



FORM-BASED CODE SUBMISSION CHECKLIST



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Date Filed: _____ Case Number: _____ Received By: _____

This checklist is to ensure that the Applicant knows what items are necessary to submit for review when a project is located within the Form Based area. This checklist is due at the time of application submission.

1. Set up a meeting with a Land Development employee to review what variances are needed. This meeting should be held with the Development Review Planner, Emily Dixon, at **423.643.5834** or **edixon@chattanooga.gov**. This meeting can be performed in the Land Development Office or via telephone (drawings and review materials must be available to review).

Land Development Employee (Print Name)

Date of Meeting

Land Development Employee Signature

2. Determine which Neighborhood Associations are within 300 feet of the project. This information may be obtained by going to this website:

<http://www.chattanooga.gov/economic-community-development/neighborhood-services/neighborhood-associations2/directory-of-associations>

Or by calling Neighborhood Services at **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)
- Proof of a Lot of Record
- Pictures or Renderings
- Sign-in Sheet from the Neighborhood meeting (if it has occurred)
- Any other materials the Applicant deems necessary to present the request

I (We) certify that I have followed all of these steps and submitted all of the requested items to ensure that I (We) have submitted a complete application package to the Land Development Office.

Applicant/Agent or Owner (Print Name)

Date

Applicant/Agent or Owner Signature