

**COVINGTON PUBLIC WORKS DEPARTMENT  
PLANNING AND BUILDING DIVISION**

Presents

**COVINGTON DEVELOPMENT DIRECTORY**

**January 1, 2011**



**The Source for Architects, Engineers, Contractors, and Developers**

Email:

[planning.building@covingtontn.com](mailto:planning.building@covingtontn.com)

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**Covington Public Works  
Planning and Building Division  
200 West Washington Ave.  
Covington, TN 38019**

**901-476-7191**

**fax: 901-476-5056**

## TABLE OF CONTENTS

INTRODUCTION.....	3
ENFORCEMENT.....	3
UPDATES.....	3
ADOPTED BUILDING CODES.....	4-5
DESIGN CRITERIA.....	6
CODE CONFLICT OR INCONSISTENCY.....	7
CODE APPEALS/ADVISORY BOARD.....	7
HISTORIC ZONING.....	7
PLANNING COMMISSION.....	7
BUSINESS LICENSE REQUIREMENTS.....	8
SANITATION.....	8
APPLICATION.....	8
UTILITY INFORMATION.....	8
AMERICANS WITH DISABILITIES ACT.....	8
PLAN REVIEW.....	9
BUILDING PERMIT FEES.....	10
FEE SCHEDULE.....	11
SCHEDULE OF FEES.....	12
REQUIRED INSPECTIONS.....	13
ADDITIONAL REQUIREMENTS.....	14
APPLICATION TO APPEAR BEFORE PLANNING COMMISSION.....	15
SITE PLAN CHECKLIST.....	16
APPLICATION TO APPEAR BEFORE THE BOARD OF ZONING APPEALS.....	17
APPLICATION TO AMEND THE ZONING MAP AND/OR ZONING ORD.....	18

## **INTRODUCTION**

We are pleased you are considering Covington, Tennessee as a place to build or locate. Our goal is to make Covington a safe and productive city in which to live, work and play. We are dedicated to achieving this goal by creating and nurturing a constructive working relationship between the construction industry and our personnel through providing the most efficient and professional service possible. In an effort to provide professional service, many of our staff are required to be trained and certified in their respective field. Please call upon us should you have questions regarding the information in this booklet or any adopted code. Every effort will be made to respond to your request in a timely manner.

This booklet has been put together to give architects, engineers, and contractors as much information as possible to facilitate smoother planning and construction. The City of Covington welcomes you and your project. While we hope we have addressed all your questions regarding codes and policies this is strictly a summary.

## **ENFORCEMENT**

Planning and Building Division includes all code enforcement and building department duties and has jurisdiction over all construction within the corporate city limits of Covington and Covington Planning Region. Joint approval and inspections with the State Fire Marshal's office will be completed in State Buildings, Federal Buildings and Educational Occupancies. All electrical inspections are completed by a state contracted Electrical Inspector.

## **UPDATES**

From time to time, codes, policies, and procedures change. If you have any doubt as to whether this guide has current information please contact our office and reference the date in the middle of the cover page. Should your guide be out dated, please discard and request a current copy.

MEMORANDUM

Date: July 6, 2009

To: Robert M. Simpson, Director of Public Works

From: Lessie A. Fisher, Building Inspector, Planning and Building Division

RE: Adoption of Building Codes

I would like to propose the adoption of the following codes:

2006 International Building Code,

- A. All residential structures in the City of Covington shall be built on sixteen (16") inch centers, including floor-framing members, roof members, and wall-framing members (however, wall-framing members may be constructed on twenty-four (24") inch centers only if using 2X6" studs or larger.
- B. Any structure converted to a residential structure in the City of Covington shall meet the requirements of sixteen (16") centers as listed in (A) above.
- C. All structures located in a flood zone shall have at least one foot of freeboard.
- D. Complete deletion of Chapter 11 (Accessibility), Chapter 27 (Electrical) and Appendix K (Electrical Code)
- E. Including Appendix H (Signs) and Appendix I (Patio Covers)

2006 International Residential Code,

- A. All residential structures in the City of Covington shall be built on sixteen (16") inch centers, including floor-framing members roof members and wall-framing members (however, wall-framing members may be constructed on twenty-four (24") inch centers only if using 2X6" studs or larger.
- B. Any structure converted to a residential structure in the City of Covington shall meet the requirements of sixteen (16") inch centers as listed in (A) above.
- C. All structures located in a flood zone shall have at least one foot of freeboard,
- D. Complete deletion of Appendix I (Private Sewage Disposal) and Appendix L (Permit Fees)

2006 International Plumbing Code,

- A. Complete deletion of Appendix A (Plumbing Permit Fee Schedule)

2006 International Mechanical Code,

- A. Complete deletion of Appendix B (Recommended Permit Fee Schedule)

2006 International Fuel Gas Code

2006 International Existing Building Code

2002 North Carolina Accessibility Code with 2004 Amendments

2006 NFPA 101 Life Safety Code,

- A. This code only applies to State buildings, educational occupancies and any other occupancy requiring an inspection by the state fire marshal for initial licensure.

2006 International Fire Code

Standard Unsafe Building Abatement Code, 1985 edition

2008 National Electrical Code- \*Note- Several sections of the 2008 edition of the NEC, as stated in rule 0780-2-1.11, are exempted out from adoption and will not be mandatory but optional for implementation. With respect to Article 210.12(B), arc-fault circuit interrupters, combination type, shall be required for all bedrooms and in all other rooms shall be optional. As for Article 334.15(C), nonmetallic-sheathed cable shall not be required to be run through bored holes in unfinished basements and crawl spaces with less than four (4') feet and six (6") inches of clearance. And, as for Article 406.8 (B) of the 2008 edition of the NEC, the installation of listed weather-resistant type receptacles shall be optional.

During the new code adoption, I would also like to request the following letter visibility chart to be adopted in regards to the address numbers on structures.

Viewing distance	Min Required Letter Height
100 ft	4 in
150 ft	6 in
200 ft	8 in
250 ft	10 in
360 ft (city block)	16 in
500 ft	22 in
750 ft	33 in
1000 ft	43 in
1320 ft (1/4 mile)	57 in

CITY OF COVINGTON  
200 WEST WASHINGTON AVE  
P O BOX 768  
COVINGTON, TENNESSEE 38019  
901-476-7191  
901-476-5056 FAX

**DESIGN CRITERIA**  
JANUARY 03, 2011

**COMMERCIAL BUILDINGS – 2006 IBC**

WIND LOAD	90 MPH
ROOF LIVE LOAD	REF IBC TABLE 1607.1
SNOW LOAD	10 LBS. PSF.
SEISMIC	HAZARD EXPOSURE GROUP AND PERFORMANCE CATEGORIES SEE TABLE: 1613.5 (1) 1613.5 (2) 1613.5 (7) 1613.5 (8)

FROST LINE DEPTH 12 INCHES PLUS 1 INCH  
SOIL TERMITE PROTECTION IS REQUIRED  
THIS AREA IS SUBJECT TO DECAY AND WEATHERING

**RESIDENTIAL BUILDINGS – 2006 IRC**

REFERANCE 2006 IRC – CHAPTER 3

ROOF SNOW LOAD	10 LBS. PSF.
SEISMIC	FIGURE 301.2 (2)
FROST LINE DEPTH	12 INCHES PLUS 1 INCH
TERMITE PROTECTION IS REQUIRED	
THIS AREA IS SUBJECT TO DECAY AND WEATHERING	

## **CODE CONFLICT OR INCONSISTENCY**

In the event of a conflict or inconsistency between the codes enforced by the City of Covington:

- (1) The provisions of the International Code Council shall prevail if such conflict or inconsistency relates to height or area restrictions on new construction; and
- (2) The more stringent code provisions shall prevail in all other cases.

REFERENCE STATE REG. 00780-2-2-.04.

## **BOARD OF ZONING APPEALS**

This Board has been established with the following powers:

**Administrative Review:**

To hear and decide appeals where it is alleged by the appellant that there is error in any order, requirement, permit, decision, determination or refusal made by the Building Official or other administrative official in the carrying out of enforcement of any provisions of this Ordinance and for the interpretation of the Zoning Map and Ordinance.

**Special Exceptions:**

To hear and decide applications for special exceptions as specified in this Ordinance and for decision on any special questions upon which this Board is specifically authorized to pass by this Ordinance.

**Variance:**

To hear and decide applications for variance from the terms of this Ordinance, in granting a variance, the Board, as it may deem advisable in furtherance of the purpose of this Ordinance, may attach thereto conditions regarding the location, character and other features of the proposed building, structure or use. Before any variance is granted it shall be shown that circumstances are attached to the property, which do not generally apply to the other property in the neighborhood.

This Board usually meets on the second Tuesday of the month, if called to do so by the Chairman, but can be scheduled anytime after a seven (7) day public notice has been given.

## **HISTORIC ZONING**

The City of Covington Historic Zoning Commission meets the first Tuesday of each month at City Hall at 6:30 p.m. All development, construction, grading, etc in the Historic Zoning District must be approved by the Historic Zoning Commission prior to obtaining any permits or Planning Commission submittal/approval. In order to be placed on the agenda, applicant must notify Planning and Building Staff fourteen calendar days in advance of scheduled meeting. Submission must include a complete set of proposed plans, if any. The Building Official may be contacted at 901-476-7191 or at 200 West Washington Ave, Covington, TN 38019. Our email address is: [planning.building@covingtontn.com](mailto:planning.building@covingtontn.com).

## **PLANNING COMMISSION**

The Covington Municipal-Regional Planning Commission meets the first Tuesday of each month at City Hall at 5:00 p.m. Generally, all developments (excluding residential zones) are subject to Planning Commission approval prior to the issuance of a Building Permit. For specific regulations, please consult the Covington Municipal Zoning Ordinance or the Regional Zoning Ordinance. They can be found on the city website [www.covingtontn.com](http://www.covingtontn.com) under Planning and Building. In order to be placed on the agenda, applicant must notify the Planning and Building Division fourteen calendar days in advance of scheduled meeting. Submission must include four sets of proposed plans. The Building Official may be contacted at 901-476-7191 or at 200 West Washington Ave. Covington, TN 38019. Our email address is: [planning.building@covingtontn.com](mailto:planning.building@covingtontn.com).

## **BUSINESS LICENSE REQUIREMENTS**

Depending on the type of work you plan to perform, its value, and your home office location, you may be required to purchase a City and County Business License. Contact the City of Covington Recorder-Treasurer's Office for more information at 901-476-9613.

## **SANITATION**

Covington Public Works provides sanitation services for the City of Covington. On site dumpster pickup services are available for commercial accounts. To be eligible for this service, customer must have a Covington Public Works approved reinforced concrete dumpster pad that extends approximately 25' in front of the dumpster. Residential services available include garbage pickup, curbside trash and rubbish pickup. For any of these or other services, call Public Works Customer Service at 901-476-9531 or come by 200 W. Washington Ave.

## **APPLICATIONS**

All applications are available on the City website at [www.covingtontn.com](http://www.covingtontn.com) click on Planning and Building and scroll to the blue bars.

## **UTILITY INFORMATION**

Covington Public Works provides the City of Covington with natural gas, water, sewer, street and sanitation services. All tap, inspection, and other fees are paid directly to Covington Public Works located at 200 West Washington Ave, Covington, TN. Customer Service hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Public Works provides 24-hour emergency service. The Customer Service telephone number is 901-476-9531. The emergency telephone number is 901-476-7163.

The Covington Electric System provides the City of Covington with electrical service. Their office is located at 1469 South Main Street, Covington, TN 38019. The telephone number is 901-476-7104.

## **AMERICANS WITH DISABILITIES ACT**

Some projects may be subject to the architectural standards of the Americans with Disabilities Act of 1990 (the ADA). Issuance of a Building Permit does not certify compliance with the Federal law. Failure to comply with the ADA may result in federal fines and penalties.

### **PLAN REVIEW**

For the purpose of ensuring code compliance with a minimum of field changes, plans for construction projects are reviewed for code compliance by our staff. Plans may also be sent to an Engineering Firm of the City's choice. After our staff has reviewed the plans, a plans review meeting will be scheduled prior to beginning of construction. This meeting will be for all involved in the construction of the project. The following policies and procedures are applicable to the plan review process:

New large Projects (in B or M zones or over 5,000 sq ft in R zones)

- (1) The applicant submits three complete sets of construction documents including all drawings, specification, and applicable material safety data sheets,
- (2) Included with the construction documents must be a completed application and the applicable fee.
- (3) While our goal is to respond within 10 working days, plan reviews are conducted on a first come first serve basis (except fast track-see below). If you have not received a response in fifteen working days, contact our office and your project will be fast tracked at no additional cost.

Fast Track Projects

- (1) The applicant may submit three sets of partial construction documents including all available drawings, specifications, and applicable material safety data sheets. Also, a minimum of the following drawings are required for a foundation permit: site preparation drawings, stamped foundation drawings, occupancy classification and a conceptual floor plan arrangement. If the complete drawings are available and you wish the permits to be issued in phases to expedite the project, submit the completed drawings as a fast track project. (See fee schedule)
- (2) Included with the construction documents, there must be a completed application and the applicable fee.
- (3) While our goal is to respond to fast tract applications as soon as possible, if you have not received a response in five working days, contact our office. If possible, please notify our office in advance of a fast tract submittal, so we can schedule our resources in an efficient manner.
- (4) Completed construction documents must be submitted as soon as available and in no case should construction progress further than approved drawings/permits indicate.

**City of Covington  
Planning and Building Division  
Building Permit Fees**

<b>Level 1</b> \$2,000 and Less	\$15.00
<b>Level 2</b> \$2,001 - \$50,000	\$15.00 for the first \$2,000 plus \$4.00 for each additional thousand to \$50,000
<b>Level 3</b> \$50,001 - \$100,000	\$207.00 for the first \$50,000 plus \$3.00 for each additional thousand to \$100,000
<b>Level 4</b> \$100,001 - \$500,000	\$357.00 for the first \$100,000 plus \$2.50 for each additional thousand to \$500,000
<b>Level 5</b> \$500,001 - And Above	\$1,357.00 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof
<b>Commercial Plans Review Fee</b>	One-Half (1/2) of Building Permit Fee Minimum Fee of \$10.00 Maximum Fee of \$5,000.00
<b>Commercial Fast Track Review Fee</b>	Two-Thirds (2/3) of Building Permit Fee Minimum Fee of \$10.00 Maximum Fee of \$5,000.00
<b>Residential Evaluation Per Square Foot</b>	Heated \$40.00 Per Square Foot Unheated \$20.00 Per Square Foot
<b>Driveway Permit</b>	Flat Fee \$25.00
<b>Swimming Pool</b>	Flat Fee \$50.00
<b>Sign Permit</b>	\$1.00 - \$2,000 \$15.00 \$2,001 and Over \$15.00 plus \$4.00 for each additional thousand to \$50,000 after this, refer to Level above
<b>Tempory Building Permit</b>	Flat Fee \$50.00
<b>Building Moving Permit</b>	Flat Fee \$100.00
<b>Demolition Permit</b> Deposit is required	Residential \$50.00 Commercial \$100.00

**CITY OF COVINGTON, TENNESSEE  
TELEPHONE 901-476-7191 FAX 901-476 5056**

**FEE SCHEDULE**

**EFFECTIVE AUGUST 1, 2009**

**TAPS**

<b>WATER TAP FEE</b>	<b>INSIDE CITY LIMITS</b>	<b>OUTSIDE CITY LIMITS</b>
<b>¾ - 1"</b>	<b>\$500.00</b>	<b>\$500.00</b>
<b>OVER 1"</b>	<b>cost plus 10%</b>	
<b>SEWER TAP FEE</b>	<b>INSIDE CITY LIMITS</b>	<b>OUTSIDE CITY LIMITS</b>
	<b>\$500.00</b>	<b>\$500.00</b>
<b>NATURAL GAS TAP FEE</b>	<b>MINIMUM FEE</b>	<b>\$250.00</b>
<b>TO BE PAID BEFORE</b>	<b>FIRST 100 FEET</b>	<b>\$ 2.50/FT</b>
<b>GAS LINE IS RUN</b>	<b>PLUS NEXT 300 FT</b>	<b>\$ 2.00/FT</b>
	<b>PLUS ABOVE 401 FT</b>	<b>\$ 1.00/FT</b>

**PERMITS**

<b>PLUMBING PERMIT</b>	<b>\$10.00 PLUS \$5.00 FOR EACH OPENING</b>
<b>WATER/SEWER</b>	
<b>SEWER INSPECTION</b>	<b>\$10.00</b>
<b>NATURAL GAS PERMIT</b>	<b>\$10.00 PLUS \$5.00 FOR EACH OUTLET</b>

**PRESSURIZED SEWER SYSTEM**

<b>TANK FEE</b>	<b>\$4000.00</b>	
<b>MONTHLY MAINTENANCE FEE</b>	<b>INSIDE CITY LIMITS</b>	<b>OUTSIDE CITY LIMITS</b>
	<b>\$8.00</b>	<b>\$12.00</b>

**DEPOSITS**

<b>WATER DEPOSIT</b>	<b>RENTER</b>	<b>OWNER</b>	<b>COMMERCIAL</b>
	<b>\$40.00</b>	<b>\$20.00</b>	<b>\$40.00</b>
<b>SEWER DEPOSIT</b>	<b>RENTER</b>	<b>OWNER</b>	<b>COMMERCIAL</b>
	<b>\$40.00</b>	<b>\$20.00</b>	<b>\$40.00</b>
<b>NATURAL GAS DEPOSIT</b>	<b>RENTER</b>	<b>OWNER</b>	<b>COMMERCIAL</b>
	<b>\$100.00</b>	<b>\$20.00</b>	<b>\$200.00</b>

# EFFECTIVE JULY 1, 2008

## SCHEDULE OF FEES

### BOARD OF ZONING APPEALS FEES:

ADMINISTRATIVE REVIEW:	NO CHARGE
VARIANCE	\$100.00
SPECIAL EXCEPTION	\$100.00

### PLANNING COMMISSION FEES:

REZONING REQUEST	\$125.00
SITE PLAN REVIEW	\$ 50.00
MINOR SUBDIVISION PLAT	\$ 50.00
MAJOR SUBDIVISION PRELIMINARY PLAT	\$100.00
MAJOR SUBDIVISION FINAL PLAT	\$100.00
PLUS \$5.00 PER LOT	
ONE LOT MINOR SUBDIVISION PLAT (STAFF REVIEW)	\$ 50.00

## REQUIRED INSPECTIONS

Call **476-7191** to schedule inspections EXCEPT the gas inspections; the backflow prevention assemblies – see phone numbers below to schedule them.

- Footing
- Plumbing Rough-In (if slab) with water in plumbing (do not cover until inspected)
- Slab with Termite Treatment or Floor Frame **before** decking
- Sheathing-Prior to Wrapping.
- Natural Gas Rough-In (a rough in inspection must be done before the walls are covered. The inspection will consist of an air test of 20 PSIG and piping material. There need not be anyone present for this inspection as long as the inspector can gain entrance to the house). **CONTACT DANNY RICE @ 378-4345 or 237-8165 to schedule.**
- Framing (all Electric, HVAC boots & returns, Plumbing and Gas line installed and electrical line for pressurized sewer)
- Insulation
- Final Gas Inspection (the person responsible for the piping and appliances **MUST BE PRESENT**. **ONLY** the inspector shall turn on the gas. The person responsible for the piping at that time will purge customer piping and light all appliances. If the person doing the piping and the person responsible for the gas appliances are not the same, then they must both be present. **CONTACT DANNY RICE @ 378-4345 or 237-8165 to schedule.**
- Backflow Prevention Assemblies – **CONTACT GREG ENGSTRAND @ 237-7091 to schedule.**
- Final Inspection
  - All items to be completed at Final Inspection: Electrical, Water, Sewer, Gas, Backflow Prevention Assemblies, Septic Tank
  - Electrical and Septic Tank Inspections are completed by the State of Tennessee. Planning and Building Div requires proof of final inspection.
  - Sewer/Septic line and Water (line active) - Connections must be inspected  
**Do not cover ditch until after inspection.** Call 476-7191 to schedule.
  - Water use during construction should be done by connecting a frost-free faucet to the out side of the City's water meter box. If costs arise from improper use – you will be billed for labor and materials.

**If you need to contact the Tennessee Department of Environment and Conservation (TDEC) their number is 901-368-7939.**

Revised 01-2008

# ADDITIONAL REQUIREMENTS

Effective August 1, 2006

**Subject: Indicating Address Number at construction sites and when calling for inspections.**

Each construction site will be required to have the address number easily visible on the site by posting (stake and scrap plywood okay) it by the clean out located close to the street. Do NOT post on utility poles.

When calling for an inspection the caller MUST have the address (house number and street) before an order will be written for the inspection.

**Subject: Removal of Construction Solid Waste**

All construction sites permitted by the City of Covington must have a means to dispose of their solid waste.

1. Commercial containers serviced by a licensed waste disposal company.

**Exceptions:**

Residential renovation and residential building addition permits will be exempt, provided the permit evaluation is less than \$50,000.00.

An *on-site* trailer capable of containing construction refuse and hauling refuse to an approved dumpsite (such as Tipton County Landfill).

**Enforcement:**

The Building Official will issue a stop work order if an approved means of disposal is not present at the job site immediately after the slab and/or floor frame inspection is completed.

**Subject: Sanitation Facilities at Construction Sites**

All construction sites are required to have sanitation facilities for human waste as required by the Building Code. Portable toilets may serve more than one construction site if approved by the Building Official.

**Enforcement:**

The Building Inspector will not perform the footing inspection if the sanitation requirements are not in place at the time of requested inspection.

Thank you in advance for your cooperation. Questions may be directed to a Building Inspector by calling 901-476-7191 Monday thru Friday, 8:00 to 4:30 pm.

**APPLICATION TO APPEAR BEFORE THE  
COVINGTON MUNICIPAL-REGIONAL PLANNING COMMISSION**

**Location of Property:**

Street Address: \_\_\_\_\_ Zoning \_\_\_\_\_  
 Map# \_\_\_\_\_ Parcel \_\_\_\_\_

**Applicant:**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

SUBMITTAL: Check all that apply.

\_\_\_\_\_ Site Plan Review-----\$ 50.00  
 \_\_\_\_\_ Minor Subdivision Plat-----\$ 50.00  
 \_\_\_\_\_ Major Subdivision Preliminary Plat-----\$100.00  
 \_\_\_\_\_ Major Subdivision Final Plat-----\$100.00  
 Plus \$5.00 per lot  
 \_\_\_\_\_ One Lot Minor Subdivision Plat-----\$ 50.00

I hereby certify that the statements on this application and any maps, drawings or other accompanying data submitted with this application are true and correct. Any misrepresentation of information shall be grounds for revocation of any decision of the Covington Municipal-Regional Planning Commission.

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**\*Someone must be present at meeting to represent this application.**

Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_  
 Meeting Location: Covington City Hall, 200 W. Washington Ave. Covington, TN

Granted: \_\_\_\_\_ Denied: \_\_\_\_\_

Recording Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_

Make Check Payable to: Tipton County Register (Check or Cash Only)

Submittal Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

Make check payable to: City of Covington

Date Paid \_\_\_\_\_ Accepted By \_\_\_\_\_

**CITY OF COVINGTON – PLANNING AND BUILDING DIVISION  
SITE PLAN CHECKLIST**

Date Submitted \_\_\_\_\_ (Must be at least 14 days prior to Planning Commission Meeting)  
Meetings are the First Tuesday of each month at 5:30 pm

Name of Development \_\_\_\_\_

Location \_\_\_\_\_ Zone \_\_\_\_\_

Owner of Record \_\_\_\_\_ Address \_\_\_\_\_

Phone/Fax Number \_\_\_\_\_

Developer (if different from owner) \_\_\_\_\_

Address \_\_\_\_\_ Phone/Fax Number \_\_\_\_\_

Engineer or Designer \_\_\_\_\_

Address \_\_\_\_\_ Phone/Fax Number \_\_\_\_\_

The Covington Municipal-Regional Planning Commission must approve all Site Plans. "Fast Track" projects may receive conditional approval subject to requirements for the Design/Build being met as the project develops. **CONTACT INFO:** Phone 901-476-7191, Fax 901-476-5056, Web [www.covingtontn.com](http://www.covingtontn.com), Email: [planning.building@covingtontn.com](mailto:planning.building@covingtontn.com)

**CHECKLIST**

- Name/Address/Zoning District of Development
- Name/Address of Owner/Developer/Engineer or Designer
- North Point, Graphic Scale, Date
- Property Survey/Gross land area of site
- Existing and proposed Utilities
- Location of easements, streets, roadways, and all rights-of-way crossing and adjacent locations
- Location, size, and arrangement of proposed and existing buildings/height of buildings/gross floor area/front (street) elevation
- Proposed use of buildings
- Location and dimensions of all vehicular and pedestrian circulation elements, including driveways, entrances, driving aisles, sidewalks, and number of parking spaces
- Drainage plan (may be attached separately)
- Location, size, arrangement of all outdoor signs and lighting, including street lights
- Distance of site from nearest road or street intersection
- Solid waste container location
- Traffic Study

**APPLICATION TO APPEAR BEFORE  
THE COVINGTON BOARD OF ZONING APPEALS**

**Location of Property:**

Street Address: \_\_\_\_\_ Zoning: \_\_\_\_\_  
Map# \_\_\_\_\_ Parcel # \_\_\_\_\_  
Map of the Property (Please attach a scaled drawing)

**Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Alternate Phone# \_\_\_\_\_

**Reason for Application:**

- \_\_\_\_\_ Administrative Review (No Charge)
- \_\_\_\_\_ Special Exceptions (\$100.00 application fee)
  - \_\_\_\_\_ a. Lot of Record
  - \_\_\_\_\_ b. Front Yards
  - \_\_\_\_\_ c. Non-conforming Uses
  - \_\_\_\_\_ d. Uses Permitted on Appeal
- \_\_\_\_\_ Variance (\$100.00 Application Fee)

**Explanation:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I HEREBY CERTIFY THAT THE STATEMENTS ON THIS APPLICATION AND ANY MAPS, DRAWINGS OR OTHER ACCOMPANYING DATA SUBMITTED WITH THIS APPLICATION ARE TRUE AND CORRECT. ANY MISREPRESENTATION OF INFORMATION SHALL BE GROUNDS FOR REVOCATION OF ANY DECISION OF THE COVINGTON BOARD OF ZONING APPEALS.**

**SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**

**\*SOMEONE MUST BE PRESENT AT MEETING TO REPRESENT APPLICATION\***

.....  
Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting Location: Covington City Hall, 200 W. Washington Ave. Covington, TN

\_\_\_\_\_  
Application Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_  
Date Paid \_\_\_\_\_ Accepted By \_\_\_\_\_

**APPLICATION TO AMEND THE ZONING MAP AND/OR  
ZONING ORDINANCE  
OF THE CITY OF COVINGTON**

**Location of Property:**

- A. Legal Description (Please Attach)
- B. Street Address: \_\_\_\_\_
- C. Area in Acres: \_\_\_\_\_ Map# \_\_\_\_\_ Parcel# \_\_\_\_\_
- D. Map of Property (Please attach a scaled drawing)

**Applicant:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

**Legal Owners:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Alt Phone: \_\_\_\_\_

---

Present Zoning Classification: \_\_\_\_\_

Proposed Zoning Classification: \_\_\_\_\_

Zoning of Surrounding Properties: \_\_\_\_\_

\_\_\_\_\_ Text Amendment Chapter \_\_\_\_\_ Section \_\_\_\_\_

The requested amendment as stated on a separate sheet is made a part of this application.

\_\_\_\_\_ Official Zoning Map Amendment

Provide description of intended use of property and a reason for request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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**I hereby certify that the statements on this application and any maps, drawings or other accompanying data submitted with this application are true and correct.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

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Date of Meeting: \_\_\_\_\_ Time: \_\_\_\_\_

Meeting Location: Covington City Hall, 200 W. Washington Ave., Covington, TN

**Someone must be present at meeting to represent this application.**

Granted \_\_\_\_\_ Denied \_\_\_\_\_

Application Fee: \_\_\_\_\_ Check # \_\_\_\_\_ Cash \_\_\_\_\_ Credit Card \_\_\_\_\_

Date Paid \_\_\_\_\_ Accepted By \_\_\_\_\_