



**CITY OF NEWNAN, GEORGIA**  
**Planning and Zoning Department**

25 LaGrange Street  
Newnan, Georgia 30263  
Office (770) 254-2354  
Fax (770) 254-2361

**MULTI-FAMILY/TOWNHOUSE DEVELOPMENT**  
**APPLICATION FOR CERTIFICATE OF APPROVAL**

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Name of Applicant \_\_\_\_\_

Address of Applicant \_\_\_\_\_

Telephone \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (Use back if multiple names) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Address or Description of Property \_\_\_\_\_

Type of Construction (check the box that applies):

Building Construction                       Reconstruction

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**Design Review:**

All new Multi-Family or Townhouse Developments shall submit an application for Certificate of Approval along with other submittal requirements as specified below to the Zoning Administrator. The application along with one (1) copy of the site plan, elevation drawings, and the landscape/tree protection plan will be transmitted to the Planning and Zoning Department for review and approval.

**The following items are to be submitted along with this application to initiate the design review process:**

- A site plan which meets the minimum requirements for development review as specified in Article 5, of the Zoning Ordinance.
- Elevation drawings which shall include dimensions of all sides of existing and proposed structures, all related accessory structures to be developed or placed on the site including but not limited to solid waste and recycling containment areas, electrical service transformers, air conditioning units, satellite dishes, and other utility or mechanical equipment. Locations and screening materials shall be clearly noted. This shall apply both to structures and equipment at grade or placed on roof tops.

- The exterior finish material selection for each building shall be clearly noted for each elevation and may be illustrated using a detail inset. For each elevation, the area covered by each finish material shall be given as a percent of the total area of the elevation.
- To aid in evaluating the exterior design, the applicant shall submit schematic floor plans showing window, door and loading dock locations, and other exterior features that clearly define the intent of the completed exterior of the structure to determine that the project is in compliance with the multi-family or townhouse design guidelines in Section 3-7 of the Zoning Ordinance.
- Colored renderings clearly indicating color choices or exterior building and finish material samples may be submitted.
- Sign package which meets the requirements of the ordinance.
- Other information as may be deemed necessary by the Zoning Administrator to evaluate the appearance of the completed structure.

I (We) do hereby certify the information provided herein is both complete and accurate to the best of my (our) knowledge, and I (we) understand any inaccuracies may be considered just cause for invalidation of this application and any action taken on this application.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**FOR OFFICIAL USE ONLY**

DATE OF FILING: \_\_\_\_\_

APPROVAL DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_