



# City of Covington

## ADMINISTRATIVE VARIANCE

### APPLICATION SUBMITTAL PROCEDURES

#### **Purpose**

This document explains the process and submittal requirements required for obtaining an administrative variance.

#### **Process**

- A pre-application meeting with the Planning and Development Department is required prior to submittal of an application for an administrative variance. Please call 770-385-2178 to schedule such meeting. Submit application fee of \$200.
- Once an application has been completed and submitted to the Planning and Development Department, the Planning and Development Director will review the application for an Administrative Variance decision.
- The decision of the Planning and Development Director regarding an Administrative Variance decision shall be considered the “final decision”. Said final decision shall be made no later than 45 days following filing of a complete application, unless extended by agreement of the applicant.
- Appeals from a final decision on an Administrative Variance by an aggrieved party shall follow the appeals procedure of section 16.12.180(A).

#### **Types of Administrative Variance**

- 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.



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- 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.