

# FORM-BASED CODE SUBMISSION CHECKLIST

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Date Filed: \_\_\_\_\_ Case Number: \_\_\_\_\_ Received By: \_\_\_\_\_

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**This checklist is a summary of elements required for a project's zoning review, what said project is located within the Downtown Form-Based Code zoning. This checklist is due at the time of application submission. There may be elements required beyond this checklist, review Chapter 38, Article XVI of the Chattanooga City Code for all regulations and standards.**

1. Set up a meeting with the Form-Based Code Development Review Planner Sarah Robbins to review the project. Sarah Robbins contact information is **423.643.5842 or srobbins@chattanooga.gov**. This meeting can be performed in the Land Development Office, on-line or via telephone (drawings and review materials must be available to review). Project consultations with staff are required to occur prior to permitting (Sec. 38-696).

2. Determine which Neighborhood Associations are within 300 feet of the project. This information may be obtained by going to this website: <https://chattanooga.gov/community-development/neighborhood-services/neighborhood-associations2>

Or by calling Neighborhood Services, **423.643.7300**.

3. Contact any Neighborhood Associations and schedule a meeting time with them to go over the project *prior* to application submission. Contact information for the primary contacts of the Neighborhood Associations may also be obtained by calling Neighborhood services.

4. Submission of materials to the Land Development Office:

- Plan Review Checklist
- Submission Checklist
- Site Plan and Building Elevations
- Required Specifications: Window, Lighting, Sign or Planting (when applicable)
- Pictures or Renderings
- Sign-in Sheet & PDF Meeting Invitation from the Neighborhood meeting (if it has occurred)
- Any other materials the Applicant deems necessary to present the request