



FORM-BASED CODE PLAN REVIEW CHECKLIST



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This checklist is to ensure that Applicants for permitting on properties containing the Downtown Form-Based Code (FBC) Zoning know what items will be reviewed and to aid in the review process of the project. The full Downtown Form-Based Code (FBC) Zoning can be found in the City Code Sec. 38-698. Article XVI. This checklist must be fully completed and submitted at the time of any permit application submission. Where a box is next to a statement, the Applicant is to complete the statement in relationship to the project and plans. All building elements are measured and listed per building permit. Most of the elements on this check list can and should be present on a FBC Zoning page of the development set of drawings submitted to the City for permitting. For any questions, please contact the Development Review Planner, Sarah Robbins, at 423.643.5842 or srobbins@chattanooga.gov.

If a new Plat is required for the purposed of the development or to abandon lot lines that go through existing or proposed buildings or other circumstances, the new plat is to be recorded prior to permitting and submitting with the applications for permitting.

Project Address: _____

Project's Zoning(s): _____ & _____

Are there any zoning conditions on the property? ___ No ___ Yes, Ordinance No.: _____

Attach Ordinance of Zoning Conditions.

Attach Documentation of all Major Modifications and any other special permits.

Building and/or Land Disturbance Permit Numbers: _____

Other existing permits: _____

Current property's land use(s): _____

Proposed land use(s) for the property: _____

Project Description (___ Attached): _____

Check all that apply and write total unit/area/worker count:

Single-unit detached

With accessory dwelling unit

Single-unit living attached separated with property lines

Single-unit attached with Horizontal Property Regime (HPR) – Fully executed and recorded HPR is required to receive any building permit(s)

Multi-unit living (3 or more units in a single structure): _____ units

Multi-unit living (units with 4 or more bedrooms/beds) : _____ units

Live/work unit: _____ units

Commercial: _____ square feet of gross leasable area

Industrial: _____ total number of workers on the combined two largest successive shifts

Is there a structure on the property & will it be reused for the development? _____

If the project is a redevelopment of a historic structure, is the entire historic street facing façade, materials, and window/door openings being retained and restored with historic appropriate materials? _____



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See Sec. 38-698. Article XVI. Downtown Chattanooga Form-Based Code.

- Review Division 3. Rules for All Zones.

Project's Zoning(s): _____ - _____ - _____ & _____ - _____ - _____

Lot Parameters

What is the total lot size (square feet)? _____

What is the lot width at the street(s)? _____

Building Coverage (total square feet): _____

Building Setbacks *Building setbacks apply to both principal and accessory buildings/structures except where it explicitly states otherwise.*

- Primary street: _____
- Side street: _____
- Side/Rear common lot line : _____
- Side/Rear common lot line : _____
- Side/Rear alley: _____
- Side/Rear Protected Zone: _____

Building Frontage

- Does the proposed development front an A Street? A Street name: _____
- New construction of a building on a lot with no building/structures.
- Primary street name & lot frontage percent: _____
 - Side street name & lot frontage percent: _____
- An existing building is being expanded or a new building is being constructed, and the building or lot doesn't meet the lot frontage requirement, the development adheres to Sec. 38-698 (2) F. Building Frontage Requirement on Lots with Existing Buildings.

Access

- Is there alley access to the property? _____
- Are there existing, moved or new curb cut(s) utilized and how many?

- With no alley, or a moved curb cut: the driveway width in the setback: _____

Note: Even with existing curb cuts/driveways, a new building development or addition must still meet the building frontage % per the zoning.

Parking Setbacks

- Primary street: _____
- Side street: _____
- Side common lot line : _____
- Rear common lot line : _____
- Side/Rear alley: _____
- Side/Rear Protected Zone: _____

(2) Naming Convention

The name for each zone follows a consistent naming convention, as follows:

First Letter = Context Area

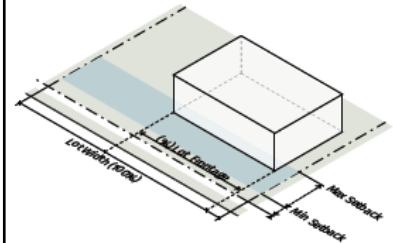
Second Letters = Form and Use

Final Number = Maximum Height in Number of Stories

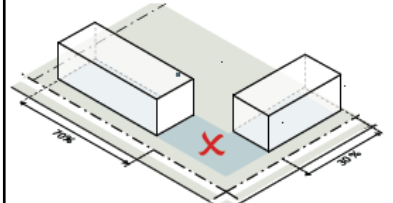
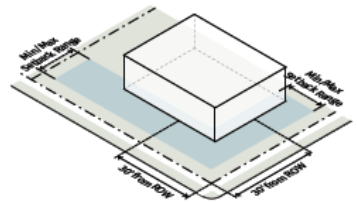
EXAMPLE: D-RM-3 (Downtown Core - Residential Multi-Unit - 3 stories max height)

E. Building Frontage

1. Lot frontage is the required percentage of lot width that must be occupied by building facade between the minimum and maximum setback range.



2. On a corner lot, a building facade must be placed within the minimum and maximum setback range for the first 30 feet along the street extending from the block corner, measured from the intersection of the two right-of-way lines.



3. With the exception of parking spaces, all structures and uses allowed on the lot are allowed within the minimum and maximum setback range. Vehicle drive-thru lanes or facilities are not permitted within the minimum and maximum setback range.



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Surrounding Zoning

List the adjacent property(s) zoning(s):

(Only properties sharing a property line with the subject site. For Protected Zone definition, see Article II of the City Code, Chapter 38 Zoning Ordinance)

- Address & Zoning: _____ Protected Zone? _____
- Address & Zoning: _____ Protected Zone? _____
- Address & Zoning: _____ Protected Zone? _____
- Address & Zoning: _____ Protected Zone? _____

Adjacent properties in a Protected Zone? _____ *(For Protected Zone definition, see Article II of the City Code, Chapter 38 Zoning Ordinance)*

- Does the site plan account for all elements of the protected zone: building and parking setbacks, max building height?
(Sec. 38-698. (4) B.), and required landscape buffer (Sec. 38-747)

Building Height:

What is the building height in total number of stories and feet? _____

- Does the structure obtain the minimum building height requirement for the first 30 feet of the building depth where the building fronts a street?

Building Mass

What is the street-facing building length? _____

If the building is 150 feet or more in length, does at least 15% of the street-facing roofline have a variation in height of at least 5 feet? _____

- On a corner lot, the variation of height must be located at the corner of the building that addresses both street fronts.

Public Realm

- Residential Ground Floor
- Nonresidential Ground Floor

Openings (measured per building permit)

- The plans note the FBC Transparency requirements: "Transparency is the percentage of visual light transmittance. Ground story glass has a visual light transmittance of higher than 60% and external reflectance of less than 20%."
- Fenestration requirements are noted on the plans.

What is the fenestration on the street facing ground story? _____

What is your fenestration on the street facing upper story(s)? _____

- All street facing building façade have all blank wall spaces under the maximum length.
- Each structure's story heights & total height(s) are noted on the plans.

Fenestration applies to primary and side street-facing building facades only.

Ground story fenestration is measured between 2 and 12 feet above the abutting sidewalk.

Translucent glass can not be included in the calculation for the minimum percentage of fenestration at the ground story.

Upper story fenestration is measured from top of the finished floor to the top of the finished floor above. When there is not a floor above, upper story fenestration is measured from the top of the finished floor to the top of the wall plate above.



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Story Height

Ground Floor Elevation? _____ minimum _____ maximum

Minimum ground floor elevation applies to the first 30 feet of the lot measured from the right-of-way.

Ground story: floor to floor? _____ minimum

Upper story: floor to floor? _____ minimum

Pedestrian Access

Pedestrian entrance facing Primary Street required and shown on plans?

Entrance spacing along Primary Street: _____ maximum

All building elements shown on the plan are allowed within this Zone and adhere to the specific regulations outlined in Division 3. Rules for all Zones.

Streetscape (sidewalk & street tree/furniture zone)

**Where there is insufficient ROW to meet the minimum requirements, the Director of the Land Development Office may approve modifications (see Sec. 38-696.(4)).*

Available right-of-way width for streetscape: _____

Are there overhead powerlines that will remain along the right-of-way? _____

*Sidewalk clear pedestrian zone width: _____ minimum

*Street tree/furniture zone: _____ minimum

Street tree planning type: ____ Tree pit ____ Verge

Street tree class 1 or 2? ____ Street Tree Spacing? _____ feet average on-center

Parking & Access: Division 9

Vehicle Parking and Access Applicability, Check Sec. 38-739.

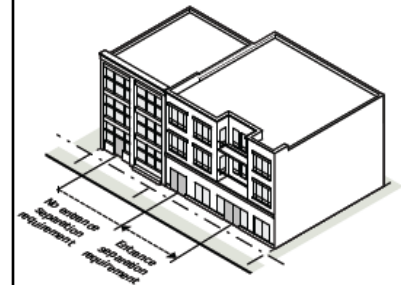
A new street network is required by this project, check Sec.38-739 (5) for applicability. A new plat is attached recording the new street network.

Pedestrian Connections

Provide all required 6 feet minimum wide ADA pedestrian connections in and around the parking and building areas, check Sec. 38-740, except not for RA and RD zones.

Pedestrian Access

1. An entrance providing both ingress and egress, operable to residents at all times and customers during regular business hours, is required to meet the street-facing entrance requirements. Additional entrances off another street, pedestrian area or internal parking area are allowed.
2. The entrance spacing requirements must be met for each building, but are not applicable to adjacent or abutting buildings. Entrance spacing is measured from the edge of door to the edge of the next door.
3. An angled entrance may be provided at either corner of a building along the street to meet the street-facing entrance requirements.





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Parking Activity, check all that apply:

All on-site vehicle parking areas must have direct access to a right-of way through an alley, driveway, or permanent access easement. All on-site vehicle parking areas must be designed to allow vehicles to enter and exit in a forward motion. An improved alley may be used as maneuvering space for access to on-site parking areas and may be used as a parking aisle. All on-site vehicle parking must be arranged so that no vehicle is forced onto any public street, not including an alley, to gain access from one parking aisle to another parking aisle.

- Single-unit detached/two unit dwellings
 - Garage (must be located at least 8 feet behind the front wall plane of the house)
 - Parking pads or carports (must be located at least 8 feet behind the front wall plane of the house).
- Single-unit attached garage (must be rear accessed)
- Paving of a gravel parking lot.
- Utilizing existing surface or structured parking lot with no change in footprint or surface material.
- New surface parking lot.
- New structured parking lot.
- Off-site parking, a signed affidavit parking agreement with associated map is attached.
- Addition: an existing building, use or site is increased in gross floor area, or improved site area, by up to 25% cumulatively, the parking requirements of Division 9 apply to the additional floor or site area only.
- Addition: an existing building, use or site is increased in gross floor area, or improved site area, by more than 25% cumulatively, both the existing building, use or site, and the additional floor or site area, must conform to the parking requirements.

Required Vehicle and Bicycle parking

- Provide all required vehicle and bicycle parking on site plan, check Sec. 38-741 & 38-742.

Parking minimums apply to River, Urban and Urban Edge contexts, except for the exclusions listed in Sec. 38-741 (1). All fractions of a parking space are rounded up. On-street parking cannot be counted for on-site parking. A change in use must comply with the applicable vehicle or bicycle parking requirements.

Current on-site vehicle parking space count: _____ Proposed total vehicle parking space count: _____

Required minimum total vehicle parking space count? _____

Parking Discounts in application: _____

-
- The number of surface parking spaces provided do not exceed the required number of spaces, before discounts, by more than twenty percent.
 - The number of surface parking spaces provided do exceed the required number of spaces, before discounts, by more than twenty percent and the excess parking will be made available for public use (including parking available after business hours). Attaches is the required property owner's signed affidavit with associated map certifying the parking to be made publicly available. *The signed affidavit serves as a basis for maintaining compliance with this Chapter 38. Staff may have other policies for how a parking facility is signed, used, and operated.*



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Required minimum on-site bicycle parking: _____. Provided bike parking: _____.

- The site plan calls out and dimensions all parking lot elements: drive isles, parking spaces, bike parking facilities, etc..
- Vehicle stacking, stacking, loading and drop-off areas and elements are called out and dimensioned on the plan and included in the drawing set. See Sec. 38.744 Vehicle Stacking & Sec. 745 Vehicle Loading & Drop-Off Areas for specifics on these areas.

Landscaping: Division 10

- The site plan accounts for all required landscaping on the site, parking lot and utility areas (See *Division 10. Landscaping for all site landscaping requirements.*).

Provided Parking _____ divided by 5= _____ Interior islands parking lot trees (*for vehicle parking areas with more than 20 spaces*).

- The site plan calls out and dimensions all landscape islands, buffers, walls/fences, and plant materials?
- The site plan shows all required service area and utility screening (*See Sec. 38-698 (7) Structural screening for all required service and utility screening*).

Site Lighting: Division 12

- The site plan calls out all site lighting distances from protected zones, fixture types and poll heights.
- The building plans call out all on-building lighting fixtures locations and designs.

Separate Permits:

- On and off building business signs.

I (We) certify that the facts set out in the Review Checklist are true to the best of my knowledge. I (We) understand that a failure to provide adequate and complete information shall result in an incomplete plan review. This plan review will be on hold until the requested items or information are submitted.

In the event that the applicant/agent is not the owner, I (we) certify that the listed individual as the applicant/agent has the power and permission to represent the owner in this application and all matters related to it.

Applicant/Agent or Owner (Print Name)

Date

Applicant/Agent or Owner Signature