



# City of Covington

## SIGN VARIANCE APPLICATION SUBMITTAL PROCEDURES

### Purpose

This document explains the process for obtaining a sign variance.

### Process

- A pre-application meeting is mandatory prior to submitting this application. Please call 770-385-2178 to schedule this meeting.
- All variance applications are reviewed by the Planning and Zoning Department prior to being processed. Incomplete applications will not be accepted. It is the responsibility of applicant(s) to contact the Planning and Zoning Department for assistance with the Variance process and/or request pre-submittal review prior to submitting a formal application.
- Once an application has been completed and submitted to the Planning and Zoning Department, the Planning and Zoning Director reviews the application and submits a written recommendation to the Covington Board of Appeals and Adjustments for a public hearing review.
- At least 15 days prior to the date of the first public hearing a legal notice will be published in the local newspaper a minimum for identifying the property location pertinent to the request. Planning and Zoning department will post one or more signs in a conspicuous location(s) on the property a minimum of 15 days prior to the date of the first public hearing. At least one sign shall be posted along each street where the property has frontage, and one additional sign will be posted for every 500 feet of street frontage. The City shall take one photograph of each posted sign and submit to the file for documentation. At least 15 days prior to the date of the first public hearing a written notice shall be mailed by the Planning and Zoning Department notifying all property owners adjacent to the subject property of the request.
- During the public hearing, the Board of Appeals and Adjustments shall review the facts of the case and make a decision resulting in approval or denial. Meeting schedules are shown on the office calendar. Check with the front office for this calendar. Variance decisions shall be made no later than 45 days following the filing of a complete application, unless extended by applicant.