



City of Covington

VARIANCE APPLICATION

Date Received: _____

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

Received By: _____

BOAA: _____

REQUESTED VARIANCE: _____

Process No.: _____

I. REQUIRED ITEMS: The following items must be submitted as concurrent attachments to the application.

- Application fee in the amount of \$200.00 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 property survey (drawn to scale); on 11x17 paper, otherwise two (2) copies are necessary of larger than 11x17, and 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 (if applicable to variance requested).
 1. Project name
 2. Property owner's name and contact information
 3. Date
 4. Scale
 5. North arrow
 6. Vicinity map
 7. Total acreage and net acreage
 8. Existing and proposed streets and right-of-ways
 9. Existing and proposed building locations
 10. Floodplain boundary
 11. Required setbacks and buffers
 12. Driveways
 13. Parking spaces
- One (1) set of digital plans
- One (1) copy of a Letter of Intent describing the rationale behind the proposed variance and the intended timing and phasing of any development
- One (1) copy of any additional plan(s) necessary to supporting applicant's request.



City of Covington

VARIANCE APPLICATION

II. PROPERTY OWNER:

Name: _____

Address: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

III. APPLICANT INFORMATION: (If different from property owner)

Name: _____

Address: _____

Cell Phone: _____ Home Phone: _____

Email Address: _____

IV. PROPERTY INFORMATION:

Property Address: _____

Tax Parcel ID: _____ Parcel Size: _____

Existing Land Use: _____

Existing Zoning District: _____

V. PROPERTY OWNER(S) SIGNATURE:

VI. APPLICANT SIGNATURE:



City of Covington

VARIANCE APPLICATION

VII. REVIEW STANDARDS:

The City of Covington's Board of Appeals and Adjustments uses the following standards in reviewing and authorizing variances from the terms of the zoning ordinance. Please respond to each the following standards (in the form of a written narrative) in the space provided or use an attachment as necessary.

1. Describe any extraordinary and exceptional conditions pertaining to the subject property in question because of its size, shape or topography:
2. How would the application of this zoning ordinance to the subject property create an unnecessary hardship:
3. Explain how such conditions are peculiar to the subject property:
4. Explain how such conditions are not the result of any actions of the property owner:
5. If relief is granted, please explain how it would not cause substantial detriment to the public good or impair the purposes or intent of this zoning ordinance:

VIII. 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, _____, 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.

Signature of current property owner: _____ Date: _____

Signature of Representative if appointed: _____ Date: _____



City of Covington

VARIANCE APPLICATION

IX. DISCLOSURE OF CAMPAIGN CONTRIBUTIONS:

O.C.G.A., Section 36-67A-3, requires that applicants shall submit all disclosures of campaign contributions.

Has property owner or applicant, within the two years preceding the date of this application, made campaign contributions or gifts aggregating \$250.00 or more, to a member of City Council, or a member of the Planning Commission? Yes No

If yes, please provide the following information:

Name and Official Position of Government Official	Contribution Amounts (list all which total to \$250.00 or more)	Date of Contribution(s)
_____	_____	_____
_____	_____	_____
_____	_____	_____

X. CONFLICT OF INTEREST CERTIFICATION:

The undersigned below, makes application for a variance, and has complied with the Official Code of Georgia Section 36-67A-1, et. Seq, Conflict of Interest in Zoning Actions, and submitted or attached required information on the forms provided. Title 36 relates to the disclosure of financial interests, campaign contributions, and penalties for violating the Official Code of Georgia.

Signature of property owner: _____ Date: _____

Signature of applicant or owner's representative(s): _____ Date: _____

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

Notary Public: _____

XI. 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 applicant or owner's representative: _____ Date: _____

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

Notary Public: _____