



## APPLYING FOR A ZONING PERMIT - DRIVEWAYS & PARKING

City of Covington – Department of  
Economic Development  
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Refer to Article 158.04, Division 11 of the NDC for detailed information regarding parking.

A site shall comply with the minimum and maximum parking spaces, where required, based on Table 04.11.3, *Minimum and Maximum Vehicle Parking Spaces*, for permitted, limited, and conditional uses in Article 158.02, *Character Districts*, and adjusted according to the standards of Sec. 04.11.6, *Credits and Reductions*, if applicable. In addition, off-street loading, and stacking shall be provided, located and designed in accordance with the standards of this Section.

### STEP 01

There are four guidelines that need to be followed for a residential lot to have a driveway:

1. Dimensions: The area is at least 9 feet wide and 20 feet deep in dimension and is not part of an access drive to a private garage or carport;
2. Encroachment: The area does not encroach upon a public sidewalk;
3. Surface: The area has an improved hard surface; and
4. Access: The area is accessible from the street or alley.

### STEP 02

Make sure your proposed driveway follows all guidelines (maneuvering space, location, generally required setback, marking, calculations, surfacing and drainage). Refer to Article 158.04, Division 11, Sec. 04.11.2 for more information. Use this information to complete the description box on the Zoning/Permit Application!

Also, be sure to follow all guidelines regarding parking design and use in Article 158.04, Division 11, Sec. 04.11.4, *Parking Design and Use*.

Complete Zoning/Design Permit Application. Don't forget to include current exterior photos and a site plan!

### STEP 03

Refer to Article 158.04, Division 11, Sec. 04.11.3, Table 04.11.3 of the NDC for detailed information regarding required parking ratios (how much parking a lot needs).

Please Use this link to submit your  
application and documents for zoning  
permit review:

<https://portal.iworq.net/COVINGTON/new-permit/600/4053>

Dimensions (LxW) provided

19.2 Feet

12.9 Feet

20 feet

List what the setback from the property line will be.

### Driveway Permit Example

\* All driveways and parking pads you must contact the Covington Public Works office to see if a Right-of-Way/Encroachment Permit is required.