



MARK R. JOHNSON
Mayor

CITY OF COVINGTON

PLANNING AND ZONING OFFICE

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APPLICATION FOR NEW PUD - REQUEST

Property Owner(s) Date _____

Petitioner(s) Date _____

Name _____

Name _____

Mailing Address _____

Mailing Address _____

City _____ State _____ Zip _____

City _____ State _____ Zip _____

Phone _____

Phone _____

Email _____

Email _____

Owner's Signature *(I hereby certify that this petitioner has permission to apply for a resubdivision.)*

Petitioner's Signature *(I hereby certify all information submitted to the City of Covington is TRUE AND CORRECT. Failure to submit correct information may result in denial of petition.)*

REQUESTED ZONING CHANGE FROM: _____ TO _____

LOCATION OF PROPERTY/GENERAL DESCRIPTION ZONING: _____

PROPOSED USE OF SITE: _____

PREVIOUS USE OF SITE: _____

SQUARE FEET OF BUILDING: _____

HEIGHT OF PROPOSED BUILDING: _____

HOURS OF OPERATION: _____

NUMBER OF EMPLOYEES: _____

LOT SIZE: _____

APPLICANT MUST SUBMIT THE FOLLOWING DOCUMENTS:

(ROLLED PLANS WILL NOT BE ACCEPTED. ALL PLANS MUST BE FOLDED, AND WE MUST HAVE 15 COLOR COPIES OF ANY COLOR DRAWINGS OR PHOTOGRAPHS.)

- One (1) electronic copy of the typed legal description and cash sale document of the property
- One (1) notarized and sealed copy of the Property Ownership Certification Form
- Fifteen (15) copies of the survey, signed and sealed (no larger than legal size)
- One (1) copy of a letter stating why a zoning change is needed for the site
- A pre-application meeting with the City Planner is advised

APPLICANT MUST SUBMIT ONE COPY OF THE FOLLOWING DOCUMENTS.

(THESE DOCUMENTS MUST BE COLLATED AND PUT TOGETHER.)

- Vicinity map indicating location of property
- Electronic copy and hard copy of the typed legal description and cash sale document for the property
- Notarized and sealed copy of the Property Ownership Certification Form.

APPLICANT SHOULD RECEIVE THE FOLLOWING:

- Copy of the applicable district regulations - Section D 3.4002 PD Plan Approval
- Copy of Part 4, Off-Street Parking and Loading Regulations (if applicable)
- Copy of Part 4.4, Minimum Landscape Requirements for all multi-family, commercial, religious, educational, industrial and institutional uses (if applicable)
- Property Ownership Certification Form

Applicant shall conform to Minimum Standards for the Proposed Use.

1. Due to advertising and public hearing deadlines a three to eight week period may be required for processing.
2. The Petitioner or Representative must be present at the Planning & Zoning Commission Meeting.
3. Forty-eight (48) hours written notice must be given by the Petitioner in order to request tabling of a case.
4. All applications and required fees must be submitted and paid by 4:00 pm of the deadline date.
5. All applications must comply with the City of Covington regulations for advertising in the Official Journal.
6. Six (6) days before the Planning & Zoning Commission public hearing, the property will be posted on or near the site with a Public Hearing Notice sign indicating time and date of Public Hearing.

My signature certifies that I have received the checked items:

Applicant's Signature _____ **Date:** ____ / ____ / ____

| | |
|---|------------------|
| Application Filing Fee | \$ 600.00 |
| New PUD Request | |
| \$100.00 per parcel x _____ = \$ _____ | |
| Advertising Fee | \$ 400.00 |
| TOTAL FEES | \$ _____ |
| <i>Not to exceed \$5,000.00</i> | |

PAID **DATE:** _____ / _____ / _____