

Site Plan Requirements Policy

Intent

It is the intent of this policy to require site plans that will provide sufficient information for planners, planning commissioners, elected officials, and other interested parties to make more informed decisions regarding rezoning requests. Site plans that meet the requirements of this policy should promote greater understanding of the request and provide sufficient information under most circumstances to officials and stakeholders to allow informed decisions to be made.

Site Plan Required

A site plan is required for the following rezoning requests.

	Exempt	Required for
Chattanooga	A-1, R-1 & PUD Special Exceptions*	R-2 & R-5 with 3 or more dwelling units; all other zones
Hamilton County	A-1, R-1, R-5 & PUD Special Exceptions*	R-2, R-2A & MH with 3 or more dwelling units; all other zones
East Ridge	A-1 & R-1	R-2 & R-5 with 3 or more dwelling units; all other zones
Lakesite	R-1 & PUD Special Exceptions*	R-2 & R-5 with 3 or more dwelling units; all other zones
Lookout Mountain	R-1 & R-2	All other zones
Ridgeside	R-1	None
Walden	A-1, R-1 & E-1	All other zones

*PUD Special Exceptions are already subject to separate site plan submittal requirements as provided for by ordinance.

Plan Submittal

- All plans must be submitted in conjunction with rezoning applications by the deadline for submission of zoning cases on the 10th of the month (or on the last business day prior to the 10th, when the 10th falls on a weekend or holiday) to be considered at the next month’s Planning Commission meeting. **NO** late submissions will be accepted.
- Exceptions to the site plan requirement may only be granted on a case-by-case basis by the RPA Executive Director or Director of Development Services, or the Chairman of the Regional Planning Commission.
- Only plans providing all required information will be eligible for review. All others will be returned without review at submitter’s expense. Zoning applications and a checklist of requirements are available at the RPA Development Services counter or online at www.chchrpa.org.
- **Site plans may only be binding to the extent that a site plan is referenced in an ordinance or resolution or elements of a site plan are added as conditions to the rezoning.**

Site Plan Minimum Requirements

- These requirements are the base requirements for all site plans. Larger or more intensive developments may be requested to show more information on site plans.
- All site plans must be submitted on a minimum of tabloid size (11" x 17") paper. Larger sizes may be requested or provided. **If a larger size is provided at least one (1) copy must be of tabloid (11" x 17") size.**
- Five (5) copies of each site plan are required.
- All plans must be clear, legible, and drawn to scale.
- A site plan requirements checklist is also required for submittal; applicants must certify that their submitted site plan meets the requirements as stated in this document.

All site plans submitted for rezoning **must** contain:

- A legend that shows:
 - a. Ownership (name & address)
 - b. North arrow
 - c. Graphic Scale
 - d. Identification of the project contact person (including address, phone number, and email address)
 - e. Area in acres (total area being requested for rezoning)
 - f. For residential projects or mixed-use projects with a residential component, number of dwelling units and unit densities (dwelling units/gross acreage & dwelling units/net acreage)
- A site plan map that shows:
 - a. Location map
 - b. Current zoning
 - c. Approximate location, size and dimensions of the existing or proposed building(s)
 - d. Property lines that contain the tract of land to be developed
 - e. Location of and access to all adjacent public streets
 - f. Vehicular and pedestrian points of ingress and egress, existing or proposed
 - g. Landscape buffers as required by ordinance or otherwise proposed
 - h. Proposed sidewalks
 - i. Approximate parking area design/redesign, including number of spaces
 - j. Location of dumpsters
- Additional information may be requested

Review Process

Prior to Planning Commission

1. Site plans will be submitted in conjunction with rezoning requests. Plans must be submitted by the submittal deadline to allow sufficient time for review.
2. Site plans will be reviewed by RPA and local government staff.
3. Staff comments and requested site plan corrections will be compiled prior to and reviewed at the monthly staff review of zoning meeting.

4. Applicants will be notified of required site plan corrections and must submit the corrected site plan to RPA prior to that month's scheduled Planning Commission meeting.
5. Corrected site plans will be reviewed by RPA staff. Any corrections not completed may be added as conditions to the staff recommendation.

At Planning Commission

1. Submitted site plans will be considered as part of the rezoning request review process.

After Planning Commission/Before Local Legislative Body First Reading

1. Binding site plan requirements may be added as conditions to the Planning Commission's recommendation. Site plan changes requested by the Planning Commission as conditions must be completed and any conditions imposed must be noted and shown visually (if possible) on the site plan. These changes must be approved by RPA and/or local government staff.

At Local Legislative Body First Reading

1. Submitted site plans will be considered as part of the rezoning request review process.

After Local Legislative Body First Reading

1. Binding site plan requirements may be added as conditions to the local legislative body's recommendation.
2. Site plan changes requested by the local legislative body as conditions must be completed and any conditions imposed must be noted and shown visually (if possible) on the site plan. These changes must be approved by RPA and/or local government staff.

At Local Legislative Body Second and Final Readings

(No second reading for County Commission: see "After Final Approval")

1. Submitted site plans will be considered as part of the rezoning request review process.

After Final Approval

1. Binding site plan changes requested by the local legislative body as conditions must be completed and any conditions imposed must be noted and shown visually (if possible) on the site plan.

Site Plan Requirements Process

