



SPECIAL PERMIT APPLICATION CHECKLIST

Complete the OpenGov application form with information from both the applicant and the property owner. If the applicant is not the property owner, a Property Owner Registration Form is required.

All addresses and tax map numbers for properties involved in the request

Documentation showing the owner's role or link to the LLC/organization, if applicable

Provide the latest deed for every parcel included in the request

Copy of the latest recorded subdivision plat, including book and page number, for each parcel (if applicable)

Property Information Card from the Hamilton County Tax Assessor for every parcel included

If more than 5 parcels are included in the rezone request, include a table with the property owner's names, deeds, subdivision plat book and page number, and tax map numbers

Site Plan that is in compliance with the minimum requirements of the Site Plan Policy or minimum requirements of the respective zoning regulation



423-209-7970



1250 Market St, Suite 3046,
Chattanooga, TN 37402



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SITE PLAN REQUIREMENTS

Show the area for the proposed special permit, labeled clearly, with all dimensions included.

Approximate location, size, and dimensions of all existing or proposed structures.

Vehicular and pedestrian access points, existing or proposed.

Landscape buffers required by ordinance or any additional buffers being proposed.

Approximate parking area design, including number of spaces.

Locations of dumpsters, if applicable.

A legend that includes: a north arrow, a graphic scale (in feet), and the total acreage of the area requested for the special permit.

Depending on the scale and complexity of the project, additional items such as a phasing plan, grading plan, stormwater plan, cross-sections, elevation drawings, or other information requested by staff may be required beyond the minimum site plan materials.



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