



# City of Covington

## SIGN VARIANCE APPLICATION

Date Received: \_\_\_\_\_

**PLEASE COMPLETE THE BELOW INFORMATION. INCOMPLETE APPLICATIONS  
WILL BE RETURNED.**

Received By: \_\_\_\_\_

BOAA: \_\_\_\_\_

Process No.: \_\_\_\_\_

### **I. REQUIREMENTS:**

The following items must be submitted as concurrent attachments to the application.

- Application fee in the amount of \$300.00 made payable to the City of Covington;
- One (1) original signed application;
- One copy of a legal description with metes and bounds of the property. If there are multiple properties, each property must be combined into one legal description. If the properties are not contiguous, a separate application and legal description shall be submitted for each property;
- One copy of a property survey (drawn to scale); on 11x17 paper, otherwise two (2) copies are necessary of larger than 11x17, and prepared by an architect, engineer, landscape architect or land surveyor whose state registration is current and valid, showing:
  1. North arrow
  2. Land lot and district
  3. Tract location
  4. Dimensions along all property lines
  5. Acreage of the tract
  6. Street names and right-of-way dimensions of abutting streets
  7. Preparer's signature and seal affixed to the plat
- One Site Plan showing proposed layout of property, illustrating the following:
  1. Project name
  2. Property owner's name and contact information
  3. Date
  4. Scale
  5. North arrow
  6. Vicinity map
  7. Total acreage and net acreage
  8. Existing and proposed streets and right-of-ways
  9. Existing and proposed building locations
  10. Floodplain boundary
  11. Required setbacks and buffers
  12. Driveways
  13. Parking spaces
- One (1) copy of a Letter of Intent describing the rationale behind the proposed variance and the intended timing and phasing of any development
- One (1) set of digital plans
- One (1) copy of any additional plan(s) necessary to supporting applicant's request



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### II. CURRENT PROPERTY OWNER:

Name (Applicant or Individual):			
Mailing Address: (Street, City, State, Zip Code)			
Daytime Telephone:		Fax:	Email:

### III. APPLICANT:

Name (Applicant or Individual):			
Mailing Address: (Street, City, State, Zip Code)			
Daytime Telephone:		Fax:	Email:

### IV. PROPERTY INFORMATION:

Property Address:			
Tax ID/Parcel Number(s):		Parcel Size (Acres):	Existing Land Use:
Existing Zoning District:		Subdivision or Project Name:	

Variance Requested:

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### V. PROPERTY OWNER(S) SIGNATURE:

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### VI. APPLICANT SIGNATURE:

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**VII. VARIANCE PROCEDURES:** Variances may be granted from the provisions of Chapter 16.48 by the procedures set forth in subsection B of Section 16.12.170. Variances authorized by the Board of Appeals and Adjustments shall be limited to the following hardship stipulations.

- |   |
|---|
| <p>1. Where visibility of a conforming sign from the proposed street and within fifty (50) feet of the proposed sign would be substantially impaired by existing trees, plants, natural features, signs buildings or structures on a different lot; and</p> <ul style="list-style-type: none"> <li>I. Placement of the sign elsewhere on the lot would not remedy the visual obstruction;</li> <li>II. Such visibility obstruction was not created by the owner of the subject property; and</li> <li>III. The variance proposed would not create a safety hazard to vehicular traffic or pedestrians.</li> </ul> |
| <p>2. Variances shall be limited to the minimum relief necessary to overcome the hardship. No variances shall be granted to allow a greater number of signs than would be allowed if the hardship did not exist. No variance shall transfer to a new owner or occupant of the property.</p>   |
| <p>3. Variance procedures shall apply both to signs which are nonconforming as of the effective date of chapter 16.48 and to new signs erected thereafter.</p>  |

**VIII. AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVES:** If Applicant is not the property owner, this section must be completed and notarized.

<p>I, _____, owner of the subject property identified in this application, do hereby authorize _____ to act as my applicant/representative(s) in all matters pertaining to the processing and approval of this application, including modifying the project according to the terms and conditions set forth by the City of Covington. I agree to be bound by all agreements made by my designated representative.</p>	
<p>Signature of current property owner:</p>	<p>Date:</p>

Sworn to and subscribed to me this: \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public \_\_\_\_\_ (Notary Seal)

**IX. DISCLOSURE OF CAMPAIGN CONTRIBUTIONS:** O.C.G.A., Section 36-67A-3, requires that applicants shall submit all disclosures of campaign contributions.

<p>Has the applicant, within the two years preceding the date of this application, made campaign contributions or gifts aggregating \$250.00 or more, to a member of City Council, or a member of the Planning Commission?</p> <p><input type="checkbox"/> NO <input type="checkbox"/> YES If yes, please provide the following information:</p>		
Name and Official Position of Government Official	Contribution Amounts (list all which total to \$250.00 or more)	Date Contribution(s) Was Made



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### X. CONFLICT OF INTEREST CERTIFICATION

The undersigned below, making an application for a variance, has complied with the Official Code of Georgia Section 36-67A-1, et. seq, Conflict of Interest in Zoning Actions, and has submitted or attached information on the forms provided. Title 36 relates to the disclosure of financial interests, campaign contributions, and penalties for violating the Official Code of Georgia.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Sworn to and subscribed to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public

\_\_\_\_\_  
(Notary Seal)

### XI. CERTIFICATION

I, \_\_\_\_\_ the owner or authorized representative of owner, have read and understand the contents of this application. I certify that that the information contained herein, including attachments and all other supporting information, is complete and true to the best of my knowledge and belief.

Date: \_\_\_\_\_

Signature of applicant or owner's authorized representative: \_\_\_\_\_

Sworn to and subscribed to me \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_  
this \_\_\_\_\_

Notary Public

\_\_\_\_\_  
(Notary Seal)