



City of Covington

VARIANCE APPLICATION SUBMITTAL PROCEDURES

Purpose

This document explains the process for obtaining a variance.

Process

- A pre-application meeting is mandatory prior to submitting this application. Please call 770-385-2020 to schedule this meeting.
- Prior to being processed, all variance applications are reviewed by the Planning and Development Department. **Incomplete applications will not be accepted.** It is the responsibility of applicant(s) to contact the Planning and Development Department for assistance with the Variance process and/or request pre-submittal review prior to submitting a formal application.
- Once the completed application has been paid in full and submitted by required deadline date to the Planning and Development Department, the Planning and Development Director will review the application. After review, the Planning and Development Director will then submit written recommendation to the Covington Board of Appeals and Adjustments for a public hearing review.
- At least 30-days prior to the date of the first public hearing, the Planning and Development Department will:
 - Publish legal notice in the local newspaper identifying the property location pertinent to the request;
 - Post signage in a conspicuous location(s) on the property. The City shall take one photograph of each posted sign and submit to the file for documentation and;
 - Submit a written notice, by mail, to all property owners adjacent to the subject property of the request.
- During the public hearing, the Board of Appeals and Adjustments shall review the facts of the case and make a decision resulting in approval or denial. Hearing deadlines and schedules are posted on the city website and located in the front lobby of City Hall. Variance decisions shall be made no later than 45 days following the filing of a paid and completed application, unless extended by applicant or found incomplete (i.e., non-payment, lack of required supporting documents, etc.) by the Planning & Development Department.