



## **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 - 3<sup>rd</sup> Monday of the month – Public Hearing
- + **City Council** – 7:00 PM – 2<sup>nd</sup> Tuesday of every month following public hearing 2<sup>nd</sup> 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

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## **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 \_\_\_\_\_

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## **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**