



City of Covington

SPECIAL USE PERMIT APPLICATION SUBMITTAL PROCEDURES

Purpose

This document explains the process for requesting a special use permit.

Process

- A pre-application meeting is mandatory prior to submitting this application. Please call 770-385-2178 to schedule this meeting.
- Once an application has been completed and submitted to the Planning and Development Department, the Planning and Development Director reviews the application and submits a written recommendation to the Covington Planning Commission for a public hearing review.
- At least 15 days prior to the date of the first public hearing a legal notice will be published in the local newspaper a minimum for identifying the property location pertinent to the request. Planning and Development Department will post one or more signs in a conspicuous location(s) on the property a minimum of 15 days prior to the date of the first public hearing. At least one sign shall be posted along each street where the property has frontage, and one additional sign will be posted for every 500 feet of street frontage. The City shall take one photograph of each posted sign and submit to the file for documentation. At least 15 days prior to the date of the first public hearing a written notice shall be mailed by the Planning and Development Department notifying all property owners adjacent to the subject property of the request.
- During the public hearings, the Covington Planning Commission and City Council shall review the facts of the case.
Upon conclusion of deliberations, the Covington Planning Commission shall make one of the following recommendations to the City Council:
 - a. Approve the proposal as requested;
 - b. Approve the proposal with changes and/or conditions;
 - c. Approval of the application for a lesser area, extent or intensity;
 - d. Deny the application
- Upon conclusion of deliberation, the City Council may make one of the following decisions:
 - a. Approve the application;
 - b. Approve the application with conditions;
 - c. Approve the application for a lesser area, extent or intensity;
 - d. Deny the application;
 - e. Defer to its next regular meeting or special called meeting;
 - f. Refer the matter back to the Covington Planning Commission for another public hearing;