



Subdivision Review Procedures

Step 1 - Zoning Determination

Consult with the Planning and Zoning Department to determine if the property in question is zoned properly for the intended use or if any variances, special exceptions, or conditional use permits will be necessary.

Step 2 – Subdivision of Land

If the property in question is to be subdivided into individual parcels, the applicant must follow the procedures as listed below:

1. Preliminary Plat – Submit two regular size and fourteen small size (preferably 8.5” x 11”) copies of the preliminary subdivision plat to the Planning Department. Plats must be presented by the 15th day of the month to be considered during the next months Planning Commission Meeting. (Fee Required)
2. Improvement Plan – After approval of the preliminary plat, applicant may proceed to submit 4 copies of the improvement plans to the Engineering Department. Improvement plans include soil erosion plans, grading plans, tree preservation and landscape plans, street plans, and utility plans.
3. Land Disturbance Permit – After approval of the improvement plans, the applicant may proceed to apply for a land disturbance permit. Applicants are required to present a copy of their Georgia Business License. Upon application for a land disturbance permit, the applicant will receive a site preparation permit to proceed with installation of soil erosion control measures. After inspection and approval of the soil erosion control measures, the grading permit will be issued. (Fee Required)
4. Installation of Improvements – After receiving the grading permit, the applicant may proceed to install improvements per the approved plans. The applicant is encouraged to schedule frequent inspections so that the number of repairs is minimized. Contact the following departments for inspections:
 - a. Beautification Department – Tree Preservation and Landscaping
 - b. Building Department – Soil Erosion Control
 - c. Engineering Department – Drainage Structures
 - d. Street Department – Streets and Sidewalks
 - e. Newnan Utilities – Water and Sewer
5. Final Plat – After installation of improvements, the applicant may proceed to submit two regular size and fourteen small size (preferably 8.5” x 11”) copies of the final subdivision plat to the Planning Department. Plats must be presented by the 15th day of the month to be considered during the next months Planning Commission Meeting. (Fee Required)
6. Request for Street Acceptance (If Applicable) – After approval by the Planning Commission, the applicant may proceed to submit two mylar and 4 blue-line copies of the approved final plat, transfer deeds, title opinion, and maintenance bond to the Planning Department. This information must be presented at least two weeks prior to a scheduled City Council Meeting. Once the City Council has accepted the streets, the plat will be signed by appropriate City Officials and filed in the Office of the Superior Clerk. (Recording Fee Required)

Step 3 –Building Permit for Individual Lots

Application for a residential building permit can be made after acceptance of streets by City Council. Existing lots of record may apply for a building permit at any time. Contact the Building Department for more details concerning permit requirements and inspection schedules. Building permits are valid for 6 months. Applicants are required to present a copy of their Georgia Business License. (Fees Required)

Step 4 – Certificate of Occupancy

Certificates of Occupancy shall be obtained through the Building Department prior to occupancy of any site, building, or structure in the City of Newnan. Within 3 business days after request for Certificate of Occupancy, a final inspection of the property shall be made. The Certificate of Occupancy will be issued when the property and buildings are found to be in compliance with applicable rule and regulations of the City of Newnan.



City of Newnan, Georgia - Memorandum

From: Dean Smith, Planner

Date: May 16, 2013

RE: Property located inside the limits of the City of Newnan

This is an informational memorandum concerning the City of Newnan's Zoning Ordinance with respect to the modification, subdivision, consolidation or any alteration of real property, buildings, and lots of record inside the city limits of Newnan.

Section 1.040, (3), (a & b) of the City of Newnan's Zoning Ordinance stipulates the following:

"...a. Any building or structure, any use of any building, structure or land; and any lot of record which does not now or hereafter exist on the effective date of this Ordinance shall be prohibited from being created, established, altered, moved, diminished, divided, eliminated, or maintained in any manner except in conformity with the provisions of this Ordinance....b. No use or sale of land or building shall be allowed except in conformance with the provisions of this Ordinance...."

We have recently encountered situations where property inside the city limits has been re-subdivided or altered, etc. without going through the process of obtaining City approval, resulting in the creation and expansion of non-conforming lots, thereby violating the Zoning Ordinance.

The City of Newnan requires that when property or lots of record are subdivided, re-subdivided or when lot lines are altered, that a [Subdivision Review Application](#) be submitted to the Planning & Zoning Office for approval prior to recording any documents with the Coweta County Superior Court Clerk. The following is our contact information:

EMAIL: planning@cityofnewnan.org

Personnel: Tracy Dunnavant, Planning & Zoning Director – 678-673-5485
Dean Smith, Planner – 678-673-5496
Tony Bernard, LEED AP, Planner – 678-673-5488

If you have any questions regarding this memorandum, please contact the undersigned.

Thank you,

Link to Subdivision Review Application:

http://www.cityofnewnan.org/document_center/Subdivision_Review_Application.pdf