



MARK R. JOHNSON
Mayor

CITY OF COVINGTON
PLANNING AND ZONING OFFICE

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ANNEXATION CHECKLIST AND APPLICATION SUBMISSION REQUIREMENTS

1. **THE APPLICANT MUST CONTACT THE PLANNING DEPARTMENT** to set up a meeting with City Departments (Public Works, Fire, Police, Building Permits, Engineering, Utility Billing and Legal) to discuss the property being requested for annexation and to provide relevant information to staff (i.e., map of area, assessor's parcel number, address, reason for annexation, water and sewer needs, zoning request, proposed use, etc.)
2. An annexation petition signed by the required percentage of resident owners, registered voters, and authorized officers of corporations owning property in the area to be annexed. (in the case of corporate ownership, a corporate resolution authorizing the corporate officer to petition for annexation must be attached.)
3. A letter requesting annexation and stating the requested zoning classification, intended use of said property, square footage of non-residential uses, and number of residential units.
4. A letter stating how utility services, drainage and traffic will be handled.
5. Estimate of all water and sewer fees from the City's Engineering and Public Works Departments.
6. An Ownership Certification Form signed by the Property Owner before a Notary Public and two (2) witnesses.
7. The names, mailing addresses, phone numbers of all owners (including spouses) as they appear on the tax rolls, petitioning the annexation.
8. The Tammany Parish Assessor's Certificate of Ownership
Assessor Louis Fumitories
St. Tammany Parish Assessor
701 N. Columbia Street, Suite 404
Covington, LA 70433
Telephone: (985) 809-8180
9. The Tammany Parish Registrar of Voters Certificate
M. Dwayne Wall
St. Tammany Parish Registrar Voters
701 N. Columbia Street, First Floor
Covington, LA 70433
Telephone: (985) 809-5500

10. A copy of the tax bills for each owner and a copy of the act of sale in which the property was acquired.
11. Fifteen (15) copies of the Survey signed and sealed. The Survey should include the current configuration of the property and all improvements.
12. Fifteen (15) copies of the Site Plan containing the following information *(if applicable)*:
 - A vicinity map of one inch equals 500 feet
 - North arrow and scale of plat, with a maximum scale of one inch equals 100 feet
 - Existing zoning designation
 - Proposed/existing utility easement/servitudes
 - Location of existing drainage servitude (ponds, ditches, canals, etc.)
 - Location of any known or suspected historical, cultural, archaeological or architectural sites of local, state or national importance.
 - All existing structures on the property
 - All signage on property
 - Proposed development or improvements to the property, including a conceptual drainage plan
 - The location of all live oak trees that are eight inches dbh whether located on the property or within the rights-of-way shall be clearly identified.
 - The location, number, and size of all existing trees six inches dbh or greater located in the required street planting area, required side or rear yard buffers and the street right-of-way shall be clearly identified on the plan.
13. A written statement from St. Tammany Parish Planning Department indicating the current zoning classification of the petitioned property.
14. **Annexation Request Application Fee:** \$250.00
 Advertising: \$250.00
15. **Annexation Approval Fees (Legal, Recording and Advertising the Ordinance) will be paid after** the Annexation has been approved by City Council. These fees must be paid before the Annexation Ordinance is recorded in Clerk Court Office. The Council Clerk will notify the applicant when the fees are due.

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| Annexation Approval Fee: | \$500.00 |
| Advertising: | \$200.00 |