



CITY OF COVINGTON ZONING ADMINISTRATOR'S OFFICE

Eric Tyree, Zoning Administrator
540-965-6356

REZONING APPLICATION

To process application: Submit application and remit \$50.00
(Make all checks payable to: City of Covington)

Applicant responsible for the following:

- \$50.00 application fee
- Cost of postage for certified letters to property owners
 - These are sent out for Planning Commission meeting and City Council meeting
- Cost of newspaper advertisement (ads are run 2 times)
- Certified letters are sent out to adjacent property owners

You will receive a bill from the City of Covington for the amount due after all is processed through our Central Accounting Department.

- + **Planning Commission** & City Council – 4:30 PM - 3rd Monday of the month – Public Hearing
- + **City Council** – 7:00 PM – 2nd Tuesday of every month following public hearing 2nd reading.

\$50.00 FEE PLUS ALL INCURRED COSTS (POSTAGE & ADVERTISEMENT)

Make Checks Payable: City of Covington

REZONING APPLICATION

In accordance with Appendix B, Article XVIII of the Covington Zoning Ordinance, I hereby request the following rezoning:

Lot (s) # _____, Block # _____ Section _____

Located at _____

CURRENTLY ZONED _____ TO BE REZONED TO _____

My reason is: _____

OWNER/AGENT

PHONE NUMBER

ADDRESS

EMAIL ADDRESS

DATE

ACTION OF PLANNING COMMISSION

On _____, the Commission voted to recommend _____

(APPROVAL/DISAPPROVAL) to Covington City Council this request for the following reason(s): _____

Zoning Administrator _____

ACTION OF CITY COUNCIL

On _____, the City Council voted to _____ (APPROVE/DISAPPROVE)

this request for the following reason(s): _____

CLERK OF CITY COUNCIL _____

\$50.00 FEE PLUS ALL INCURRED COSTS (POSTAGE & ADVERTISEMENT)

Make Checks Payable: City of Covington

TOPICS MOST LIKELY TO BE DISCUSSED IN REZONING OR SPECIAL USE APPLICATIONS

- I. IF NEW BUILDING
 - A. Site Plan
 1. Show size/appearance of building
 2. How located on lot
 3. Entrances
 4. Parking
 5. Landscaping
 6. Fencing
 7. Can required setbacks be met?

- II. TRAFFIC
 - A. NUMBER/Size of vehicles to and from property
 - B. Ingress/Egress from the property

- III. BUSINESS HOURS
 - A. Hours open for business
 - B. Days of operation/week

- IV. EMPLOYEES
 - A. Number of employees to start
 - B. Anticipated growth

- V. PRODUCT TO BE SOLD/HANDLED

- VI. POTENTIAL CUSTOMERS
 - A. What type of clientele will this business service

- VII. NOISE/ODORS/LIGHTS

- VIII. ESTIMATED REVENUES

\$50.00 FEE PLUS ALL INCURRED COSTS (POSTAGE & ADVERTISEMENT)

Make Checks Payable: City of Covington