



City of Covington

PARCEL DIVISION APPLICATION PROCESS REQUIRING A PRELIMINARY PLAT

Purpose

This document explains the process for dividing property. The plat standards and specifications are found in Chapter 14.08 of the Covington Municipal Code of Ordinances. A pre-application meeting is required prior to the submittal of a preliminary plat and/or the parcel division application.

Process

- Each of the types of activities described below shall be considered subdivisions, and require a preliminary plat, the procedures and required site improvement provisions described in Chapter 14.08 of the Covington Municipal Code of Ordinances and may be approved by the Planning Director.
 1. The combination, recombination, or reconfiguration of two or more buildable lots of record, where the total number of lots is increased.
 2. The division of land into five or more lots.
 3. Where new streets or other public improvements, or access easements are planned or required.
- A letter requesting review and approval of a preliminary plat conveying the subdivider's intentions as to proposed layout and type of development, and giving the name and address of a person to whom the notice of the hearing by the planning commission on the preliminary plat shall be sent.
- In addition to the five blue or blackline prints the initial preliminary plat review may be submitted electronically in .pdf format however prior to the plat being distributed for review the parcel division application shall be completed and submitted with the appropriate review fee. The preliminary plat specifications are found in Chapter 14.08 of the Covington Municipal Code of Ordinances.
- The review fee consists of a base fee of \$200.00 plus \$5.00 for each lot being created up to 100 lots. If more than 100 lots are to be created the fee consist of a base fee of \$200.00 plus \$2.00 for each lot up to 100 lots then \$.50 for each subsequent lot.
- Following the first review, 15 working days, the Planning Director will notify the applicant with any comments or required changes. Each subsequent review may take up to an additional 15 working days.
- After each reviewer has approved the preliminary plat, the Planning Director will notify the subdivider of the approval and the date of which it will be presented to the Covington Planning Commission at their next available public hearing.
- Approval of all preliminary plats shall be governed by the following qualifications:
 1. Approval of a preliminary plat is only tentative pending submission of the final plat.
 2. Approval of the preliminary plat shall be effective and binding for a period not to exceed one year from the date of such approval, and thereafter shall expire and be null and void and of no legal effect, except to the extent that work on the subdivision has progressed, unless a request for an extension of time has been submitted to and is subsequently approved by the Planning Director and the city engineer.
 3. No improvements, including clearing or grading shall be undertaken until final engineering plans based on runoff calculations and necessary profiles for the subdivision (or unit division thereof) have been submitted to and approved by the city engineer.



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- If the preliminary plat application is disapproved, the applicant shall resubmit the preliminary plat and completed application form correcting all deficiencies, along with appropriate fees. Failure to resubmit within one hundred eighty (180) days from the applicant's receipt of notice of such disapproval shall require the applicant to submit a new preliminary plat.
- Approval of the preliminary plat shall be deemed an expression of approval of the layout of the subdivision to be used as a guide to the preparation of the final plat.
- Approval of the preliminary plat shall entitle the applicant to prepare and submit construction plans for site development and improvement as provide in the Title 14 of the Covington Municipal Code of Ordinances and to meet all other provisions of the city code.
- Approval of the preliminary plat shall expire if a land disturbance permit for any required improvements has not been issued or final plat has not been submitted for recording within twelve (12) months of the date of approval of the preliminary plat.