

# RPA Zoning Application Policy

Chattanooga-Hamilton County Regional Planning Agency / 1250 Market Street / Suite 2000 / Development Resource Center  
Chattanooga, Tennessee 37402

## NEIGHBORHOOD/COMMUNITY MEETING

The Chattanooga-Hamilton County Regional Planning Agency (RPA), Planning Commission and many legislative bodies **strongly encourage** or often require a developer to meet with neighbors of a proposed project, together with other interested citizens. The **RPA will not sponsor or set up the meeting**, however staff may provide meeting space at the Development Resource Center, if necessary, and requested well in advance of the meeting date.

## INSTALLATION OF REZONING SIGNS

No rezoning sign should be displayed on the property until 5-business days after the application deadline. This allows time for the applicant to withdraw their request, if they desire, before posting the public notice sign. Once the sign is posted, the request cannot be removed from the Chattanooga-Hamilton County Regional Planning Commission agenda.

## REQUESTS TO DEFER

After filing an application with the RPA, an applicant may request (in writing) to defer the case **within** 5 business days following the zoning application deadline. The zoning application deadline is the 4<sup>th</sup> Monday of the month. Any request to defer a case **after** the 5 business day period following the zoning application deadline, must be made at the scheduled Planning Commission meeting. Action to allow deferral of the zoning application will be determined by the Planning Commission.

## REQUESTS TO WITHDRAW

After filing an application with the RPA, an applicant may request (in writing) that their case be **withdrawn** at any time before the Planning Commission meeting. Such a request will be honored and the zoning case will be removed from the Planning Commission agenda. A request to withdraw a case may also be made at the Planning Commission meeting.

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CaseNumber: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant  
Signature: \_\_\_\_\_

*Signature verifies that applicant has read, understands all of the information on the application for the above case number, agrees with information provided, has been advised by staff to meet with neighbors and residents, and is responsible for installing and maintaining notice sign(s), and acknowledges that a site plan submitted as required for the application review process is for informational purposes only and, unless specified by ordinance or resolution, does not constitute a "development plan" under Tennessee Code Annotated Section 13-3-413 or Section 13-4-310 and therefore does not establish a vested property right.*