

RPA Site Plan Policy

Intent

It is the intent of this policy to require site plans that will provide sufficient information for planning staff, planning commissioners, elected officials, and other interested parties to make more informed decisions regarding rezoning requests. Site plans promote greater understanding of the request and help to communicate the applicant's intent for how a site is to be used and developed.

Site Plan Required

A site plan shall be required for *all rezoning requests and special permits*. The RPA site plan policy does not apply if a site plan is **already** required by the zoning regulations. In those cases, the applicant must submit a site plan as required by the zoning regulations.

Exempt Zones

The following zones in the various jurisdictions are exempt from the site plan requirements:
Chattanooga: A-1, R-1 / Hamilton County: A-1, R-1, R-5 / Lakesite: R-1 / Lookout Mountain: R-1, R-2
Ridgeside: R-1 / Walden: A-1, R-1, E-1

Plan Submittal

1. All site plans must be submitted by the monthly application deadline *with the application*. No application will be accepted without a site plan, unless exempted as indicated above.
2. A five day grace period from date of submission may be considered, on a case by case basis, when approval has been obtained from the Planning Agency Executive Director prior to filing the application. Such approval will extend acceptance for five (5) days from the stated deadline date.
3. Zoning applications and a checklist of requirements are available at the RPA Development Services counter or online at www.chchrpa.org.
4. 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.
5. 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.

Minimum Site Plan Requirements

1. All site plans **must** contain the following:
 - a. Area for proposed zone request (labeled as such) with dimensions shown
 - b. Approximate location, size and dimensions of the existing or proposed building(s)
 - c. Property lines that contain the tract of land to be developed
 - d. Vehicular and pedestrian points of ingress and egress, existing or proposed
 - e. Landscape buffers as required by ordinance or otherwise proposed
 - f. Any Proposed sidewalks
 - g. Approximate parking area design/redesign, including number of spaces
 - h. Location of dumpsters (if applicable)
 - i. A legend with these items:
 - i. North arrow
 - ii. Graphic Scale (in feet)
 - iii. Area in acres (total area being requested for rezoning)

- iv. Number of residential units, if applicable
2. 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.**
3. Only one (1) copy of the site plan is required. PDF files are also acceptable and may be emailed.
4. All plans must be clear, legible, and drawn to scale.

Additional Requirements

Based on the scale and complexity of the proposed project, one or more of the following items *may be required* in addition to the minimum site plan requirements:

1. Phasing plan
2. Grading plan
3. Storm water plan
4. Traffic study
5. Cross section drawings
6. Building height/elevation drawings
7. Any additional information determined necessary during the pre-application meeting or neighborhood meeting.