

**CITY OF COVINGTON – CODE COMPLIANCE DEPARTMENT
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 Noon.

Name of Development _____

Location _____ Zone _____

Owner of Record _____ Address _____

Phone/Fax Number _____ Email _____

Developer (if different from owner) _____ Email _____

Address _____ Phone _____

Engineer or Designer _____ Email _____

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 ext. 146, Email codecompliance@covingtontn.com, Web www.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 lighting, including streetlights
- Distance of site from nearest road or street intersection
- Solid waste container location
- Traffic Study