



City of Covington

ADMINISTRATIVE VARIANCE APPLICATION

Date Received: _____

Received By: _____

P & D Case #: _____

Invoice #: _____

PLEASE COMPLETE THE BELOW INFORMATION.

*** INCOMPLETE and/or NON- LEGIBLE APPLICATIONS WILL NOT BE FORWARDED TO THE BOAA FOR REVIEW.**

I. REQUIRED ITEMS:

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

- \$200.00 application fee submitted with application
- One (1) original application with wet signatures/notarizations
- One (1) copy of a site plan or boundary survey
- One (1) 8.5" x 11" reduction of a site plan or boundary survey
- One set of digital plans
- One (1) copy of additional information as necessary to support applicant's request. Please list additional items below

II. PROPERTY OWNER:

Name: _____

Address: _____
City/State Zip

Cell Phone: _____ Home Phone: _____

Email Address: _____

III. APPLICANT INFORMATION: (If organization or group, please give the name below)

Name: _____

Address: _____
City/State Zip

Cell Phone: _____ Home Phone: _____

Email Address: _____

IV. PROPERTY INFORMATION:

Property address: _____
City/State Zip

Parcel Number: _____

Existing Zoning District: _____ Subdivision or Project Name: _____

Existing Property Use: ___ Residential; ___ Commercial; ___ Industrial; ___ Institutional; ___



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V. ADMINISTRATIVE VARIANCE REQUESTED: *Please check one – you may submit additional Administrative Variance Applications for additional variances requested.*

- Front yard or yard adjacent to public street – Variance not to exceed ten (10%) percent of the footage deducted from the required setback.
- Side yard – Variance not to exceed three (3) feet deducted from the required setback.
- Rear yard – Variance not to exceed five (5) feet deducted from the required setback. In the NR1, a variance not to exceed one hundred and twenty (120) square feet rear addition to the principal building; provided, however, that no addition shall be located within thirty (30) feet of the rear property line.
- Front yards – Variance not to exceed five (5) feet from the required setback.
- Height of building – Variance not to exceed five (5) feet of the minimum or maximum allowable height.
- Discontinuous building massing – Variance not to exceed twenty (20%) percent.
- Variation in building silhouettes – Variance not to exceed five (5) feet.
- Building step backs – Variance not to exceed ten (10%) percent.
- Storefront requirements— Variance not to exceed twenty (20%) percent.
- Landscape zone – Variance not to exceed two (2) feet deducted from the required minimum width.
- Street tree spacing – Variance not to exceed five (5) feet.
- Sidewalks clear zone – Variance not to exceed two (2) feet.
- Outdoor dining encroachment – Variance not to exceed two (2) feet.
- Open space calculations – Variance not to exceed ten (10%) percent.
- Block dimensions – Variance not to exceed ten (10%) percent.



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VI. PURPOSE AND SUPPORT FOR REQUEST: (Use additional pages if necessary)

VII. AUTHORIZATION FOR OWNER'S APPLICANT(S)/REPRESENTATIVES:

**If Applicant is NOT the property owner, this section MUST be completed and notarized by a Notary Public.*

I, _____, the 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 the modification of the project according to the terms and conditions set forth in the City of Covington. I agree to be bound by all representations and agreements made by designated representative.

Printed name of current property owner: _____

Signature of current property owner: _____ Date: _____

Printed name of Representative, if appointed: _____

Signature of Representative, if appointed: _____ Date: _____

VIII. CERTIFICATION:

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

Printed name of owner('s) authorized representative: _____

Signature of owner('s) authorized representative: _____ Date: _____

Sworn to and subscribed to me this _____, Day of _____ 20__

Notary Public: _____

Notary Seal



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****FOR OFFICE USE ONLY****

Variance Granted: Yes No

Conditions: _____

Signature,
Planning and Development Director