



City of Covington

PARCEL DIVISION APPLICATION

PLEASE COMPLETE THE BELOW INFORMATION. INCOMPLETE APPLICATIONS WILL BE RETURNED.

Date Received: _____

Received By: _____

CPC: _____

Process No.: _____

CURRENT ZONING DISTRICT: _____

I. REQUIRED ITEMS:

- One (1) original signed application.
- A recent survey of the property illustrating all of the requirements listed as required in Chapter 14.04 of the City of Covington Municipal Code of Ordinances. Ordinances are found online at https://www.municode.com/library/ga/covington/codes/code_of_ordinances

Requirements for plat:

- Name of original subdivision and street names
- Name and address of owner of record
- Name and address of subdivider
- Date of plat drawing, graphic scale (1" = 10' or 1" = 20'), north point, notation as to the reference of bearing to magnetic, true north, or grid north, and an indication of whether bearings shown are calculated from angles turned or taken from compass readings
- Location of tract, acres, number of lots, and parcel identification number for each lot
- Name of the former owner, if any, and if the plat had been previously subdivided
- Location sketch as provided for in Section 14.08.140 (A) (7) of the Municipal Code
- Courses and distances to the nearest existing street intersections or bench marks or other recognized permanent monuments
- Exact boundary lines of the tract, to be indicated by the heavy line, giving distances to the nearest one-tenth foot and angles to the nearest minute, which shall be balanced and closed with an error of closure not to exceed one to five thousand (5,000). The error of closure shall be stated. Tract boundaries shall be determined by accurate survey in the field. Surveys shall be coordinated and tied into the U.S. Geological Survey maps where same are available
- Municipal, county, or land lot lines accurately ties to the lines of the subdivision by distance and angles when such lines traverse the subdivision
- Exact locations, width, and names of all streets and alleys within and immediately adjoining the plat and the exact location and widths of all crosswalks
- Street centerlines showing angles of deflection, angles of intersection, radii, lengths of tangents and arcs, and degree of curvature with basis of curve data
- Lot lines with dimensions to the nearest one-tenth foot, necessary internal angles, arcs and cords, and tangents or radii of rounded corners
- Building setback lines with dimensions



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- When lots are located on a curve or when side lot lines are at angles other than ninety (90) degrees, the lot width at the building line shall be shown
- Lots or sites numbered in numerical order and blocks lettered alphabetically
- Location dimensions, and purpose of all drainage structures and of any easements, including slope easements, if required, and public service utility right-of-way lines, and any areas to be reserved, donated, or dedicated to public use or sites for other than residential use with notes stating their purposes and limitations; and of any areas to be reserved by deed covenant for common uses of all property owners
- A statement of the private covenants, if they are brief enough to be put directly on the plat; otherwise, a statement as follows: "This plat is subject to the covenants set forth in the separate document(s) attached hereto dated _____, which hereby become(s) a part of the plat," recorded on _____ (date) and signed by the owner
- Accurate location, material, and description of monuments and markers. Monuments to be placed after final street improvement shall be designated as future, if necessary
- Certificates and statements specified in Section 14.08.260 of the Municipal Code
- One (1) legal description with metes and bounds of the parcels being created
- One (1) digital set of plans
- A \$200.00 base fee plus a \$5.00 fee for each lot up to 100 lots and an additional \$2.00 fee per lot over 100 then \$.50 for each subsequent lot.

II. APPLICANT:

Name: _____

Mailing Address: _____

Phone: _____ Email Address: _____

III. CURRENT PROPERTY OWNER (IF DIFFERENT FROM THE APPLICANT):

Name: _____

Mailing Address: _____

Phone: _____ Email Address: _____

IV. PROPERTY INFORMATION:

Property Address: _____

Parcel Number(s): _____

Parcel Size(s): _____



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V. PROPERTY OWNER(S) SIGNATURE:

VI. APPLICANT SIGNATURE (IF DIFFERENT FROM OWNER):

VII. GENERAL INFORMATION:

In the space below, please provide a detailed description of the proposed lot division.

VIII. AUTHORIZATION FOR OWNER'S REPRESENTATION:

I, _____, owner of the subject property identified in this application, do hereby authorize _____ to act as my representative in all matters pertaining to the processing and approval of this application, including modifying the application according to the terms and conditions set forth by the City of Covington. I agree to be bound by all representatives and agreements made by my designated representative.

Signature of property owner: _____ Date: _____

IX. CERTIFICATION:

I, _____, the owner or authorized representative of the 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.

Signature of owner or authorized representative: _____ Date: _____

X. NOTARY:

Sworn to and subscribed to me this _____ day of _____, 20 _____

Notary Signature: _____

Notary Seal



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*** FOR OFFICE USE ONLY ***

Fee Received		File #	
Planning Director Signature			
Approved:		Denied:	
If denied, reason for denial or (see attached).			
PLANNING COMMISSION		PC Hearing Date:	
Approved: <input type="checkbox"/>	Denied: <input type="checkbox"/>	Approved with Attached Remarks: <input type="checkbox"/>	
Presented to board: <input type="checkbox"/>		Signature: _____	
Informational only/consent agenda item			