



# City of Covington

## SPECIAL USE PERMIT APPLICATION

Date Received: \_\_\_\_\_  
Received By: \_\_\_\_\_  
P&D Case #: \_\_\_\_\_  
Invoice #: \_\_\_\_\_

**PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN IT WITH ALL REQUIRED DOCUMENTATION (BELOW) TO THE P & D OFFICE NO LATER THAN 2PM ON THE SPECIFIED SUBMITTAL DEADLINE DATE AS REFLECTED ON THE CITY'S PUBLIC HEARING SCHEDULE**

**Please Note:**

**Submission of inaccurate and/or incomplete information will be cause for denial**

**SPECIAL USE PERMIT REQUEST:** \_\_\_\_\_

**CURRENT ZONING DISTRICT:** \_\_\_\_\_

**DATE OF PRE-APPLICATION MEETING (req'd 48 hrs. prior to submission)** \_\_\_\_\_

**I. REQUIRED ITEMS (check/confirm items have been submitted with application):**

- Application fee in the amount of \$500.00 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 current property survey (drawn to scale); 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
- One (1) set of digital plans
- One (1) copy of a Letter of Intent describing the rationale behind the proposed Special Use Permit and the intended timing and phasing of any development; and
- One (1) copy of any additional plan(s) necessary to supporting applicant's request.



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### II. APPLICANT:

|                  |        |
|------------------|--------|
| Printed Name:    |        |
| Mailing Address: |        |
| Telephone:       | Email: |

### III. CURRENT PROPERTY OWNER: (If different from the applicant)

|                  |        |
|------------------|--------|
| Printed Name:    |        |
| Mailing Address: |        |
| Telephone:       | Email: |

### IV. PROPERTY INFORMATION:

|                   |              |
|-------------------|--------------|
| Requested Use:    |              |
|                   |              |
| Property Address: |              |
| Parcel Number(s): | Parcel Size: |
| Current Zoning:   |              |
| Future Land Use:  |              |

### V. PROPERTY OWNER(S):

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

### VI. APPLICANT(S):

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_



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### STANDARDS AND CRITERIA FOR SPECIAL USE PERMIT

**Answer the following questions for the proposed project and attached a narrative on a separate sheet of paper, including the number, height, square footage of structures and property uses.**

The following criteria shall be applied by the Planning and Development Director, the Planning Commission, and the mayor and council in evaluating and deciding any application for a special use permit. These criteria shall be in addition to any applicable use standards set forth in Chapter 16.16 and 16.24. No application for a Special Use Permit shall be granted by the mayor and council unless satisfactory provisions and arrangements have been made concerning each of the following criteria, all of which are applicable to each application:

1. Whether or not the proposed plan is consistent with all of the requirements of the zoning district in which the use is proposed to be located, including required parking, loading, setbacks and transitional buffers;
2. Compatibility of the proposed use with land uses on surrounding properties and other properties within the same zoning district, including the compatibility of the size, scale and massing of proposed buildings in relations to the size, scale and massing of adjacent and nearby lots and buildings;
3. Adequacy of the ingress and egress to the subject property, and to all proposed buildings, structures and uses thereon, including the traffic impact of the proposed use on the capacity and safety of public streets providing access to the subject site;
4. Consistency with the county's wastewater treatment system, including the feasibility and impacts of serving the property with public wastewater treatment service and, if an alternative wastewater treatment method is proposed whether such wastewater treatment method will have a detrimental impact on the environment;
5. Adequacy of other public facilities and services including stormwater management, schools, parks, sidewalks, and utilities, to serve the proposed use;
6. Whether or not the proposed use will create adverse impacts upon any surrounding properties by reason of noise, smoke, odor, dust, or vibration, or by the character and volume of traffic generated by the proposed use;
7. Whether or not the proposed use will create adverse impacts upon any surround land use by reason of the manner of operation or the hours of operation of the proposed use; and
8. Whether or not the proposed use will create adverse impacts upon any environmentally sensitive areas or natural resources.



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\*If the Applicant is **NOT** the property owner, this section must be completed **AND** notarized

### AUTHORIZATION BY PROPERTY OWNER

I swear that I am the owner of the property that is the subject matter of the attached application, as shown in the records of Newton County, Georgia.

I authorize the person named below to act in my behalf in the pursuit of this Special Use Permit Application.

Name of Agent: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Telephone Number (\_\_\_\_) \_\_\_\_\_

Agent's Printed Name \_\_\_\_\_

Agent's Signature \_\_\_\_\_

Owner's Printed Name \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Personally appeared before me and swears the information contained in this authorization is true and correct to the best of his/her knowledge:

\_\_\_\_\_  
Witness' Printed Name

\_\_\_\_\_  
Witness' Signature

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Date



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### AUTHORIZATION OF ATTORNEY

I swear that as an Attorney at Law, I have been retained and authorized by the Owner of property located at:  
\_\_\_\_\_, to file the attached Special Use Permit  
Application.

Attorney's Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Telephone Number: (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
Attorney's Signature



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### OWNER'S CAMPAIGN CONTRIBUTION DISCLOSURE STATEMENT

(To be completed by the owner of the property as it appears on Newton County Tax Records)

Owner(s): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ No, I have not made, within two (2) years immediately preceding the filing of this application, campaign contributions or gifts of \$250.00 or more to a local government official of the City of Covington, Georgia and

\_\_\_\_\_ I have not made campaign contributions or given gifts of any kind since the filing of this application.

\_\_\_\_\_ Yes, I have made, within two (2) years immediately preceding the filing of this application, campaign contributions or gifts of \$250.00 or more to a local government official of the City of Covington, Georgia.

\_\_\_\_\_ I have made campaign contributions and/or given gifts since the filing of the application.

(If yes, give the name and official position of the local government official to whom the campaign contribution was made, the dollar amount and description of each campaign contribution made by the applicant to the local government official during the two years immediately preceding the filing of the application and any contributions made since the filing of this application and the date each contribution was made.)

\_\_\_\_\_  
\_\_\_\_\_

Printed Name of Owner(s): \_\_\_\_\_

Signature of Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Notary: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Notary: \_\_\_\_\_ Expiration of Term: \_\_\_\_\_



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### FINANCIAL DISCLOSURE STATEMENT

Property Owner and Proposed Property Address:

Does any member of the Mayor and Council or Covington Planning Commission have a property interest (direct or indirect, including any percentage of ownership less than total) in the subject property? Yes \_\_\_ No \_\_\_. If yes, please explain:

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Does any member of the Mayor and Council or Covington Planning Commission have a financial interest (direct ownership interest of the assets or capital stock where such financial interest is ten percent (10%) or more) of a corporation, partnership, limited partnership, firm, enterprise, franchise, association, or trust, or have a property interest (direct or indirect ownership, including any percentage of ownership less than total) upon the subject property? Yes \_\_\_ No \_\_\_. If yes, describe the nature and extent of such interest:

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Does any member of the Mayor and Council or Covington Planning Commission have a spouse, mother, father, brother, sister, son, or daughter who has a property interest as described above? Yes \_\_\_ No \_\_\_. If yes, please describe the relationship and the nature and extent of such interest:

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I do hereby certify that the foregoing information is true and correct, this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Owner(s)

\_\_\_\_\_  
Signature of Owner(s)

If any question above is answered "yes", then the member of the Mayor and Council, Board or Commission shall immediately disclose the nature and extent of such interest, in writing, to the Planning and Development Director. Also, a copy should be filed with the application. Such disclosures shall be public record and made available for public inspection during normal working hours. Applicant means any person who applies for an appeal action and any attorney, or other person representing or acting on behalf of the person who applies for this decision.