

Developer's



Guide

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Please read the following before proceeding.

Introduction:

Purpose

The purpose of this document is to provide a summarization of typical development processes for a number of scenarios. These summaries outline development from concept unto the issuance of certificates of occupancy. Besides these summaries, additional information is provided concerning variances, special exceptions, rezoning, annexations, and lot recordation/subdivision.

Instructions for Use

At the end of every section there is a table referred to as the “Assisting Documents” table. The purpose and location of various documents can be derived from these tables. While reading a section, some words will appear in “quotations”. This signifies a document listed in that section’s “Assisting Documents” table. It is advisable to look over all documents within these tables, as some are listed without being mentioned in the text for that section.

Each section is divided into steps. Any fees that are required in a step are immediately listed below that step in *italics*.

General Information

- The zoning of a property will dictate its allowable uses, density, setbacks, and other dimensional requirements. It is important to know this information prior to beginning any project.
- It is imperative to be familiar with all applicable ordinances and documents. They contain necessary requirements and regulations. Those to consider, among others, are the Zoning Ordinance, Landscape and Tree Preservation Ordinance, Subdivision Guidelines, and Sidewalk Regulations.
- Certain overlay districts apply to specific areas within the City. Before beginning any project it is important to know whether or not the property in question falls into one of these districts. Specifically, these districts are the Quality Development Corridor (QDC), Building Exterior Quality Design (BEQ), Lower Fayetteville Road Commercial Landscape Corridor (LFR), Downtown Design Overlay District (DDO), and Historic Residential Design Overlay District (HRDO).
- If a property lies in the QDC, BEQ, DDO, HRDO or is utilizing the Urban Neighborhood Design (UND) standards, the Planning Department will conduct a review of proposed exterior façades, architectural features, location of structural components, or any other applicable elements in order to check for compliance. The documentation necessary for these reviews can be submitted prior to approval of the construction documents, installation of improvements, or recording of final plat for purposes of expediency. However, a building permit will not be issued until the necessary

documentation is approved. Furthermore, a Certificate of Occupancy will not be issued until the Planning Department has conducted an inspection and approved the site and/or building.

- Certain developments, based on their intensity, may require a community impact study or the completion of a Development of Regional Impact form (DRI). The community impact study is utilized by City staff and any decision making bodies for consideration of a proposed project. The DRI is forwarded to the Regional Development Center (RDC) and the Georgia Regional Transportation Authority (GRTA) for review and comment. See §40.060(2)(b)(7) and §40.060(2)(b)(8) of the Zoning Ordinance for further details.
- Site development plans (a.k.a. construction documents) are valid for 1 year from their date of approval if no site preparation or other construction activities have taken place. An approved, stamped set shall be kept on site during construction. Permits are valid for 6 months from their date of issuance.
- City staff may require electronic copies of plans or plats associated with a project.

City Contacts and Location Information

The City Hall for the City of Newnan is located at 25 LaGrange Street, Newnan, GA 30263. All departments listed below are located on the top floor of the building.

- Beautification Department
770-254-2354, extension 3
- Building Department
770-254-2362
- Engineering Department
770-254-2354, extension 7
770-253-2682, extensions 217, 225, 240, and 241
- Planning and Zoning Department
770-254-2354, extensions 4, 5, and 6

Meeting Times

The meeting times provided below are typical but are also subject to change.

- City Council
2nd Tuesday of every month at 2:30 p.m.
4th Tuesday of every month at 6:30 p.m.
- Planning Commission
2nd Tuesday of every month at 7:00 p.m.
- Board of Zoning Appeals
1st Tuesday of every month at 10:00 a.m.

Definitions:

The following definitions are to clarify terms found in this document. The definitions provided are not intended to be official definitions adopted by the City for legal purposes. Terms in this document that are not defined below may be defined in another City document, particularly the Zoning Ordinance or Landscape and Tree Preservation Ordinance.

A

ANNEXATION- the incorporation of land area into an existing community with a resulting change in the boundaries of that community

APPEAL- a petition by any person or persons aggrieved to revisit any decision made by a governing or deciding body

APPLICANT- any person making a request to the City for any approval, permit, or authorization under the procedures contained in a City ordinance

APPLICATION- the application form and all accompanying documents and exhibits required of an applicant by an approving authority for development review purposes

APPROVE OR APPROVAL- an act by an authorized City executive or staff member whereby such official finds that an application, plan, or other official submittal has been found acceptable in accordance with applicable standards, specifications, and requirements as stated in a City ordinance, or that the criteria has been accepted by such official

APPROVE OR APPROVAL WITH CONDITIONS- to approve an application, site plan, subdivision plat, or other development project submittal or request with specific lawful conditions attached to such approval

ARCHITECTURAL DRAWINGS- renderings of structures and buildings that show structural details, floor plans, and elevation drawings

B

BOARD OF ZONING APPEALS- the appointed Board of Zoning Appeals of the City of Newnan, Georgia authorized to hear and decide on variance applications, administrative appeals, and other duties as determined by the City's Zoning Ordinance

BUILDING:

COMMERCIAL- any type of building other than residential

RESIDENTIAL- any building or unit of a building intended for occupancy as a dwelling but shall not include a hotel, motel, or similar short-term occupancy use

BUSINESS- a corporation, partnership, sole proprietor, or any other person or organization carrying on an enterprise for profit or gain

C

CERTIFICATE OF COMPLETION- a Certificate of Completion or CFC is a permit certifying satisfactory completion of a particular construction project

CERTIFICATE OF OCCUPANCY- a Certificate of Occupancy or CO is a permit establishing the right to safe occupancy in compliance with all of the requirements for such occupancy of a building, structure, or site within the City of Newnan

CITY- means either: (1) provided as follows “City” rather than “city” refers to the municipal government of the City of Newnan, Georgia including representatives of the appropriate department for the aspect of development being discussed or considered; or (2) provided as follows "city" rather than "City" refers to all land lying within the corporate limits of the City of Newnan, Georgia as now or hereafter situated

CITY COUNCIL- the body of elected officials that governs the City of Newnan

COMMERCIAL USE- those commercial retail or service uses which benefit from close proximity to other such uses including retailing, finance, professional and general offices, and the like. Its primary purpose is to group together in a compact area to complement each other and to facilitate pedestrian and vehicular access.

CONTRACTOR- a person who contracts to supply certain materials or do certain work for a stipulated sum, especially one who does so in any of the building trades

D

DENY OR DENIAL- an act by an authorized City executive, appointee, or administrator which shall have the effect of rejecting a request by an applicant or other petitioning party

DEVELOPER- any person or persons, corporation, or other legal entity proposing to develop or build on a piece of land. The developer of a real estate development is the entity whose name shall be on the permit issued by the City of Newnan for that development. In the event that no name is on the permit, then the owner, by default, becomes the developer for the purpose of this ordinance.

DEVELOPMENT- all structures and other modifications of the natural landscape above and below ground or water, on a particular site, including, but not limited to, buildings or other structures, mining, dredging, filling, grading, paving, excavating or drilling operations

DIMENSION- any measurable extent as in length, depth, width, etc.

DISTURBANCE- for the purposes of this document, means any activity or action which modifies the physical layout or state of a piece of land

DWELLING- a building or portion thereof that provides long-term living facilities for one or more families. Long-term, for the purpose of this definition, shall be interpreted to mean the establishment of a domicile that may include, but not necessarily be limited to, receiving mail addressed to the dwelling, establishing utility service to the dwelling, sleeping at the dwelling, storing personal belongings at the dwelling, cooking and eating at the dwelling, and paying rent or otherwise having a financial responsibility for the dwelling and related space or lands.

E

F

FEE- a set amount of money to be paid to the City, pre-set by the City Council, in return for a service or product to be provided or a permit or other document to be issued by the City

FINAL PLAT- a finished drawing of a subdivision showing completely and accurately all legal and engineering information as required by this Ordinance and showing all certifications required for recording

G

H

HEIGHT- means either: (1) When referring to telecommunications towers or antennae, the distance measured from the ground level to the highest point on the tower or telecommunications structure, even if said highest point is an antenna; or (2) when referring to the height of a building, the vertical distance to the highest point of the roof for flat roofs; to the deck line of the mansard roofs; and to the average height between eaves and the ridge for gable, hip, and gambrel roofs, measured from the curb level if the building is not more than 10 feet from the front lot line or from the grade in all other cases

I

IMPROVEMENT- anything built, installed, or established by a developer, owner, or designated contractor, whether upon, above, or beneath the ground, which may facilitate the sale of lots and serves those uses proposed for such lots

PUBLIC- any street, sidewalk, pedestrian way, drainage structure, or other facility for which the City may ultimately assume the responsibility for maintenance and operation, or which may affect an improvement for which City responsibility is established

INSTALLATION- the assembly of an industrialized or manufactured building on site and the process of affixing said building to the land, a foundation, footings, or an existing building

INSTITUTIONAL- a non-profit, religious, or public use, such as a church, library, school, hospital, or government operated facility

J

K

L

LAND DISTURBANCE ACTIVITY- any activity which may result in soil erosion from water or wind and the movement of sediments into State and local waters or onto lands within the State, including but not limited to clearing, dredging, grading, excavating, transporting, or filling of land but not including agricultural practices such as a family vegetable plot

LAND DISTURBANCE PERMIT- any permit other than a building permit issued by the City that authorizes clearing, grubbing, excavating, filling, or grading activities on a site or portion of a site. Said permit may be Clearing, Clearing and Grubbing, or Development permit as defined and authorized under the Development Regulations of the City of Newnan.

LAND PREPARATION- the selective and careful removal of trees, shrubs, and other natural site elements and subsequent tree protection, grubbing, and grading of a development site

LAND USE- a description of how land is occupied, utilized, exploited, or otherwise is being employed by humans

LANDSCAPING- means either: (a) an expanse of natural scenery; or (b) any combination of natural and man-planted and maintained features including lawns, trees, shrubs, other plants, decorative or natural ground cover, exposed rock, mulch, wood chips, water features, sculpture, paths, etc.

LANDSCAPE ARCHITECT- the agent of the City of Newnan having the primary responsibilities of administration and enforcement of the Tree Protection and Landscape Ordinance

LANDSCAPE ORDINANCE- the Landscape Ordinance of The City of Newnan, Georgia adopted by the City Council on January 11, 2000 and as amended from time to time

LOT- a platted portion of a subdivision or any other parcel of land intended as a unit for transfer of ownership or for development or both. In determining the area and dimensions of a lot, no part of the public right-of-way of a road or walkway may be included. An easement may be counted when determining the area and dimensions of a lot if the nature of the easement will not eliminate an adequate building site; also, a portion of land devoted to a common use or occupied by a building or group of buildings devoted to a common use together with the customary accessories and open spaces belonging to the same

M

MIXED USE- having more than one primary use where such uses are functionally complementary and integrated. Mixed-use developments often contain a mix of residential, commercial, office, institutional, and/or industrial uses.

MULTI-FAMILY- a residential use consisting of more than one family per platted lot This shall include apartments, condominiums, duplexes, and the like.

N

NEWMAN UTILITIES (A.K.A. NEWMAN WATER AND LIGHT)- the utility authority in the City of Newnan responsible for the distribution of electricity and potable water, the collection and treatment of wastewater, and the marketing of cable television and Internet services

O

OCCUPY- the residing of an individual or individuals overnight in a dwelling unit or the storage and use of equipment, merchandise, or machinery in any public, commercial, or industrial building

OFFICIAL (ACT OR ACTION)- any executive, legislative, administrative, appointive, or discretionary act of the City Council or appointed or designated official taken pursuant to the regular discharge of such individual's or entity's official duties

OPEN SPACE- any parcel or area of land or water essentially unimproved and set aside, dedicated, designated, or reserved for public or private use, enjoyment as well as the use and enjoyment of owners, occupants, and their guests, of land adjoining or neighboring such open space. See Zoning Ordinance Chapter 22, §22.040, subsection 11 for a more detailed description

of open space requirements and Chapter 21, §21.060, subsection 6 for an explanation of how to calculate open space.

COMMON OPEN SPACE- open space which may or may not be related to a development, which is dedicated or available for public use on a limited or unlimited basis

OVERLAY DISTRICT OR ZONE- A zoning district that encompasses one or more underlying zones and that imposes additional requirements beyond that required by the conventional district or underlying zone(s).

P

PAID- the receipt of, or right to receive, a salary or commission, percentage, brokerage, or contingency fee

PARCEL- a continuous lot or tract of land in the possession of or owned by, or recorded as the property of, the same person or persons

PERSON- any association, company, corporation, firm, organization, or partnership, singular or plural, of any kind

PHASE OR PHASING- development undertaken in a logical time and geographical sequence. Phasing is the breaking up of a large development into several manageable parts for marketing, financing, labor, supply, and equipment facility. Phases are also known as Pods, Modules, Land Use Areas.

PLANNED DEVELOPMENT (A.K.A. PLANNED UNIT DEVELOPMENT)- a development of land that is under unified control and is planned and developed as a whole in a single development operation or programmed series of development stages. The development may include streets, circulation ways, utilities, buildings, open spaces, and other site features and improvements.

PLANNING AND ZONING DEPARTMENT- also referred to as the Planning Department. This is the administrative department of the City of Newnan that serves as staff to the Planning Commission and other duties as specified by this Ordinance.

PLANNING COMMISSION- a body appointed by the City Council whose duty is to hear and make recommendations on rezoning applications, changes to the Zoning Ordinance text, approve subdivision plats, and other duties as specified by the Zoning Ordinance.

PRE-APPLICATION MEETING- for the purposes of this document, any pre-development, pre-submittal meeting between the owner/developer of a property and members of City staff to discuss the issues and requirements for development and to further the owner/developers understanding of the process whereby such owner/developer may make a better application that may require fewer changes or modifications during the review process. Such a meeting may save the owner/developer significant time and expense. Such a meeting is mandatory in some circumstances as provided by the Zoning Ordinance and in all other circumstances it is an option.

PRELIMINARY PLAT- a drawing which shows the proposed layout of a subdivision of land in sufficient detail to indicate unquestionably its workability and functionality, but is not in final form for recording and the details are not completely computed

PROJECT- a development with the necessary site improvements, on a particular parcel of land

PROPERTY- for the purposes of this document means any piece of land which is legally described using lengths and bearings and also identified on the tax maps of the Coweta County Assessors office

Q

R

RECOMMENDATION- advice, council; the act of recommending or calling attention to a circumstance as suited to some purpose or decision

ROAD:

PRIVATE- a way open to vehicle ingress and egress established as a separate tract for the benefit of certain, adjacent properties. This definition shall not apply to driveways.

PUBLIC- all public property reserved or dedicated for street traffic

S

SCALE- for the purposes of this document, means the relationship between distances on a map and actual ground distances

SETBACK- the minimum horizontal distance between the lot or property line and the nearest front, side, or rear line of the building (as the case may be), or any covered projection

SHOPPING CENTER- a group of commercial establishments that are planned, constructed, and managed as a single entity, with customer and employee parking provided on site or nearby, provision for goods delivery separated from primary customer access, aesthetic considerations and protection from the elements, and landscaping and signage in accordance with an approved plan

SITE- for the purposes of this document means either: (a) any tract, lot, or parcel or land in combination of tracts, lots, or parcels of land which are in one ownership or are contiguous and in diverse ownership where development is to be performed as part of a unit, subdivision, or project; or (b) all contiguous land and bodies of water in one ownership, graded or proposed for grading or development as a unit, although not necessarily at one time

SITE PLAN- a document or group of documents containing sketches, text, drawings, maps, photographs, and other material intended to present and explain certain elements of a proposed development, including physical design, siting of buildings and structures, interior vehicular and pedestrian access, the provision of improvements, and the interrelationship of these elements

SKETCH OR SKETCH PLAN- similar to a concept plan, a sketch plan is a general rendering of a development plan for a project which does not include construction or engineering detail, and showing those plan elements as further required by City ordinances

SPECIAL EXCEPTION- a use permitted in a particular zoning district upon showing that such use in a specified location will comply with all of the conditions and standards for the location and operation of the use as specified in the Zoning Ordinance and authorized by the City Council for regional impact decisions and the Board of Zoning Appeals or Planning Commission for all other special exception requests

STORMWATER MANAGEMENT- Means: (1) for quantitative control, a system of vegetative and structural measures that control the increase in volume and rate of surface runoff caused by manmade changes to the land; and (2) for qualitative control, a system of vegetative, structural, and other measures that reduce or eliminate pollutants that might otherwise be carried by surface runoff

STRUCTURE- means either: (a) anything constructed or erected, the use of which requires location on the ground, or attachment to something having location on the ground, including but not limited to buildings, towers, smokestacks and overhead transmission lines; or (b) any structure constructed and used for residence, business, industry, or other public or private purposes or accessory thereto and including tents, lunch wagons, dining cars, trailers, mobile homes, sheds, garages, carports, animal kennels, or structures, storerooms, billboards, signs, gasoline pumps and similar structures, whether stationary or movable

STREET:

PRIVATE- a street that has not been accepted by the City

PUBLIC- a street that has been accepted by the City

SUBDIVISION- all divisions of a tract or parcel of land into two or more lots, building sites, or other divisions for the purpose, whether immediate or future, of sale, lease, legacy, or building development, and includes all divisions of land involving a new street or a change in existing streets, and includes re-subdivision, and where appropriate to the context, relates to the land or area subdivided; provided, however, that the following are not included within this definition:

- a. The combination or recombination of portions of previously platted lots where the total number of lots are equal to the standards of the City
- b. The division of land into parcels of five acres or more where no new street is involved
- c. The division of land into parcels, all of which are three acres or more in size with a minimum width of one hundred and fifty feet for a distance sufficient to provide an adequate area for the placement of structures and improvements, including wells and approved installation of approved on-site sewage management systems
- d. Divisions or sale of land by judicial decree

SUBDIVISION (CONTINUED)-

MAJOR- any subdivision not classified as a minor subdivision

MINOR- any subdivision containing not more than four lots fronting on an existing public street, not involving any new street or the extension of municipal facilities or the creation of any public improvements, not adversely affecting future subdivision of the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the master plan, official map, zoning ordinance, or these regulations; except that a phase of a larger subdivision under development may not be treated as a minor subdivision

T

U

USE- the specific purpose for which land or a building is intended, arranged, designed or for which it may be occupied or maintained. The term “permitted use” or its equivalent shall not be deemed to include any nonconforming use.

V

VARIANCE- Means either: (a) a variance granted for bulk relief that would result in an opportunity for improved zoning and planning that would benefit the community; (b) the modification of any requirement of the Zoning Ordinance such that strict adherence of the requirements would result in unnecessary hardship and not fulfill the intent of that Ordinance. A variance shall be granted in a manner that would be no greater than a reasonable deviation from the requirements of the Ordinance needed to relieve the identified hardship.

W

X

Y

Z

ZONING- the delineation of districts and the establishment of regulations governing the use, placement, spacing, and size of land, buildings, and other physical site improvements

ZONING DISTRICT- a portion of the territory of the city, exclusive of streets, alleys, and other public ways, within which certain uses of land, premises, and buildings are not permitted and within which certain yards and open spaces are required and certain height limits are established for buildings

ZONING MAP- the official map or maps that are a part of the Zoning Ordinance of the City of Newnan, Georgia and which delineates the boundaries of zoning districts and is known as “The Official Zoning Map of the City of Newnan, Georgia”.

ZONING ORDINANCE- the Zoning Ordinance of the City of Newnan, Georgia, as amended from time to time by the City Council, which regulates the location, size, use, and other elements deemed important by the governing body, of the land within the City of Newnan

Recordation of Lots and Requesting Street Acceptances:

IT IS ADVISABLE TO SCHEDULE A CONCEPT MEETING BEFORE HAVING ANY LOTS RECORDED IN ORDER TO DISCUSS FUTURE PLANS. THIS MEETING CAN BE SCHEDULED THROUGH THE PLANNING AND ZONING DEPARTMENT.

Combining and Dividing Lots-generally 4 lots or less* (Minor Subdivisions):

1. In order to have lots recorded, a final plat is submitted to the City for review and approval. To initiate the recording process, an “Application Form for Subdivision Review”, payment for the review fee, and two copies of the final plat with dimensions of 18 inches by 24 inches must be provided to the Planning and Zoning Department. See the Assisting Documents table for more guidelines on final plats.

Associated fees: a one time final plat review fee of \$50.00 (check made payable to City of Newnan, paid at the Planning and Zoning Department)

2. City staff will review the final plat for completeness and correctness. If necessary, comments will be made by staff indicating problems with the plat that need to be addressed. A cycle of review and correction will continue until all comments have been properly addressed.

3. Once the final plat is staff approved, a minimum of 14 copies of the final plat and all associated recording fees are to be provided to the Planning and Zoning Department. One copy should be printed on Mylar, and the remainder can be printed on regular paper. The dimensions of all copies should be 18 inches by 24 inches. The approved final plat will be taken, by a representative of the Planning and Zoning Department, to the Coweta County Superior Court Clerk to be recorded. When the final plat has been recorded the applicant will be notified by staff in order to obtain their recorded copies.

Associated fees: a recording fee of \$8.00 per page of the final plat (check made payable to Coweta County Superior Court Clerk, paid at the Planning and Zoning Department)

Combining and Dividing Lots-generally 5 lots or more and/or street acceptance (Major Subdivisions):**

1. Major subdivisions require the approval of the Planning Commission, and public streets must be accepted into the City’s street system by the City Council. The process for plat approval and street acceptance is initiated by submitting a preliminary plat to the Planning and Zoning Department for review. An “Application Form for Subdivision Review” and payment for the review fee must also be provided to the Planning and Zoning Department along with two copies of the preliminary plat having dimensions of

18 inches by 24 inches. See the Assisting Documents table for where to find more guidelines on preliminary plats.

Associated fees: a one time preliminary plat review fee of \$2.00 per lot or a minimum of \$50.00 (check made payable to City of Newnan, paid at the Planning and Zoning Department)

2. City staff will review the preliminary plat for completeness and correctness. If necessary, comments will be made by staff indicating problems with the plat that need to be addressed. A cycle of review and correction will continue until all comments have been properly addressed.

- During this review process the Planning Department will submit names for proposed public streets to be approved or denied by the local post office and E-911. If the names are rejected, new ones may be proposed until suitable names are found. The post office and E-911 must approve street names for proposed public streets prior to dedication to the City and recordation of the final plat (see below).

3. Once the preliminary plat is staff approved, it will be placed on the Planning Commission agenda. For this meeting, a minimum of 8 copies of the preliminary plat are to be provided to the Planning and Zoning Department. The dimensions of these copies should be 8 ½ inches by 11 inches or 11 inches by 17 inches. An electronic version (PDF) of the plat is also appreciated.

4. If the preliminary plat is approved, a Mylar copy with dimensions of 18 inches by 24 inches will need to be submitted to the Planning and Zoning Department.

5. At this point, site development plans (also known as construction documents) can be submitted. Depending on the type of project in question refer to the appropriate section to learn more about submitting construction documents and other ensuing activities. See either *Constructing Commercial Structures* or *Constructing Residential Developments*.

6. Once the site development plans have been approved and after improvements have been installed and passed all inspections, a final plat pertaining to the project will need to be recorded. In order to accomplish this, a final plat must be submitted to the Planning and Zoning Department for review. An “Application Form for Subdivision Review” and payment for the review fee must also be provided to the Planning and Zoning Department along with two copies of the final plat having dimensions of 18 inches by 24 inches. See the Assisting Documents table for where to find more guidelines on final plats.

Associated fees: a one time final plat review fee of \$50.00 (check made payable to City of Newnan, paid at the Planning and Zoning Department)

7. City staff will review the final plat for completeness and correctness. If necessary, comments will be made by staff indicating problems with the plat that need to be addressed. A cycle of review and correction will continue until all comments have been properly addressed.

8. After the final plat is staff approved, it will be ready for recordation or placement on the City Council agenda depending on whether any streets are requested to be publicly dedicated.

If streets are being requested to be publicly dedicated, the request will be placed on the City Council agenda. For this meeting, a minimum of 8 copies of the final plat are to be provided to the Planning and Zoning Department. The dimensions of these copies should be 8 ½ inches by 11 inches or 11 inches by 17 inches. An electronic version (PDF) of the plat is also appreciated.

If there is no street acceptance request or once the City Council has approved the street acceptance request, a minimum of 14 copies of the final plat and all associated recording fees are to be provided to the Planning and Zoning Department. One copy should be printed on Mylar, and the remainder can be printed on regular paper. The dimensions of all copies should be 18 inches by 24 inches. The approved final plat will be taken, by a representative of the Planning and Zoning Department, to the Coweta County Superior Court Clerk to be recorded. When the final plat has been recorded, the applicant will be notified by staff in order to obtain their recorded copies.

Associated fees: a recording fee of \$8.00 per page of the final plat and \$10.00 for the first page of every deed and \$2.00 for all subsequent pages (check made payable to Coweta County Superior Court Clerk, paid at the Planning and Zoning Department)

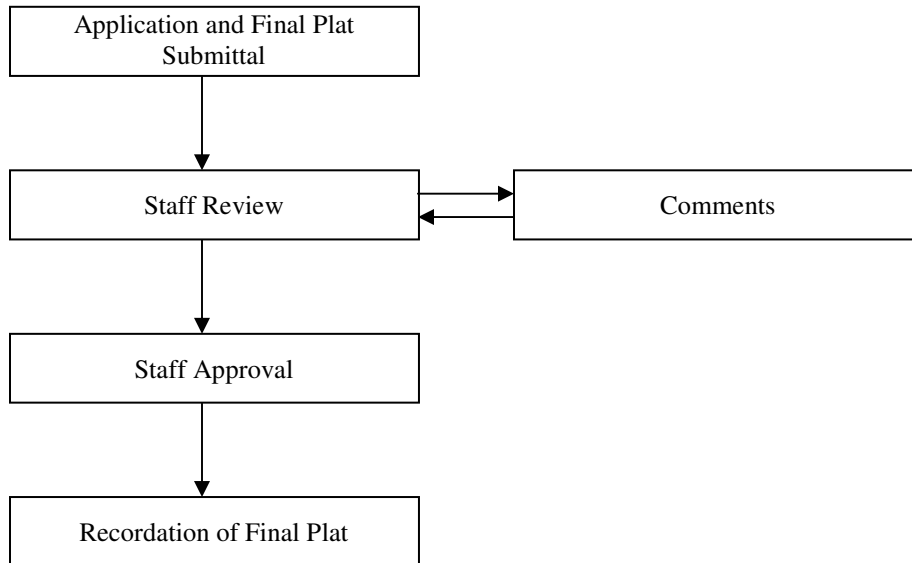
*When dividing lots, the information contained in this section is applicable only to minor subdivisions. **A minor subdivision is defined as:** any subdivision containing not more than four lots fronting on an existing public street, not involving any new street or the extension of municipal facilities or the creation of any public improvements, not adversely affecting future subdivision of the remainder of the parcel or adjoining property, and not in conflict with any provision or portion of the master plan, official map, zoning ordinance, or these regulations; except that a phase of a larger subdivision under development may not be treated as a minor subdivision.

When dividing lots, the information contained in this section is applicable only to major subdivisions. **A major subdivision is defined as: any subdivision not classified as a minor subdivision.

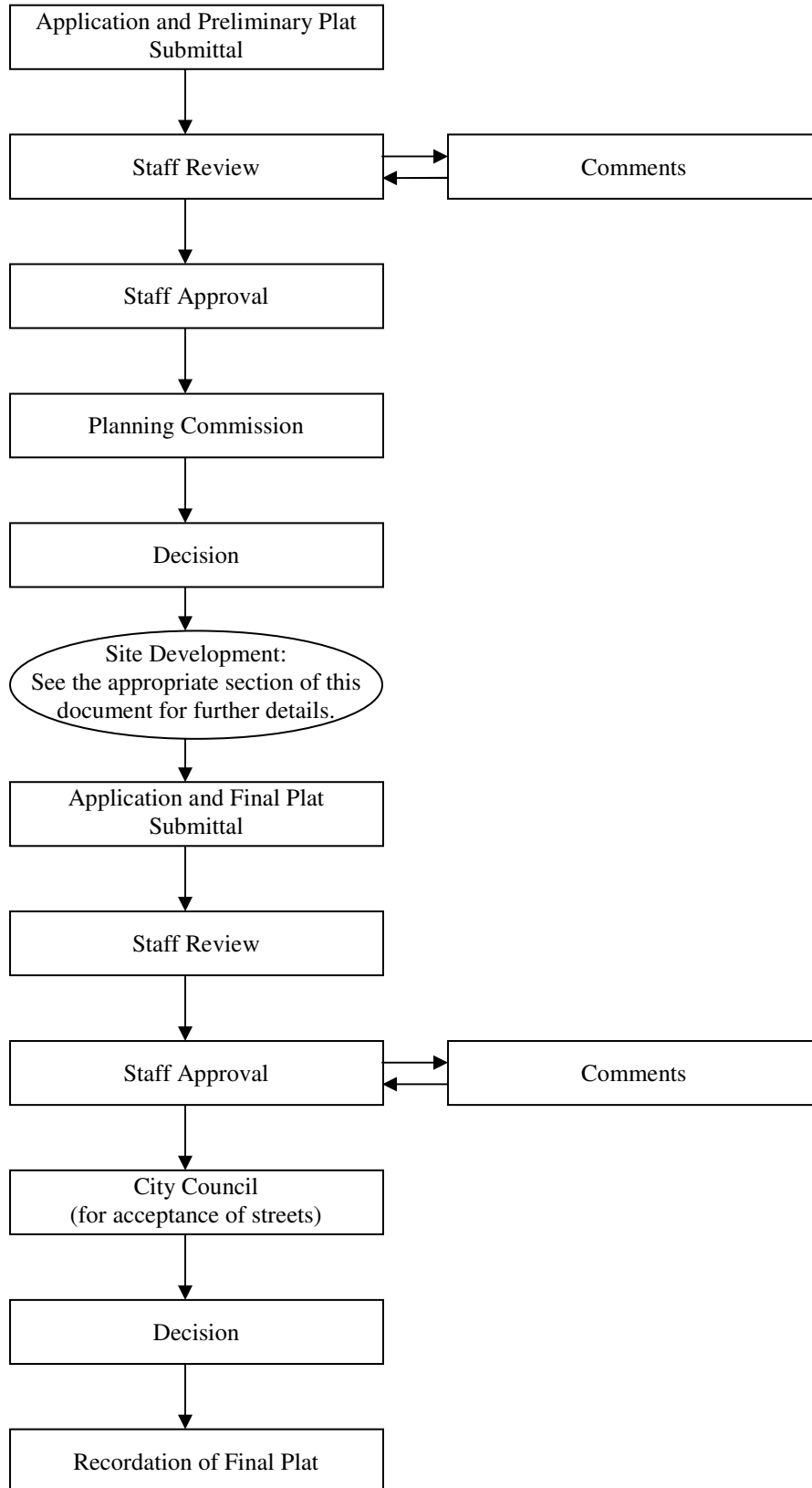
Assisting Documents:

Document	Purpose	Location
Application Form for Subdivision Review	Application for final plat review (calculates fee as well)	Online at www.ci.newnan.ga.us/content/view/109/91/
Final Plat Specifications	Provides all necessary elements of a final plat	Online at www.ci.newnan.ga.us/content/view/70/91/ (scroll to §10.9)
Preliminary Plat Specifications	Provides all necessary elements of a preliminary plat	Online at www.ci.newnan.ga.us/content/view/70/91/ (scroll to §10.4)

Process Summarization (minor subdivisions):



**Process Summarization
(major subdivisions):**



Requesting Special Exceptions:

SPECIAL EXCEPTION REQUESTS ARE TYPICALLY HEARD BY THE BOARD OF ZONING APPEALS. HOWEVER, ALL SPECIAL EXCEPTION REQUESTS FOR PROPERTY LOCATED WITHIN PLANNED DEVELOPMENT (PD) ZONED DISTRICTS SHALL BE HEARD BY THE PLANNING COMMISSION.

1. It is advisable to meet with a representative of the Planning and Zoning Department to discuss intentions with regard to the request. This meeting can be scheduled by calling the Planning and Zoning Department.
2. An “Application Form for Special Exception” or an “Application Form for Special Exception within Planned Developments” will need to be completed and submitted to the Planning and Zoning Department no less than 30 days prior to the agenda on which the applicant wishes to be placed. There are a few items delineated in the application that must also be submitted in order for the application to be considered complete.
 - The applicant should pay special attention to the issues for consideration outlined in §43.130 of the Zoning Ordinance to decide whether or not they will be able to defend the request, as the application fee is non-refundable in the instance of a denial by the BZA or Planning Commission. The issues listed there are those that the BZA or Planning Commission will utilize when making their decision.
 - The applicant should also take note of any conditions that may apply to the requested use. These are outlined in §33.80 of the Zoning Ordinance.
 - A special exception request may be withdrawn by the applicant at any time prior to the action of the BZA or Planning Commission. Once the application has been advertised, the application fee is non-refundable.

Associated Fees: an application fee of \$250.00 per special exception request (check made payable to the City of Newnan, paid at the Planning and Zoning Department)

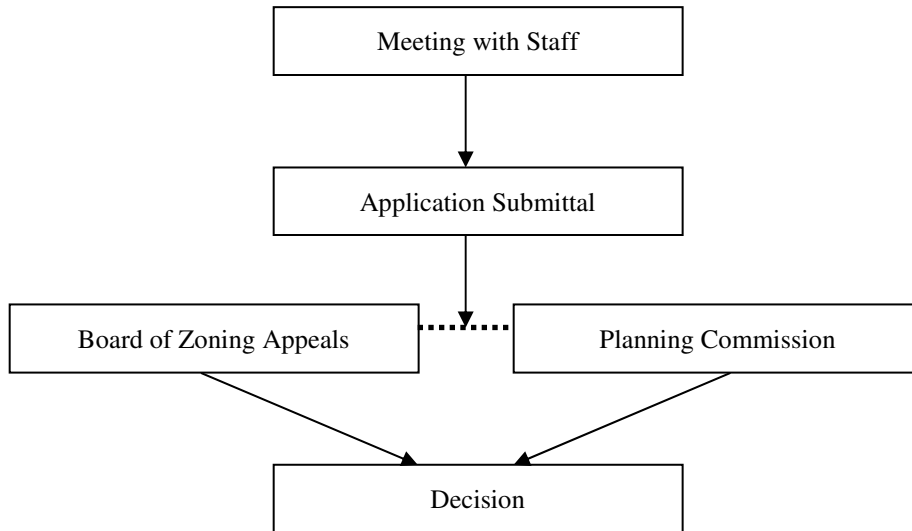
3. At the BZA or Planning Commission meeting, the applicant will be provided the opportunity to speak in regards to their request. A public hearing will also be held. This hearing will be duly advertised prior to the meeting via newspaper, signage on the property, and letters sent to property owners within 250 feet. Members of the public wishing to speak in favor or opposition of the request will be allowed to do so at this point. Following public comments, the applicant will be allowed time for rebuttal. After the public hearing is closed, the BZA or Planning Commission will make their binding decision.
 - The BZA or Planning Commission may impose such conditions, safeguards, and restrictions upon the premises benefited by the special exception as may be necessary to avoid, minimize, or mitigate any potentially adverse or injurious effect of such special exceptions upon other property in the neighborhood, and to carry out the general purpose and intent of the Zoning Ordinance. The BZA may require a guarantee or bond to ensure that the conditions imposed will be complied with.

- If a special exception is denied by the BZA or Planning Commission, no application requesting the same special exception shall be filed within twelve months after the date of such denial.
 - The decision of the BZA or Planning Commission may be appealed within 30 days from the date of the decision.
4. The development process may proceed if the request is granted.

Assisting Documents:

Document	Purpose	Location
Application Form for Special Exception	Application with supporting materials, requirements and associated fees	Online at www.ci.newnan.ga.us/content/view/107/91/
Application Form for Special Exception within Planned Districts	Application with supporting materials, requirements and associated fees	Online at www.ci.newnan.ga.us/content/view/212/91/
Issues for Consideration	Provides the criteria that should be addressed in the application and that will be used in considering the request	Online at www.ci.newnan.ga.us/content/view/71/91/ (Chapter 43, §43.130, page 43-8)

Process Summarization:



Requesting Variances:

VARIANCE REQUESTS ARE TYPICALLY HEARD BY THE BOARD OF ZONING APPEALS. HOWEVER, ALL VARIANCE REQUESTS FOR PROPERTY LOCATED WITHIN PLANNED DEVELOPMENT (PD) ZONED DISTRICTS SHALL BE HEARD BY THE PLANNING COMMISSION.

1. It is advisable to meet with a representative of the Planning and Zoning Department to discuss intentions with regard to the request. This meeting can be scheduled by calling the Planning and Zoning Department.
2. An “Application for Variance” or an “Application for Variance Requests within Planned Developments” will need to be completed and submitted to the Planning and Zoning Department. The application for variances within Planned Developments (PD) districts must be completed and submitted by the 15th day of the month prior to the month in which the application will be considered. All other variance applications must be completed and submitted no less than 30 days prior to the agenda on which the applicant wishes to be placed. There are a few items delineated in the applications that must also be submitted in order for the application to be considered complete.
 - The applicant should pay special attention to the standards for variances outlined in §44.080 of the Zoning Ordinance to decide whether or not they will be able to justify the need for a variance, as the application fee is non-refundable in the instance of a denial by the BZA or Planning Commission. These standards will be utilized by the BZA or Planning Commission when making their decision. These standards are also provided in both applications.
 - A variance request may be withdrawn by the applicant at any time prior to the action of the BZA or Planning Commission. If the application has been advertised, the application fee is non-refundable.

Associated Fees: an application fee of \$250.00 per variance request (check made payable to the City of Newnan, paid at the Planning and Zoning Department)

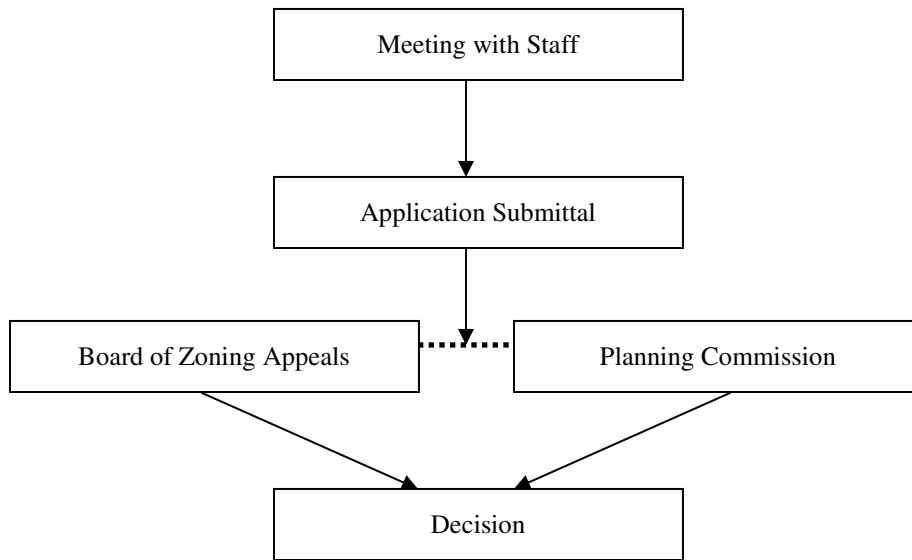
3. At the BZA or Planning Commission meeting the applicant will be provided the opportunity to speak in regards to their request. A public hearing will also be held. This hearing will be duly advertised prior to the meeting via newspaper, signage on the property, and letters sent to property owners within 250 feet. Members of the public wishing to speak in favor or opposition of the request will be allowed to do so at this point. Following their comments the applicant will be allowed time for rebuttal. After the public hearing is closed, the BZA or Planning Commission will make their binding decision.
 - The BZA or Planning Commission may impose such conditions and restrictions upon the location, character and other features of the proposed structure or use as it may deem necessary in the public interest and may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be complied with. Failure to comply with any such conditions and restrictions shall constitute an ordinance violation.

- If a variance is denied by the BZA or Planning Commission, no application requesting the same variance shall be filed within twelve months after the date of such denial.
 - The decision of the BZA or Planning Commission may be appealed within 30 days from the date of the decision.
4. The development process may proceed if the request is granted.

Assisting Documents:

Document	Purpose	Location
Application for Variance	Application with supporting materials, requirements and associated fees	Online at www.ci.newnan.ga.us/content/view/113/91/
Application for Variance Requests within Planned Developments	Application with supporting materials, requirements and associated fees	Online at www.ci.newnan.ga.us/content/view/104/91/
Standards for Variances	Provides the criteria that should be addressed in the application and that will be used in considering the request	Online at www.ci.newnan.ga.us/content/view/71/91/ (Chapter 44, §44.080, page 44-2)

Process Summarization:



Requesting Rezoning:

REZONING REQUESTS ARE HEARD BY THE PLANNING COMMISSION AND THE CITY COUNCIL. THE PLANNING COMMISSION WILL HEAR THE REQUEST FIRST AND SUBSEQUENTLY MAKE A RECOMMENDATION TO THE CITY COUNCIL. THE REQUEST WILL BE FORWARDED TO THE CITY COUNCIL, WHO WILL MAKE THE ULTIMATE DECISION.

1. It is advisable to meet with a representative of the Planning and Zoning Department to discuss intentions with regard to the request. This meeting can be scheduled by calling the Planning and Zoning Department.
2. An “Application to Amend Zoning Map” will need to be completed and submitted to the Planning and Zoning Department. The application must be completed and submitted by the 10th day of the month prior to the month in which the application will initially be considered. There are a few items delineated in the applications that must also be submitted in order for the application to be considered complete.
 - The applicant should pay special attention to the standards of review for rezonings outlined in §40.200 of the Zoning Ordinance to decide whether or not they will be able to justify or defend the request, as the application fee is non-refundable in the instance of a denial by the City Council. The standards listed in this section will be utilized by the Planning Commission and City Council when making their decision.
 - A rezoning request may be withdrawn by the applicant at any time prior to the action of the City Council. If the application has been advertised, the application fee is non-refundable.

Associated Fees: an application fee that varies based on the type of zoning requested, see the “Application to Amend Zoning Map” for specific amounts (check made payable to the City of Newnan, paid at the Planning and Zoning Department)

3. At the Planning Commission meeting the applicant will be provided the opportunity to speak in regards to their request. A public hearing will also be held. This hearing will be duly advertised prior to the meeting via newspaper, signage on the property, and letters sent to property owners within 250 feet. Members of the public wishing to speak in favor or opposition of the request will be allowed to do so at this point. Following their comments the applicant will be allowed time for rebuttal. After the public hearing is closed, the Planning Commission will make their recommendation regarding the request.
4. The Planning Commission’s recommendation will be placed on the next month’s agenda for the City Council. At the City Council meeting the applicant will be provided the opportunity to speak in regards to their request and make known the purposes for the request. A public hearing will also be held. This hearing will be duly advertised prior to the meeting via newspaper, signage on the property, and letters sent to property owners within 250 feet. Members of the public wishing to speak in favor or opposition of the request will be allowed to do so at this point. Following their comments the applicant will be allowed time for rebuttal. After the public hearing is closed, the City Council will make their binding decision.

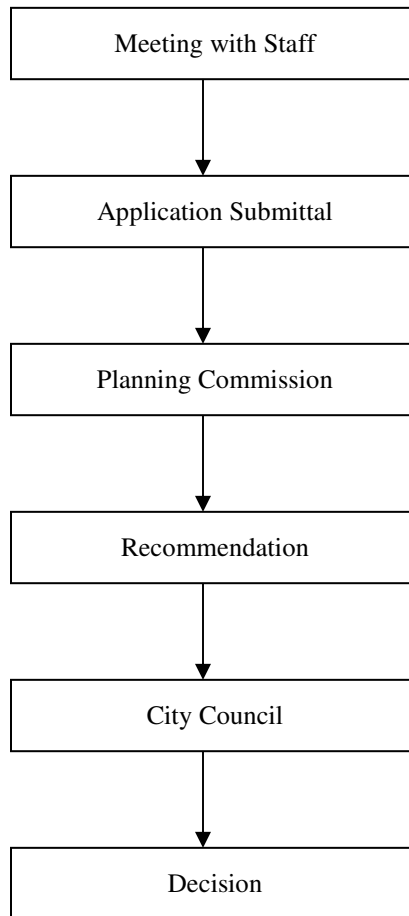
- If the City Council determines that an applicant is presenting evidence which is substantially or materially different from that presented to the Planning Commission, the City Council may refer the application back to the Planning Commission for such additional consideration and action as the City Council may deem appropriate.
- The City Council may apply reasonable conditions governing the use of the property in question, such conditions being in addition to or modification of, the regulations provided for a particular zone or zoning district by any ordinances.
- If a rezoning is denied by the City Council, no application requesting the same rezoning shall be filed within twelve months after the date of such denial. However, the City Council may move to rezone the same property provided such action occurs not less than six months after the date of denial.
- The decision of the City Council may be appealed within 30 days from the date of the decision.

5. The development process may proceed if the request is granted.

Assisting Documents:

Document	Purpose	Location
Application to Amend Zoning Map	Application with supporting materials, requirements and associated fees	Online at www.ci.newnan.ga.us/content/view/106/91/
Standards of Review	Provides the criteria that should be addressed in the application and that will be used in considering the request	Online at www.ci.newnan.ga.us/content/view/106/91/ (Chapter 40, §40.200, page 40-14)

Process Summarization:



Requesting Annexations:

ANNEXATION REQUESTS ARE HEARD BY THE PLANNING COMMISSION AND THE CITY COUNCIL. THE CITY COUNCIL WILL DECIDE WHETHER TO CONSIDER THE REQUEST. IF THEY DECIDE TO CONSIDER IT, THE REQUEST WILL BE FORWARDED TO THE PLANNING COMMISSION FOR A RECOMMENDATION AND TO HAVE A ZONING DESIGNATION ASSIGNED TO IT. THIS REQUEST WILL THEN BE FORWARDED TO THE CITY COUNCIL FOR AN ULTIMATE DECISION.

1. It is advisable to meet with a representative of the Planning and Zoning Department to discuss intentions with regard to the request. This meeting can be scheduled by calling the Planning and Zoning Department.
2. An “Application for Annexation” will need to be completed and submitted to the Planning and Zoning Department. The request will be placed on the City Council agenda within 60 days of the receipt of a complete application. There are a few items delineated in the application that must also be submitted in order for the application to be considered complete.

Associated Fees: an application fee of \$600.00 per request plus fees per acre as determined by the requested zoning classification, see “Application for Annexation” for specific amounts (check made payable to the City of Newnan, paid at the Planning and Zoning Department)

3. The City Council will determine whether to accept the application and pursue annexation or to reject the application. If they decide to pursue annexation, the request will be forwarded to the Planning Commission for a recommendation and designation of zoning.
 - If the City decides to pursue the annexation, Coweta County will be notified of the request within 5 days of the City Council’s decision. The County will then have 30 days to make a land use compatibility determination of whether the proposed use of the area to be annexed would create a land use conflict. If the County determines that there is a conflict, mitigation and possibly appeals measures must be undertaken. This could add additional time to the annexation process.
4. At the Planning Commission meeting the applicant will be provided the opportunity to speak in regards to their request. A public hearing will also be held. This hearing will be duly advertised prior to the meeting via newspaper, signage on the property, and letters sent to property owners within 250 feet. Members of the public wishing to speak in favor or opposition of the request will be allowed to do so at this point. Following their comments, the applicant will be allowed time for rebuttal. After the public hearing is closed, the Planning Commission will make their recommendation regarding the request, which will include the designation of zoning.
5. The Planning Commission’s recommendation will be placed on the next agenda for the City Council. At the City Council meeting the applicant will be provided the opportunity to speak in regards to their request and make known the purposes for the request. A

public hearing will also be held. This hearing will be duly advertised prior to the meeting via newspaper, signage on the property, and letters sent to property owners within 250 feet. Members of the public wishing to speak in favor or opposition of the request will be allowed to do so at this point. Following their comments the applicant will be allowed time for rebuttal. After the public hearing is closed, the City Council will make their binding decision.

6. Upon approval of the annexation of the property and assigning it a zoning classification, the City will submit the proposed annexation to the U.S. Department of Justice (DOJ) for review. After review and favorable comment from the DOJ, the annexation is officially in place.

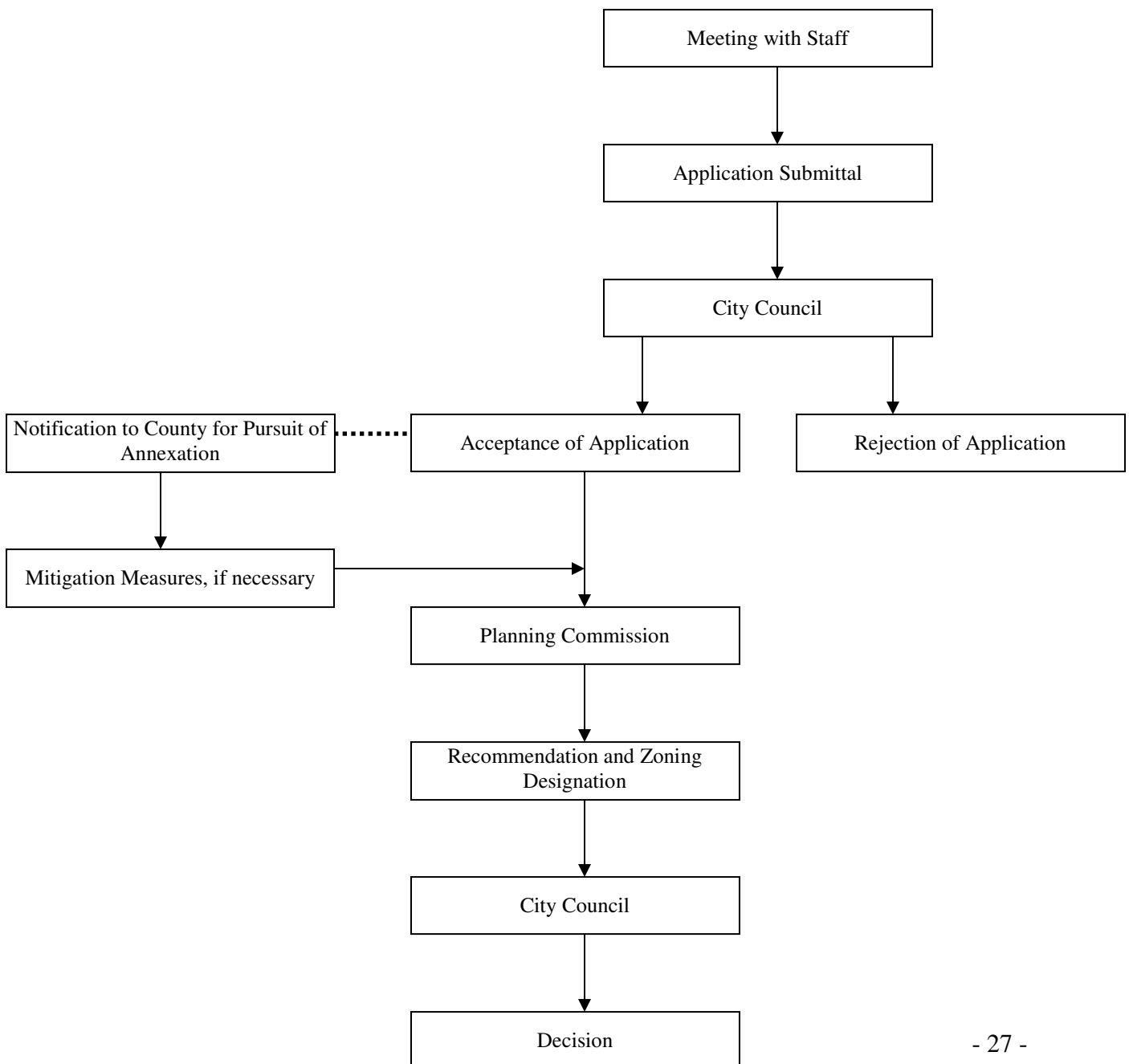
- The zoning classification approved by the City shall become effective on the later of the date the zoning is approved by the Council or the date the annexation becomes effective pursuant to O.C.G.A §30-30-4.

7. The development process may proceed once the City receives clearance on the annexation request from the DOJ.

Assisting Documents:

Document	Purpose	Location
Annexation Zoning Policy	Section of the Zoning Ordinance that outlines all aspects of the annexation process	Online at www.ci.newnan.ga.us/content/view/71/91/ (Chapter 4)
Application for Annexation	Application with supporting materials, requirements and associated fees.	Online at www.ci.newnan.ga.us/content/view/98/91/

Process Summarization:



Constructing Individual Residential Structures:

IT IS IMPORTANT TO FIND OUT THE ZONING OF THE PROPERTY IN QUESTION PRIOR TO DEVELOPMENT SO THAT ALL RULES CONCERNING SETBACKS, MINIMUM LIVING SPACE, MAXIMUM HEIGHT OF BUILDINGS, AND SIMILAR REGULATIONS AS FOUND IN THE CITY OF NEWNAN'S ZONING ORDINANCE ARE FOLLOWED. SEE THE INTRODUCTION OF THIS DOCUMENT FOR FURTHER DETAILS.

1. When an individual residential structure is ready to be constructed, a Residential Permit from the building department must be obtained. As a precursor to filing this application, impact fees will have to be paid to Newnan Utilities and the City of Newnan. The residential impact fee for the City of Newnan can be paid at the Planning and Zoning Department. The impact fee for Newnan Utilities can be paid at their office located at 70 Sewell Road in Newnan.

- Newnan Utilities charges other fees for new residential construction beyond an impact fee and prefers that all fees be paid simultaneously. Therefore, preparation should be made to pay all necessary fees due with the impact fee. However, the impact fee receipts are the only receipts that must be shown to the City in order to begin the permit process.

Associated fees: a one time impact fee of \$1103.00 per unit for the City (check made payable to the City of Newnan) and a one time impact fee of \$3,600 per unit for Newnan Utilities (check made payable to Newnan Utilities)

2. Once receipts have been issued showing that both impact fees have been paid, the Residential Permit Application can be filed electronically with the Permit Technician in the Building Department. Accompanying the filing of this application will be a copy of the contractor's business license and payment for several fees. See the associated fees section below to obtain more information. Furthermore, the "Residential Permit Checklist" and its attached documents, as well as those items which it delineates, will also need to be turned in with the application. Specifically, these items consist of impact fee receipts, method of energy compliance (ResCheck), architectural drawings, and house location site plans. Specifications concerning the number of copies and other requirements for these items can be found with the "Residential Permit Checklist".

*Associated fees: building permit fee, plan review fee, site preparation (\$50.00), electric fee, new electric service, temporary electric service, electric equipment installed, gas fee, HVAC fee, HVAC equipment, plumbing fee, bath and kitchen fee, and sidewalk fee; **for the amount of each fee or the method of calculation for each nonstandard fee (except site preparation) see "City of Newnan Fee Schedule" in the Assisting Documents table.** (checks made payable to City of Newnan, paid at the Building Department)*

3. The Building Department's Plans Examiner will review the architectural drawing and house location plan for code compliance, and comments may be issued to require changes. Once the review is complete, the Plans Examiner will notify the applicant that the building permit is ready for issue.

- While the architectural review is taking place, the site can be prepared for construction. **However, work will not be allowed to progress until the site has been properly prepared and those preparations have been inspected and approved.** Please refer to “Inspection Scheduling for Engineering and Street Inspections” in the Assisting Documents table for further information.
- A copy of the housing location site plan will be forwarded to the Beautification Department where the number and type of plantings required for the structure will be determined. This information will be written on the plan as well as the building permit card.
- When applying for a building permit, the general contractor may also obtain permits for the trades (electrical, plumbing, and mechanical) by submitting a “Subcontractor Permit Application”.

Following submission of the “Subcontractor Permit Application”, but **prior to the issuance of a Certificate of Occupancy**, each trade must individually submit a “Subcontractor Affidavit”. This is to affirm that they have performed the work, as indicated by the general contractor.

Associated fees: See the “Subcontractor Permit Application” for all applicable fees and how to calculate those fees

4. The Building Department will need to perform various inspections prior to, during, and after construction. See “Inspection Scheduling” in the Assisting Documents table. When the time arrives for an inspection, the Building Department must be contacted by the **general contractor only** in order to have that inspection scheduled.

- The previous fees paid when the Residential Permit Application was filed encompassed all initial inspections. However, with every failure of an inspection and subsequent reinspection a charge of \$50.00 will be incurred. All reinspection fees are accumulated until the Certificate of Occupancy is issued, at which time they are to be paid all at once.

Associated costs: \$50.00 for every type of Building Department inspection per reinspection (checks made payable to City of Newnan, paid at the Building Department)

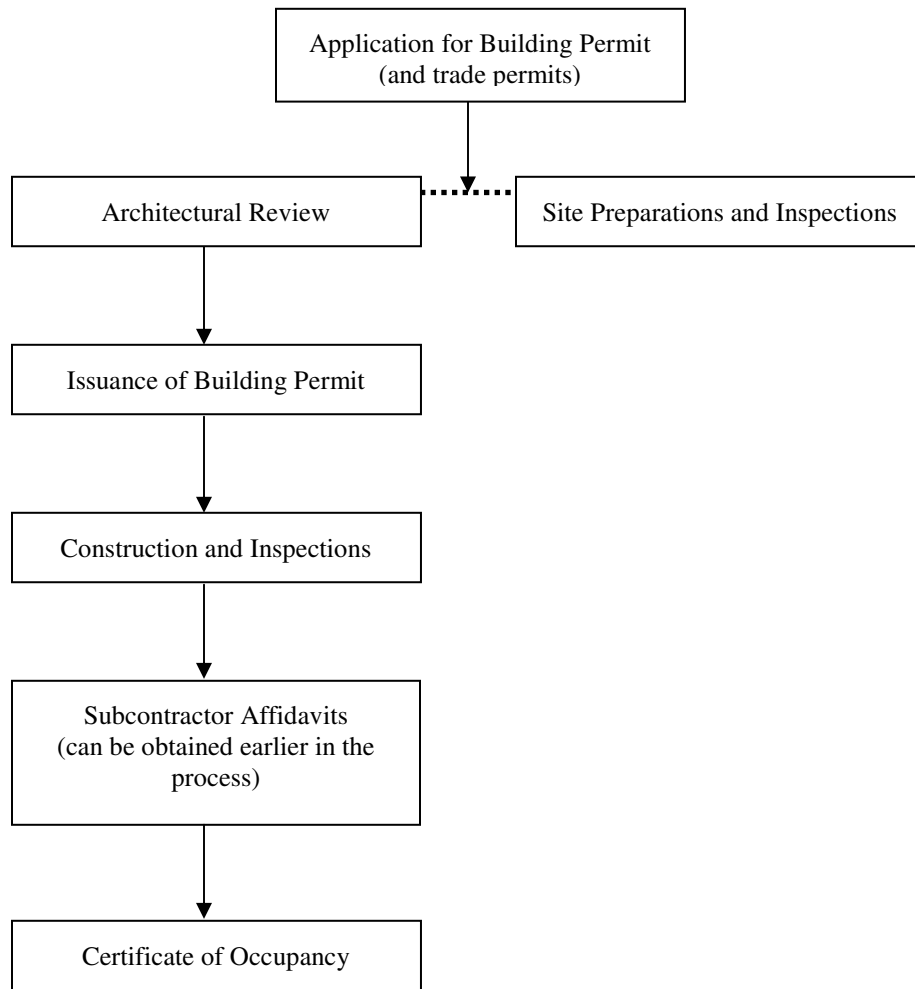
5. An inspection by the Beautification Department will also be required to ensure that the proper type and number of plantings have been installed, which is essential to receiving a Certificate of Occupancy. This inspection can be scheduled directly with the City’s Landscape Architect after all plantings are in place. It is not mandatory that the general contractor schedule this inspection.

6. When all construction is complete, all inspections are passed, and all reinspection fees are paid a Certificate of Occupancy will be issued.

Assisting Documents:

Document	Purpose	Location
City of Newnan Fee Schedule	Provides the amount for all City issued fees	Online at www.ci.newnan.ga.us/content/view/67/91/
Inspection Scheduling	Provides information for Building Department inspections concerning which inspections will be required and when they should be scheduled	Online at www.ci.newnan.ga.us/content/view/204/91/
Inspection Scheduling for Engineering and Street Inspections	Provides information for Engineering and Street Department inspections concerning which inspections will be required and when they should be scheduled	Online at www.ci.newnan.ga.us/content/view/214/91/
Residential Permit Checklist	Ensures all necessary documentation is provided with Residential Permit Application and contains requirements for items such as architectural drawings and site plans	Online at www.ci.newnan.ga.us/content/view/205/91/
Subcontractor Affidavit	Ensures work done by subcontractors has been done in accordance with City and State regulations	Online at www.ci.newnan.ga.us/content/view/95/91/
Subcontractor Permit Application	Calculates fee for subcontractor permits and is the application for subcontractor permits	Online at www.ci.newnan.ga.us/content/view/94/91/

Process Summarization:



Constructing Residential Developments (classified as major subdivisions):

IT IS IMPORTANT TO FIND OUT THE ZONING OF THE PROPERTY IN QUESTION PRIOR TO DEVELOPMENT SO THAT ALL RULES CONCERNING OPEN SPACE REQUIREMENTS, AMENITY AREAS, SETBACKS, MINIMUM LIVING SPACE, MAXIMUM HEIGHT OF BUILDINGS, AND SIMILAR REGULATIONS FOUND IN THE CITY OF NEWNAN'S ZONING ORDINANCE ARE ABIDDED BY. SEE THE INTRODUCTION OF THIS DOCUMENT FOR FURTHER DETAILS.

1. A concept meeting, which is scheduled through the Planning and Zoning Department, will need to be held in order to discuss the proposed project. Representatives from the Beautification, Engineering, and Planning and Zoning Departments will be in attendance. A to-scale sketch of the proposal is requested to be brought to this meeting.

- **If the property in question is zoned PDR or the Urban Neighborhood Design (UND) guidelines are requested to be utilized, the Planning Commission must approve a site plan before moving forward.**

Prior to Planning Commission approval, City staff will review the site plan for completeness and correctness. If necessary, comments will be made by staff indicating problems with the plan that will need to be addressed. A cycle of review and correction will continue until all comments have been properly addressed. In order to begin that review process, an "Application Form for Site Plan Review" and two copies of the site plan are required and should be submitted to the Planning and Zoning Department. The dimensions of these two copies will need to be 24 inches by 36 inches. Once staff finds the site plan acceptable 12 copies should be provided to the Planning and Zoning Department for the Planning Commission meeting. The dimensions of two of these copies will need to be a minimum of 24 inches by 36 inches, and the remainder will need to be 8 ½ inches by 11 inches or 11 inches by 17 inches. See the Assisting Documents table for more guidelines on site plans.

The development process will continue as indicated below once the site plan is approved.

Associated fees: a one time fee of \$50.00 for site plan review (checks made payable to City of Newnan, can be paid at the Planning and Zoning Department)

2. Major subdivisions require the approval of the Planning Commission, and public streets must be accepted into the City's street system by the City Council. The process for plat approval and street acceptance is initiated by submitting a preliminary plat to the Planning and Zoning Department for review. An "Application Form for Subdivision Review" and payment for the review fee must also be provided to the Planning and Zoning Department along with two copies of the preliminary plat having dimensions of 18 inches by 24 inches. See the Assisting Documents table for where to find more guidelines on preliminary plats.

Associated fees: a one time preliminary plat review fee of \$2.00 per lot a minimum of \$50.00 (check made payable to City of Newnan, paid at the Planning and Zoning Department)

3. City staff will review the preliminary plat for completeness and correctness. If necessary, comments will be made by staff indicating problems with the plat that need to be addressed. A cycle of review and correction will continue until all comments have been properly addressed.
4. Once the preliminary plat is staff approved, it will be placed on the Planning Commission agenda. For this meeting a minimum of 8 copies of the plat are to be provided to the Planning and Zoning Department. The dimensions of these copies should be 8 ½ inches by 11 inches or 11 inches by 17 inches.
5. If the preliminary plat is approved, a Mylar copy with dimensions of 18 inches by 24 inches will need to be submitted to the Planning and Zoning Department.
6. Following preliminary plat approval, site development plans (also known as construction documents) and a storm water management plan (also known as a hydrology report) or a narrative addressing stormwater issues must be reviewed. These will need to be submitted to the Planning and Zoning Department along with a “Site Development Plan Application” and review fee. Four sets of construction documents with a minimum dimension of 24 inches by 36 inches and two sets of the storm water management plan or narrative are required. See the Assisting Documents table for more guidelines on construction documents.
 - Storm water management plans are mandatory when an acre or more will be disturbed or when 5,000 square feet or more of impervious surface will be added. The Georgia Stormwater Management Manual (GSMM) is the document that provides guidelines for such plans. A narrative addressing storm water issues is applicable when a storm water management plan is not warranted for the site.

Associated fees: a one time review fee for construction documents and a storm water management plan that varies based on the project. See “City of Newnan Fee Schedule” in the Assisting Documents table (checks made payable to City of Newnan, can be paid at the Planning and Zoning Department)

7. City staff will review their respective portions of the construction documents and storm water management plan for completeness and correctness. If necessary, comments will be made by staff indicating problems with the document that will need to be addressed. After the first review of the construction documents, a meeting will be scheduled by the Community Development Assistant with the project engineer or other contact person in order to discuss these comments. A meeting to review comments will typically occur **only after the first review**. After this meeting, the entire storm water management plan and the portions of the construction documents which received comments should be resubmitted in order to be reviewed again. This cycle of review and correction will continue until all comments have been properly addressed.
 - The GSMM identifies certain situations where a “Stormwater Facility Maintenance Agreement” must be entered into. If applicable, they must be provided to the City upon approval of the Engineering portion of the construction documents. A “Facility

Operations and Maintenance Inspection Report” will need to accompany the agreement and is conditional to overall construction documents approval.

- If the site is accessed by a state route, the Georgia Department of Transportation (GDOT) must grant approval by issuing an access permit. Access permits are obtained by submitting certain plans to GDOT. If an access permit is necessary, the approved GDOT plans must be supplied to the City prior to final approval of the construction documents. Specific information concerning access permits and how to apply for them can be gathered by contacting the GDOT District 3 office in Thomaston at 770-647-1009.

If the site is accessed by a County road, the Coweta County Engineering Department must grant approval by issuing an access permit. Access permits are obtained by submitting grading and erosion control plans to the County’s Engineering Department. The City must be provided this access permit prior to approval of the construction documents. Specific information concerning access permits and how to apply for them can be gathered by contacting the Coweta County Engineering Department at 770-254-3775.

- If one or more acres will be disturbed or a lot less than one acre is located in a development that totals one acre or more, a “Notice of Intent” (NOI) must be submitted to the Environmental Protection Division (EPD). A copy of this must also be provided to the Engineering Department. This copy must be received by the Engineering Department before final approval of the construction documents. Furthermore, there are City and State fees associated with the NOI, which are discussed below. The City issued fees for the NOI are paid when the New Commercial Permit Application is filed with the Building Department. However, the State fees for the NOI must be mailed to the EPD. Information on the fee amount and where to mail it is provided upon filing the Residential Permit Application.

8. Upon their approval, a copy of the construction documents will be forwarded to the Building Department. At this point, the site preparation card can be applied for and site preparation measures can be undertaken. Once these are completed the Engineering Department should be contacted to schedule a site inspection. If the site preparation measures are found satisfactory, the land disturbance permit will be granted.

Associated fees: land disturbance fee, site preparation fee, Environmental Protection Division (EPD) fee for the City and State (the form for the State fee can be obtained in the Building Department, but a check will need to be mailed with the form to the State EPD); for the amount of each fee or the method of calculation for each nonstandard fee see “City of Newnan Fee Schedule” in the Assisting Documents table (checks made payable to City of Newnan, can be paid at the Building Department)

9. Improvements can be installed. Further inspections will be necessary during and after installation. See “Inspection Scheduling for Engineering and Street Inspections” in the Assisting Documents table for further information.

10. After improvements have been installed and passed all inspections a final plat pertaining to the project will need to be recorded. In order to accomplish this, a final plat must be submitted to the Planning and Zoning Department for review. An “Application

Form for Subdivision Review” and payment for the review fee must also be provided to the Planning and Zoning Department along with two copies of the final plat having dimensions of 18 inches by 24 inches. See the Assisting Documents table for where to find more guidelines on final plats.

- If no **public** streets are being installed or less than five new lots are being created, as is often the case with multi-family developments, the recordation of a final plat will not be necessary before seeking any building permits.

Associated fees: a one time final plat review fee of \$50.00 (check made payable to City of Newnan, paid at the Planning and Zoning Department)

11. City staff will review the final plat for completeness and correctness. If necessary, comments will be made by staff indicating problems with the plat that need to be addressed. A cycle of review and correction will continue until all comments have been properly addressed.

12. After the final plat is staff approved, it will be ready for recordation or placement on the City Council agenda depending on whether any streets are requested to be publicly dedicated.

- If streets are being requested to be publicly dedicated, the request will be placed in the City Council agenda. For this meeting an electronic PDF copy (via CD or email transmission) of the final plat is to be provided to the Planning and Zoning Department.
- If there is no street acceptance request (but new lots are being created) or once the City Council has approved the street acceptance request, a minimum of 13 copies of the final plat and all associated fees are to be provided to the Planning and Zoning Department. One copy should be printed on Mylar, and the remainder can be printed on regular paper. The dimensions of all copies should be 18 inches by 24 inches. The approved final plat will be taken, by a representative of the Planning and Zoning Department, to the Coweta County Superior Court Clerk to be recorded. When the final plat has been recorded the applicant will be notified by staff in order to obtain their recorded copies.

Associated fees: a recording fee of \$8.00 per page of the final plat and \$10.00 for the first page of every deed and \$2.00 for all subsequent pages (check made payable to Coweta County Superior Court Clerk, paid at the Planning and Zoning Department)

13. Individual building permits can now be applied for. Prior to applying for a building permit, impact fees will have to be paid for the City of Newnan and Newnan Utilities. The residential impact fee for the City of Newnan can be paid at the Planning and Zoning Department. The impact fee for Newnan Utilities can be paid at their office located at 70 Sewell Road in Newnan.

- Newnan Utilities charges other fees to new residential construction beyond an impact fee and prefers that all fees be paid simultaneously. Preparation should be made to pay all necessary fees that may be due along with the impact fee. However, the

impact fee receipt is the only receipt that must be shown to the City in order to receive a building permit.

- **Concerning apartment buildings: Newnan Utilities will reduce the amount due for their residential impact fee if water data is supplied. To find out more information on this possibility call Newnan Utilities at 770-683-5516.**

Associated fees: a one time impact fee for the City of \$1103.00 per unit (check made payable to the City of Newnan, can be paid at the Planning and Zoning Department) and a one time impact fee for Newnan Utilities of \$3,600 per unit (check made payable to Newnan Utilities, can be paid at Newnan Utilities)

14. Once receipts have been issued showing that both impact fees have been paid, the Residential Permit Application can be filed electronically with the Permit Technician in the Building Department. Accompanying the filing of this application will be a copy of the contractor's business license and payment for several fees. See the associated fees section below to obtain more information. Furthermore, the "Residential Permit Checklist" and its attached documents, as well as those items which it delineates, will also need to be turned in with the application. Specifically, these items consist of impact fee receipts, method of energy compliance (ResCheck), architectural drawings, house location site plans, and a Fire Marshall review (required for multi-family developments). Specifications concerning the number of copies and other requirements for these items can be found with the "Residential Permit Checklist".

Associated fees: building permit fee, plan review fee, and sidewalk fee; for the amount of each fee or the method of calculation for each nonstandard fee see "City of Newnan Fee Schedule" in the Assisting Documents table (checks made payable to City of Newnan, can be paid at the Building Department)

15. The Building Department's Plans Examiner will review the house location plans and architectural drawings for code compliance, and comments may be issued to require changes. Once the review is complete, the Plan's Examiner will notify the applicant that the building permit is ready for issue.

16. After the building permit is issued, the general contractor may obtain permits for the trades (electrical, plumbing, and mechanical) by submitting a "Subcontractor Permit Application".

- Following submission of the "Subcontractor Permit Application", **but prior to the issuance of a Certificate of Occupancy**, each trade must individually submit a "Subcontractor Affidavit". This is to affirm that they have performed the work, as indicated by the general contractor.

Associated fees: See the "Subcontractor Permit Application" for all applicable fees and how to calculate those fees

17. Different departments will need to perform various inspections prior to, during, and after construction. See "Inspection Scheduling" and "Inspection Scheduling for

Engineering and Street Inspections” in the Assisting Documents table. When the time arrives for a certain inspection, the pertinent department will need to be contacted in order to have that inspection scheduled. **Only the general contractor can request Building Department inspections.**

- Landscape inspections can be scheduled by contacting the City’s Landscape Architect. They may need to be scheduled prior to Certificates of Occupancy for non-residential structures (like club homes) or after approximately 75% of construction is complete. Contact the Landscape Architect for specific information about inspections for residential developments.
- Concerning Building Department inspection fees: the previous fees paid when the Residential Permit Application was filed encompassed all initial inspections. However, with every failure of an inspection and subsequent reinspection a charge of \$50.00 will be incurred. All reinspection fees are accumulated until the Certificate of Occupancy is issued, at which time they are to be paid all at once.

Associated fees: \$50.00 for every type of Building Department inspection per reinspection (checks made payable to City of Newnan, paid at the Building Department)

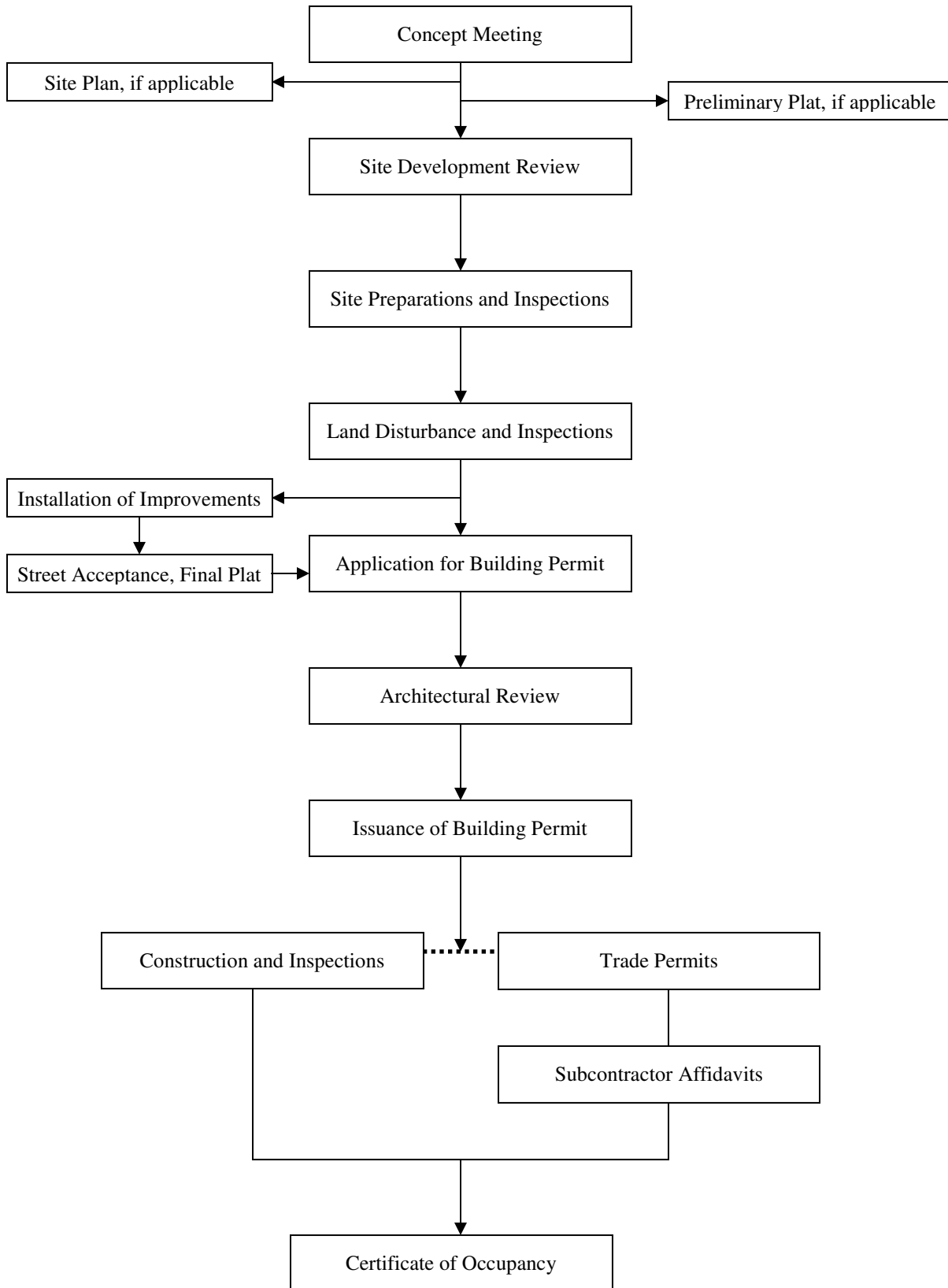
18. When all construction is complete, all inspections are passed, and all reinspection fees are paid a Certificate of Occupancy will be issued.

Assisting Documents:

Document	Purpose	Location
Application Form for Site Plan Review	Calculates fee and is the application for site plan review	Online at www.ci.newnan.ga.us/content/view/200/91/
Application Form for Subdivision Review	Application for final plat review (calculates fee as well)	Online at www.ci.newnan.ga.us/content/view/109/91/
City of Newnan Fee Schedule	Provides the amount for all City issued fees	Online at www.ci.newnan.ga.us/content/view/67/91/
Facility Operations and Maintenance Inspection Report	Reports on the findings of stormwater maintenance facilities by a qualified inspector (must be submitted annually at a minimum)	Online at www.georgiaplanning.com/watertoolkit/main.asp?PageID=6 (scroll down to GSMM Volume 2: Technical Handbook and click on Appendix E: Structural Control Maintenance Checklists)
Final Plat Specifications	Provides all necessary elements of a final plat	Online at www.ci.newnan.ga.us/content/view/70/91/ (scroll to §10.9)
Inspection Scheduling	Provides information for Building Department inspections concerning which inspections will be required and when they should be scheduled	Online at www.ci.newnan.ga.us/content/view/204/91/
Inspection Scheduling for Engineering and Street Inspections	Provides information for Engineering and Street Department inspections concerning which inspections will be required and when they should be scheduled	Online at www.ci.newnan.ga.us/content/view/214/91/
Notice of Intent	Notifies the State of plans to perform construction activities which will cause storm water discharge to enter State regulated waters	Online at www.cicacenter.org/swp2.html (scroll down to Georgia) OR www.gaswcc.georgia.gov (click on documents, then look under “N”)
Plan Review Checklist- June 2005 (E&SC)	Used as a guide when creating and reviewing the erosion and sediment control (engineering) aspect of construction documents	Online at www.gaswcc.georgia.gov (click on documents, then look under “P”)
Preliminary Plat Specifications	Provides all necessary elements of a preliminary plat	Online at www.ci.newnan.ga.us/content/view/70/91/ (scroll to §10.4)
Residential Permit Checklist	Ensures all necessary documentation is provided with Residential Permit Application and contains	Online at www.ci.newnan.ga.us/content/view/205/91/

	requirements for items such as architectural drawings and site plans	
Site Development Plan Application	Gives requirements for and is the application for review of construction documents	Online at www.ci.newnan.ga.us/content/view/199/91/
Site Development Plan Elements	Provides the components that must be present for construction documents submitted for review	Online at www.ci.newnan.ga.us/content/view/71/91/ (Chapter 45, §45.060 (1), page 45-3)
Site Development Review Tool	Used as a guide when designing and reviewing the storm water management plan	Online at www.northgeorgiawater.org (bottom of the page)
Site Plan Elements	Provides the elements that must be present on site plans submitted for review	Online at www.ci.newnan.ga.us/content/view/71/91/ (Chapter 45, §45.060 (2)(a), page 45-4)
Stormwater Facility Maintenance Agreement	Legally binding document that holds the owner of property, on which a stormwater maintenance facility sits, perpetually responsible for its upkeep	Online at www.ci.newnan.ga.us/content/view/198/91/
Subcontractor Affidavit	Ensures work done by subcontractors has been done in accordance with City and State regulations	Online at www.ci.newnan.ga.us/content/view/95/91/
Subcontractor Permit Application	Calculates fee for subcontractor permits and is the application for subcontractor permits	Online at www.ci.newnan.ga.us/content/view/94/91/
Urban Neighborhood Design Guidelines	Provides the criteria for developments utilizing UND design	Online at www.ci.newnan.ga.us/content/view/71/91/ (Chapter 22, §22.040(13), page 22-8)

Process Summarization:



Constructing Commercial and Institutional Structures (individual structures and developments):

IT IS IMPORTANT TO FIND OUT THE ZONING OF THE PROPERTY IN QUESTION PRIOR TO DEVELOPMENT SO THAT ALL RULES CONCERNING SETBACKS, MINIMUM LIVING SPACE, MAXIMUM HEIGHT OF BUILDINGS, AND SIMILAR REGULATIONS AS FOUND IN THE CITY OF NEWNAN'S ZONING ORDINANCE ARE ABIDDED BY. SEE THE INTRODUCTION OF THIS DOCUMENT FOR FURTHER DETAILS.

1. A concept meeting, which is scheduled through the Planning and Zoning Department, will need to be held in order to discuss the proposed use for the lot. Representatives from the Beautification, Engineering, and Planning and Zoning Departments will be in attendance. A to-scale sketch of the proposal is requested to be brought to this meeting.

- **If the property in question is zoned PDC the Planning Commission must approve a site plan before moving forward.**

If the property in question is zoned CCS the recommendation of approval or denial of a site plan will need to be forwarded from the Planning Commission to the Mayor and City Council. The Mayor and City Council will then make the final decision to approve or deny the site plan.

Prior to either approval, City staff will review the site plan for completeness and correctness. If necessary, comments will be made by staff indicating problems with the plan that will need to be addressed. A cycle of review and correction will continue until all comments have been properly addressed. In order to begin the review process, an "Application Form for Site Plan Review" and two copies of the site plan are required and can be submitted to the Planning and Zoning Department. The dimensions of these two copies will need to be 24 inches by 36 inches. Once staff finds the site plan acceptable, more copies will need to be submitted for the Planning Commission and City Council meetings. At this point, twelve copies of the site plan are required and can be submitted to the Planning and Zoning Department. The dimensions of two of these copies will need to be a minimum of 24 inches by 36 inches, and the remainder will need to be 8 ½ inches by 11 inches or 11 inches by 17 inches. See the Assisting Documents table for where to find more guidelines on site plans.

At the point that the site plan is approved by the appropriate body, the development and permitting processes will proceed as indicated below.

- **If new lots will be created for the project in question or major improvements, such as streets, will be installed please reference the section of the Developer's Guide, which is titled *Having Lots Recorded and Streets Accepted*. The section is divided into major and minor subdivisions and will explain how to have streets accepted by the City and how to have lots recorded based on the type of subdivision. **All recordation of lots for minor subdivisions and preliminary plat approvals for major subdivisions must be obtained before moving forward.****

Associated fees: a one time fee of \$50.00 for site plan review (checks made payable to City of Newnan, can be paid at the Planning and Zoning Department)

2. Site development plans (also known as construction documents) and a storm water management plan (also known as a hydrology report) or a narrative addressing stormwater issues will need to be submitted to the Planning and Zoning Department along with a “Site Development Plan Application” and review fee. Four sets of construction documents with a minimum dimension of 24 inches by 36 inches and two sets of the storm water management plan or narrative are required. See the Assisting Documents table for where to find more guidelines on construction documents.

- Storm water management plans are mandatory when an acre or more will be disturbed or when 5,000 square feet or more of impervious surface will be added. The Georgia Stormwater Management Manual (GSMM) is the document that provides guidelines for such plans. A narrative addressing storm water issues is applicable when a storm water management plan is not warranted for the site.

Associated fees: a one time review fee for construction plans and a storm water management plan that varies based on the project (see “City of Newnan Fee Schedule” in the Assisting Documents table (checks made payable to City of Newnan, can be paid at the Planning and Zoning Department)

3. City staff will review their respective portions of the construction documents and storm water management plan for completeness and correctness. If necessary, comments will be made by staff indicating problems with the document that will need to be addressed. After the first review of the construction documents, a meeting will be scheduled by the Community Development Assistant with the project engineer or other contact person in order to discuss these comments. A meeting to review comments will typically occur **only after the first review**. The entire storm water management plan and the portions of the construction documents which received comments will then be resubmitted and reviewed again. This cycle of review and correction will continue until all comments have been properly addressed.

- The GSMM identifies certain situations where a “Stormwater Facility Maintenance Agreement” must be entered into. If applicable, they must be provided to the City upon approval of the Engineering portion of the construction documents. A “Facility Operations and Maintenance Inspection Report” will need to accompany the agreement and is conditional to overall construction documents approval.
- If the site is accessed by a state route, the Georgia Department of Transportation (GDOT) must grant approval by issuing an access permit. Access permits are obtained by submitting certain plans to GDOT. If an access permit is necessary, the approved GDOT plans must be supplied to the City prior to final approval of the construction documents. Specific information concerning access permits and how to apply for them can be gathered by contacting the GDOT District 3 office in Thomaston at 770-647-1009.

If the site is accessed by a County road, the Coweta County Engineering Department must grant approval by issuing an access permit. Access permits are obtained by submitting grading and erosion control plans to the County’s Engineering Department. The City must be provided this access permit prior to approval of the construction documents. Specific information concerning access permits and how to

apply for them can be gathered by contacting the Coweta County Engineering Department at 770-254-3775.

- If one or more acres will be disturbed or a lot less than one acre is located in a development that totals one acre or more, a “Notice of Intent” (NOI) must be submitted to the Environmental Protection Division (EPD). A copy of this must also be provided to the Engineering Department. This copy must be received by the Engineering Department before final approval of the construction documents. Furthermore, there are City and State fees associated with the NOI, which are discussed below. The City issued fees for the NOI are paid when the Commercial Permit Application is filed with the Building Department. However, the State fees for the NOI must be mailed to the EPD. Information on the fee amount and where to mail it is provided upon filing the Commercial Permit Application.

4. Upon approval of the construction documents, a copy will be forwarded to the Building Department. At this point, the site preparation card can be applied for and site preparation measures can be undertaken. Once these are complete they will be inspected by the Engineering Department. See “Inspection Scheduling for Engineering and Street Inspections” in the Assisting Documents table for further information. If the site preparation measures are found satisfactory, the land disturbance permit will be granted.

- If improvements are being installed, their construction can begin with the issuance of the land disturbance permit. Inspections will be necessary during and after installation of the improvements. See “Inspection Scheduling for Engineering and Street Inspections” in the Assisting Documents table for further information.

Unless no **public** streets are being installed and/or less than five new lots are being created, a final plat will need to be recorded after the improvements are installed. See the section of the Developer’s Guide that deals with major subdivisions and is located within the section titled *Having Lots Recorded and Street Acceptance*.

Associated fees: land disturbance fee, site preparation fee, Environmental Protection Division (EPD) fee for the City and State (the form for the State fee can be obtained in the Building Department, but a check will need to be mailed with the form to the State EPD); for the amount of each fee or the method of calculation for each nonstandard fee see “City of Newnan Fee Schedule” in the Assisting Documents table (checks made payable to City of Newnan, can be paid at the Building Department)

5. Prior to applying for a building permit, impact fees will have to be paid for the City of Newnan and Newnan Utilities. The commercial impact fee for the City of Newnan can be paid at the Planning and Zoning Department. The impact fee for Newnan Utilities can be paid at their office located at 70 Sewell Road in Newnan.

- Newnan Utilities charges other fees to new commercial construction beyond an impact fee and prefers that all fees be paid simultaneously. Preparation should be made to pay all necessary fees that may be due along with the impact fee. However, the impact fee receipt is the only receipt that must be shown to the City in order to receive a building permit.

- **Newnan Utilities will reduce the amount due for their commercial impact fee if water data is supplied. To find out more information on this possibility call Newnan Utilities at 770-683-5516.**
- If the specific use of the structure is unknown (as with shopping centers), permission may be granted by the City and a letter can be obtained by Newnan Utilities giving permission to pay impact fees at a later date when the use is known in lieu of an impact fee receipt. In the case of a shopping center, the letter may be obtained in order to build the shell of the building while each tenant pays their own impact fee as they prepare to occupy their suite. However, for certain commercial developments the developer may opt to pay the City's impact fees all at once under the shopping center category rather than have each tenant pay based upon their individual use. If this option is chosen a receipt must be presented rather than a letter.

Associated fees: a one time impact fee for the City that varies based on use and structural dimensions (check made payable to the City of Newnan, can be paid at the Planning and Zoning Department, estimates can be obtained by calling the Planning and Zoning Department at 770-254-2354) and a one time impact fee for Newnan Utilities that varies based on use and structural dimensions (check made payable to Newnan Utilities, can be paid at Newnan Utilities, estimates can be obtained by calling Newnan Utilities at 770-683-5516)

6. Once receipts or letters have been issued showing that both impact fees have been paid or have been scheduled to be paid, the site preparation card, land disturbance, and NOI/EPD permits can be requested and granted. Simultaneously, the Commercial Permit Application can be filed electronically with the Permit Technician in the Building Department. Accompanying the filing of this application will be payment for several fees. See the associated fees section below to obtain more information. Furthermore, the "Commercial Permit Checklist" and its attached documents, as well as those items which it delineates, will also need to be turned in with the application. Specifically, these items consist of impact fee receipts, method of energy compliance (ComCheck), architectural drawings, site plans, and a Fire Marshall review (if required, see "Commercial Permit Checklist"). Specifications concerning the number of copies and other requirements for these items can be found with the "Commercial Permit Checklist".

- **Architectural drawings may be submitted to the Building Department prior to approval of the construction documents, installation of improvements, or recording of the final plat for purposes of expediency.**

Associated fees: building permit fee, plan review fee, and sidewalk fee; for the amount of each fee or the method of calculation for each nonstandard fee see "City of Newnan Fee Schedule" in the Assisting Documents table (checks made payable to City of Newnan, can be paid at the Building Department)

7. The Building Department's Plans Examiner will review the architectural drawing for code compliance, and comments may be issued to require changes. Once the review is complete, the Plan's Examiner will notify the applicant that the permit is ready for issue.

8. Specific trades (electrical, plumbing, and mechanical) may now obtain their permits. Each trade must submit a “Subcontractor Permit Application”, copy of their business license, and their State card. Only one trade per “Subcontractor Permit Application” is allowed.

Associated fees: See the “Subcontractor Permit Application” for all applicable fees and how to calculate those fees

9. At several points prior to, during, and after construction various and specific inspections will need to be made. See “Inspection Scheduling” and “Inspection Scheduling for Engineering and Street Inspections” in the Assisting Documents table. When the time arrives for a certain inspection, the pertinent department will need to be contacted in order to have that inspection conducted. **Only the general contractor can request Building Department inspections.**

- Landscape inspections can be scheduled by contacting the City’s Landscape Architect. Individual commercial structures must schedule an inspection prior to issuance of the Certificate of Occupancy. Landscaping Inspections for commercial developments may be need to be scheduled prior to Certificates of Occupancy or after a certain threshold of construction is complete. Contact the Landscape Architect for specific information about inspections for commercial developments.
- Building Department inspection fees: the previous fees paid when the Commercial Permit Application was filed encompassed all initial inspections. However, with every failure of an inspection and subsequent reinspection a charge of \$50.00 will be incurred. All reinspection fees are accumulated until the Certificate of Occupancy is issued, at which time they are to be paid all at once.

Associated fees: \$50.00 for every type of Building Department inspection per reinspection (checks made payable to City of Newnan, paid at the Building Department)

10. When all construction is complete, all fees are paid, and all final inspections have been passed, a Certificate of Occupancy will be issued.

- **If a building permit was issued only for construction of the shell of the building(s), as is often the case with shopping centers, then a Certificate of Completion will only be issued for the shell of the building. Individual occupiers of suites will have to apply for tenant finish outs in order to obtain Certificates of Occupancy for their unit. Please contact the Building Department at 770-254-2362 for further information pertaining to tenant finish out permits.**

Assisting Documents:

Document	Purpose	Location
Application Form for Site Plan Review	Application for site plan review (calculates fee as well)	Online at www.ci.newnan.ga.us/content/view/200/91/
City of Newnan Fee Schedule	Provides the amount for all City issued fees	Online at www.ci.newnan.ga.us/content/view/67/91/
Commercial Permit Checklist	Ensures all necessary documentation is provided with Commercial Permit Applications and contains requirements for items such as architectural drawings and site plans	Online at www.ci.newnan.ga.us/content/view/203/91/
Facility Operations and Maintenance Inspection Report	Reports on the findings of stormwater maintenance facilities by a qualified inspector (must be submitted annually at a minimum)	Online at www.georgiaplanning.com/watertoolkit/main.asp?PageID=6 (scroll down to GSMM Volume 2: Technical Handbook and click on Appendix E: Structural Control Maintenance Checklists)
Inspection Scheduling	Provides information for Building Department inspections concerning which inspections will be required and when they should be scheduled	Online at www.ci.newnan.ga.us/content/view/204/91/
Inspection Scheduling for Engineering and Street Inspections	Provides information for Engineering and Street Department inspections concerning which inspections will be required and when they should be scheduled	Online at www.ci.newnan.ga.us/content/view/214/91/
Notice of Intent	Notifies the State of plans to perform construction activities which will cause storm water discharge to enter State regulated waters	Online at www.cicacenter.org/swp2.html (scroll down to Georgia) OR www.gaswcc.georgia.gov (click on documents, then look under "N")
Plan Review Checklist- June 2005 (E&SC)	Used as a guide when creating and reviewing the erosion and sediment control (engineering) aspect of construction documents	Online at www.gaswcc.georgia.gov (click on documents, then look under "P")
Site Development Plan Application	Application for review of construction documents	Online at www.ci.newnan.ga.us/content/view/199/91/
Site Development Plan Elements	Provides the components that must be present for construction documents	Online at www.ci.newnan.ga.us/content/view/71/91/ (Chapter 45, §45.060(1), page 45-3)

	submitted for review	
Site Development Review Tool	Used as a guide when designing and reviewing the storm water management plan	Online at www.northgeorgiawater.org (bottom of the page)
Site Plan Elements	Provides the elements that must be present on site plans submitted for review	Online at www.ci.newnan.ga.us/content/view/71/91/ (Chapter 45, §45.060(2)(a), page 45-4)
Stormwater Facility Maintenance Agreement	Legally binding document that holds the owner of property, on which a stormwater maintenance facility sits, perpetually responsible for its upkeep	Online at www.ci.newnan.ga.us/content/view/198/91/
Subcontractor Permit Application	Calculates fee for subcontractor permits and is the application for subcontractor permits	Online at www.ci.newnan.ga.us/content/view/94/91/

Process Summarization:

