new tower of any height shall be permitted in residential zoning districts unless the applicant demonstrates to the satisfaction of the county that the denial of a tower in a residential zoning district effectively prohibits the provision of personal wireless service.

d. Standards for Conditional Use Decisions. The Planning Commission and Board of Commissioners shall consider the following factors in determining whether to issue a Conditional Use Permit for a telecommunication facility:

1. Height of the proposed tower.
2. Proximity of the tower to residential structures and residential district boundaries.
3. Type of uses on adjacent and nearby properties.
4. Surrounding topography.
5. Design of the tower, particularly as to visual obtrusiveness within the subject property and to surrounding properties.
6. Proposed ingress and egress.
7. Availability of suitable existing towers and other structures as discussed above; and
8. Whether the tower is designed to accommodate additional antennas.

REVIEW CRITERIA

Section 510-630 D. General Tower and Antenna Regulations

1. Principal or Accessory Use. Towers and antennas are either principal or accessory uses. A different existing use or existing structure on the same lot shall not preclude the installation of an antenna or tower. In determining whether a tower or antenna complies with all district dimensional regulations, the dimensions of the entire lot shall control, even if towers or antennas are on leased parcels within such lots. Towers and antennas complying with this Article shall not be deemed to constitute the expansion of a non-conforming use.

2. Setbacks and Separation Requirements for New Towers and Antennas. Towers must be set back a distance equal to the height of the tower from any off-site residence, and from any road right of way. Towers, guys, and accessory facilities must satisfy the minimum zoning district setback requirement.

3. Security Fencing. Towers shall have an appropriate anti-climbing device, and towers, equipment buildings and support equipment together described as the “tower compound” shall be enclosed by security fencing not less than six (6) feet in height. Fencing shall be a combination decorative/security fence, and constructed of masonry (brick, stone, stucco) and metal or masonry and wood.

4. Screening and Landscaping Requirements. The tower compound shall be surrounded by a tight evergreen vegetative screen not less than six (6) feet in height and shall consist of evergreen trees and/or shrubs that will normally obtain a height of eight (8) feet within five (5) years. Existing mature tree growth and natural land forms on the site shall be preserved to the maximum extent possible.

5. Aesthetic and Lighting Requirements. Towers shall have a galvanized steel finish or, subject to any applicable standards of the Federal Aviation Administration (FAA), be painted a neutral color, to reduce visual obtrusiveness. Visually attractive tower and tower compound design is encouraged. Elements within the tower compound including buildings, cabinets and other structures shall be made compatible with the architecture of the surrounding buildings in materials, colors, and textures. In the event there are no surrounding buildings, materials colors and textures will be upon approval of the zoning administrator. Any equipment, buildings, or cabinets must also be screened on all sides from public view. If an antenna is installed on a structure other than a tower, the antenna and supporting electrical and mechanical equipment must be of a neutral color, identical or similar to the supporting structure, to make the antenna and related equipment as visually unobtrusive as possible. Towers shall not be illuminated, unless required by the Federal Aviation Administration (FAA) or other applicable authority. Any required lighting shall be designed to cause the least possible visual impact and meet current County lighting ordinances.

6. Federal Requirements. All towers must meet current standards and regulations of the FAA, the Federal Communications Commission (FCC), and any other applicable agency. If such standards and regulations are changed, the towers and antennas shall comply within six (6) months of the change.

7. Building Codes - Safety Standards. To ensure structural integrity, towers and antennas shall be maintained in compliance with the County Building Codes and current applicable engineering standards. If the County concludes that a tower or antenna fails to comply and/or constitutes a danger to persons or property, then upon notice to the owner, the owner shall have thirty (30) days to bring such tower or antenna into compliance. If the owner fails to do so, the County may remove such tower or antenna at the owner's expense.

8. Removal of Abandoned Towers and Antennas. Any tower or antenna not operated for a continuous period of twelve (12) months shall be considered abandoned. The structure shall be removed within ninety (90) days of receipt of notice from the County of such abandonment. If not timely removed, the County may, in the manner provided by law, remove such tower or antenna at the owner's expense.

Section 510-630 E. Towers and Antennas Permitted.

The following telecommunication facilities are permitted uses in all districts:

1. Installation of an antenna on an existing non-residential structure other than a tower (such as a building, sign, light pole, water tower, or other free-standing non-residential structure) fifty (50) feet in height or greater, if said antenna adds no more than twenty (20) feet in height; and,
2. Installation of an antenna on any existing (but not pre-existing) tower of any height, so long as the addition of said antenna adds no more than twenty (20) feet in height. This specific permitted use prohibits new buildings or other supporting equipment used in connection with said antenna.

Sec. 510-630 G. Towers and Antennas Which Require a Conditional Use Permit.

1. The following uses require a conditional use permit under Section 625-010:
 - a. Location of a tower and tower compound in all districts if the tower exceeds 100 feet in height.
 - b. Location of a tower and tower compound in residential zoning districts (RE, AR, R1, R2, R3, MSR, DR, RMF, MHP & MHS) provided the tower height is one hundred (100) feet or less;
 - c. Location of an alternative tower structure in any district
 - d. In any zone installing an antenna on an existing non-residential structure other than a tower (such as a building, sign, light pole, water tower, or other free- standing non- residential structure), regardless of height. Said antenna may add no more than twenty (20) feet in height.

SECTION I PETITION FOR CONDITIONAL USE PERMIT

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

Commission District Number:_____

Overlay: () Almon () Salem () Brick Store

Current Zoning:_____

Acreage: _____

SUBJECT PROPERTY ADDRESS/STREET NAME: _____

Under provisions of Sec. 505 of the Newton County Zoning Ordinance, application is hereby made to obtain a Conditional Use Permit as follows:

CONDITIONAL USE PERMIT REQUEST: _____

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 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 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____

TYPE OR PRINT COMPANY'S NAME

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

_____ Day of _____ 20____

TYPE OR PRINT COMPANY'S NAME

ADDRESS

NOTARY PUBLIC

CITY & STATE

ZIP CODE

PETITIONER'S SIGNATURE

PETITIONER'S PHONE NUMBER

PETITIONER'S EMAIL ADDRESS

SECTION III**ATTORNEY/AGENT**

Check One: [____] Attorney [____] Agent

TYPE OR PRINT ATTORNEY / AGENT NAME

ADDRESS

EMAIL ADDRESS

CITY & STATE

PHONE NUMBER

ZIP CODE

SIGNATURE OF ATTORNEY / AGENT



Newton County Development Services

MARKER SIGN

I understand that upon filing this petition I may 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, if required, 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____.

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:** _____

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.):

IMPACT ANALYSIS FOR CONDITIONAL USE PERMIT APPLICATIONS

Complete the following questions 1 through 15 (as applicable):

1. Petitioner's Name: _____

2. Road Name(s): _____

3. Map and Parcel #: _____

4. Conditional Use Request: _____

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

1. The size of the site for the use contemplated is adequate land area for the proposed conditional use.

2. This use is compatible with adjacent properties and with other properties in the same zoning district.

3. The public street on which the use is proposed to be located is adequate and there is sufficient traffic-carrying capacity for the use proposed.

4. The proposed site plan allows for satisfactory ingress and egress, with particular reference to pedestrian and automotive safety, traffic flow and emergency access.

5. This use should not create unreasonable adverse impacts upon any adjoining land use by reason of noise, smoke, odor, dust, or vibration

generated by the proposed use.

6. The proposed use will not create unreasonable adverse impacts upon any adjoining land use by reason of the manner of the hours of operation of the proposed conditional use.

7. The proposed use will not create unreasonable adverse impacts upon any adjoining land use by reason of the manner of operation of the proposed use.

8. The proposed site plan provides adequate refuse and service areas.

9. Whether the length of time for which the conditional use permit is granted should be limited in duration.

10. The size, scale and massing of the proposed buildings are appropriate in relation to the subject site and adjacent sites.

11. The proposed site plan and use will not adversely affect historic buildings, sites, districts or archaeological resources.

12. The proposed use will not have an unreasonable adverse impact on environmentally sensitive areas, including the watershed as long as the wastewater is pretreated as required by the Newton County Health Department.

13. For proposals in the CN, CH, CG or M1 zoning district, the use satisfies the applicable additional criteria in Article Two.

14. For proposals for a Personal Care Home for the handicapped which do not meet the above criteria, whether the County can make reasonable accommodations in it rules or policies to provide the handicapped with equal opportunity to use and enjoy dwellings while not abrogating the purposes of this ordinance.

15. For proposals for a Place of Worship which do not meet the above criteria, whether the regulation imposes a substantial burden on the exercise of a religion and does not serve a compelling government interest or is not the least restrictive means to serve that interest.
