



Planning and Zoning Department
 2116 Stallings Street, NW
 Covington, Georgia 30014
 Phone: (770) 385-2020 or FAX 770 385 2170

SPECIAL USE PERMIT APPLICATION

**(Code Section 16.12.140,
 Special Use Permits)**

Distribution: Fire Dept-David Carter __, Environmental Health-Butch Smith __, Engineering Dept __, Linda Knight __.

Applications for Special Use Permits must be submitted to the Planning and Zoning Department. **Incomplete applications will not be accepted. Applications must be submitted in-person, in a meeting with the Senior Planner.** Once the application is complete and accepted by the Senior Planner, the department shall conduct a site inspection, shall prepare an analysis of the application and shall present its findings and recommendations in written form to the planning commission and applicant.

1. 15 days prior to the date of the public hearing:
 - A legal notice will be published in the local newspaper identifying the property location;
 - The Planning and Zoning Director shall erect signs in a conspicuous location(s) on the property that will include the date, place and time of the public hearing. At least one sign shall be posted along each street frontage, and one additional sign will be posted for every 500 feet of street frontage.
 - A written notice will be mailed by the Planning and Zoning Director notifying all property owners adjacent to the subject property that a rezoning application has been filed.

2. During the public hearing, the Planning Commission shall review the facts and make a recommendation to the Mayor and Council. Meeting schedules of the Planning Commission and Mayor and Council are as follows:
 The Planning Commission shall consider the application on _____ at 7:00 p. m. and the Mayor and Council shall hold the final Public Hearing on _____ at 6:30 p. m.

3. Prior to action by the mayor and council, the planning and zoning department shall prepare a proposed ordinance to affect the proposed special use permit.

I. CURRENT PROPERTY OWNER

Name (Applicant or Owner):

Mailing Address:
 (Street, City, State, Zip Code)

Daytime Telephone:

Fax:

Email:

II. APPLICANT

Name (Applicant or Individual):

Mailing Address:
 (Street, City, State, Zip Code)

Daytime Telephone:

Fax:

Email:

III. PROPERTY INFORMATION

Property Address:

Tax ID/Parcel Number(s):

Parcel Size (Acres):

Existing Zoning District:

Existing Land Use: Residential Commercial Industrial Other

Proposed Land Use/Dev.: Residential Commercial Industrial Other

PROPOSED USE: _____

IV. SPECIAL USE PERMIT APPLICATION REQUIRED ITEMS: *The following items must be submitted as concurrent attachments to the application.*

- Application fee in the amount of \$100.00, made payable to the City of Covington;
- One (1) original signed application;
- One (1) hard copy and one (1) electronic (word format) copy of the property's legal description. 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 must be submitted for each property. The legal description shall contain metes and bounds.
- 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 the following information:



North arrow on survey or site plan
 Land lot and district
 Tract location
 Dimensions along all property lines
 Acreage of the tract
 Street names and right-of-way dimensions of abutting streets
 Preparer's signature and seal affixed to the plat

One (1) electronic copy of a site plan showing:

Project Name
 Property Owner's Name and contact information (address, telephone number, fax number, and email address)
 Date, scale and north arrow
 Vicinity map
 Total acreage and net acreage
 Existing and proposed streets and right-of-ways
 Proposed building locations
 Floodplain
 Required setbacks and buffers
 Driveways
 Parking spaces
 Existing buildings and structures

One (1) copy(s) of a Letter of Intent describing the nature and details of the special use.

V. 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
 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
 modifying the project according to the terms and conditions set forth by the City of Covington. I agree to be bound by all
 agreements made by my representative(s).

Signature of current property owner: _____ Date: _____

VI. DISCLOSURE OF CAMPAIGN CONTRIBUTIONS: *O.C.G.A., Section 36-67A-3, requires that applicants shall submit all disclosures of campaign contributions.*

Has the 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:

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 Contribution(s) Was Made

VIII. 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 supporting information, is complete and true, to the best of my knowledge and belief.

Signature of applicant or owner's authorized representative: _____ Date: _____

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

 Notary Public (Notary Seal)

FOR OFFICE USE ONLY

Fee Received:		File #	
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PC Date:		PC Action: <input type="checkbox"/> Approved, <input type="checkbox"/> Denied, <input type="checkbox"/> Approve with conditions: _____ _____.	
		Signature of Senior Planner	
M&C Date:	M&C Action:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied

Public Hearing Notice Post Date:

Notes/Conditions: _____

