



# City of Covington

## ACCESSORY BUILDING PERMIT APPLICATION SUBMITTAL PROCEDURES

### Purpose

This document explains the process for an accessory building permit.

- Please review the city ordinance regarding accessory buildings as listed below prior to the submission of your application.
- All applications will be submitted to the Planning & Zoning Department for review, and can take up to fifteen (15) business days to process.
- The fee for the permit shall not exceed \$100, unless you are requiring an electrical permit as well. We do not accept credit cards. Checks made payable to City of Covington.

### 16.20.020 - Accessory uses

Accessory uses shall be permitted as follows:

- A. Accessory uses for commercial development shall include those normally appurtenant to such development, as provided for in other sections of this zoning ordinance.
- B. Any accessory use normally appurtenant to a permitted use shall be allowed provided such use shall conform with all performance standards set forth for that district as well as any conditions of zoning.
- C. Accessory structures and uses shall be located on the same lot as the principal structure to which they are accessory.
- D. Accessory structures and uses shall not be permitted in a required front or side yard.
- E. Accessory uses and structures such as garages, greenhouses or workshops, shall not be rented or occupied for gain.
- F. No accessory building shall be constructed upon a lot until construction of the principal structure has commenced.
- G. Where a corner lot adjoins in the rear a lot in a NR1 and NR2 district, no accessory structure shall be located closer to the side street right-of-way line than the principal structure or closer than twenty-five (25) feet from the rear property line.
- H. No garage or other accessory structure shall be located closer than three feet from a side or rear lot line.
- I. When an accessory structure is attached to the principal structure by breezeway, passageway or similar means, it shall comply with the yard requirements of the principal structure to which it is accessory.
- J. Residential sheds, workshops, greenhouses or other such accessory structures shall be located in a rear yard, are limited to one story and shall not exceed four hundred (400) square feet in size.
- K. In all zoning districts, no accessory use or structure shall be permitted in public rights-of-way except mailboxes, sidewalks, driveways, light posts, and decorative landscaping, subject to city approval.
- L. Accessory use swimming pools having a depth of two feet or more at any point:
  - 1. Shall be permitted only upon written approval of the city health department to indicate compliance with applicable health department swimming pool regulations;



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2. Shall be located a minimum of ten (10) feet from any property line; and
  3. Shall be completely enclosed with an adequate protective fence of not less than six feet in height with appropriate closure.
- M. Swimming pools, fitness or recreation centers and other recreational facilities shall be permitted as accessory uses or structures for hotels, motels and extended-stay hotels/motels.
- N. Accessory uses for NR1, NR2 and NR3 districts. Accessory uses, structures and yards are permitted as follows:
1. Structures.
    - a. Every structure shall be located on a lot as herein defined. In no case shall there be more than one main residential building and its accessory building on one lot. Zero-lot-line dwellings may be considered as one main residential structure.
    - b. No accessory structure shall have a square footage of twenty-five (25) percent of the total conditioned square footage of the primary structure, or six hundred (600) feet, whichever is less.
    - c. No accessory living quarters, whether attached or detached and including garage apartments, shall be located in an NR1 zone, except that a bona fide guest house where no rent is paid or servant's quarters shall be permitted upon a lot with an area of fifteen thousand (15,000) square feet or more. Such accessory structure may be detached from the primary structure and shall not be closer than ten (10) feet to any lot line.
  2. Uses.
    - a. Accessory uses may generally be considered include as private garages, stables, storehouses, greenhouses, children's playhouses, summerhouses, home workshops and swimming pools.
    - b. Animals. Private stables will be permitted upon a lot with an area of fifteen thousand (15,000) square feet or more only in an NR1 district. Dogs, mules, cows, chickens and other domestic animals may be kept for noncommercial purposes.
- O. Donation boxes intended to be used for the unmanned collection of donated and secondhand goods and merchandise for the purpose of redistribution.
1. Locations. Unmanned donation boxes shall only be placed on property within corridor mixed use or neighborhood mixed use zoning districts.
  2. Setbacks.
    - a. Donation boxes shall be placed within the building setback requirements of the parcel on which they are located and shall not encroach into a front, side or rear setback areas.
    - b. Donation boxes shall be located on a concrete pad or paved area constructed of sufficient strength for the donation box, equipment and vehicles that will utilize the boxes.
  3. Requirements and Maintenance. The box owner and/or operator shall cause to be operated and maintained unmanned donation boxes located in the city as follows:
    - a. Donation boxes shall display the following contact information in two-inch letters visible from the front of each box: the name, address, email and phone number of the owner and operator, if the operator is different from the owner;
    - b. It shall be the duty of the owner and/or operator of a donation box to maintain such box in good condition and appearance without structural damage, holes, visible rust, or graffiti;



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- c. Donation boxes shall be locked or otherwise secured;
  - d. Donation boxes shall be serviced and emptied as frequently as necessary to prevent overflow;
  - e. No items shall be deposited on or outside a donation box, and all such items shall be considered property of the owner and/or operator of the box, who shall be responsible for enforcing this subsection; and
  - f. Donation boxes shall be no larger than seven feet tall, seven feet wide and seven feet deep.
4. The owner of the property on which the donation box is placed shall be ultimately responsible for maintenance of the site of such box and shall be held responsible for such box in the event the box owner or operator is unavailable or fails to undertake action necessary for proper compliance with this subparagraph.