

**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 12:00 Noon

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.

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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