



CITY OF COVINGTON  
 638 MADISON AVENUE  
 PH: 859-292-2135  
 FAX: 859-292-2339

## ACCESSORY STRUCTURE AND FENCE PERMIT APPLICATION

**Submittal Requirements:**

1. Application for Accessory Structures ≤ 120 sq ft. only: each application must be accompanied by a site plan to scale, showing the size and dimensions of the addition, the exact location proposed for the addition and distance from property lines and all existing structures;
2. For fences ≤ 6' in height only: each application must be accompanied by a site plan depicting the exact location proposed for the fence in relation to the lot and all existing structures, and also the type of fence.

**Applicant (s) Name (please print):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Parcel PIDN No.:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_ **Occupational License Permit #** \_\_\_\_\_

Are there any legal easements on this property that prohibit or conflict with this application?    Y    N

**ACCESSORY BUILDING ONLY (≤ 120 SQ. FT.):** Building Area: L \_\_\_\_\_ x W \_\_\_\_\_ = \_\_\_\_\_ sq. ft. Height \_\_\_\_\_ ft.

Setback from property line: Front \_\_\_\_\_ ft. Side: Right \_\_\_\_\_ ft. Left \_\_\_\_\_ ft. Rear \_\_\_\_\_ ft.

**FENCES ONLY:** Height of Fence \_\_\_\_\_ ft.

**Type of Fence (check):** Chainlink \_\_\_\_\_ Wood Privacy \_\_\_\_\_ Picket (50% open) \_\_\_\_\_ Masonry Wall \_\_\_\_\_  
 Ornamental Metal (80% open) \_\_\_\_\_ Barbed Wire (Industrial Only) \_\_\_\_\_ Retaining Wall \_\_\_\_\_

**A Zoning Permit Requires** (Section 12.10.02) authorization from the property owner of the subject property. In the case that the signature or written authorization or letter of consent of the subject property owner cannot be provided, please provide a copy of the Lease Agreement with this application.

**Zoning Permit Fee: \$80.00** (Cash, Check to the City of Covington, Debit, or Credit paid at Finance), required before the Zoning Permit will be reviewed and authorized. By mail, only a Check to the City of Covington will be accepted.

**COA May Be Required:** A Certificate of Appropriateness is required if located within a Historic Preservation Overlay.

No work shall be started until proper permits have been issued. Fees are non-refundable. All actions taken in connection with this application are based on the representations by the applicant that the submitted information and attachments are correct and accurate and the burden of proof of its correctness and accuracy is the responsibility of the applicant. The applicant is responsible for meeting all requirements of the National Electric Code and/or the Kentucky Building Code and/or the Covington Zoning Code and/or the Covington Historic Design Guidelines.

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

\_\_\_\_\_  
 DATE OF APPLICATION

\_\_\_\_\_  
 SIGNATURE OF PROPERTY OWNER

\_\_\_\_\_  
 DATE