



**City of Chattanooga**  
**Department of Economic & Community Development**  
**Land Development Office**  
**1250 Market Street, Suite 1000**  
**Chattanooga, TN 37402-2713**

July 2, 2018

Effective immediately

RE; Plans Submitted For Projects That Have Conditional Zoning.

To whom it may concern,

As many are aware, most rezonings include conditions that are placed on the property during the rezoning process. A zone with conditions is not legal until the conditions are met. Most conditions are achieved during the construction phase of development. Thus, said conditions must be addressed during the design phase of development. Conditions not completed do cause problems, and delays at the end of a project, a certificate of occupancy can not be issued until the conditions are in place. This will also make it clear to contractors and subcontractors that these items are important.

In order to reduce the number of issues occurring with conditional zoning, the Land Development Office, shall require any construction documents, submitted for review, to be accompanied with a narrative that describes how the conditions are being met. Also, the narrative shall include the drawing page number where drawing details can be found depicting the condition of the zoning. A copy of the conditional zoning ordinance shall be submitted as well. This should speed up review, and the inspection process.

For example;

Ordinance 12345  
Rezoning of 6789 Any Street

Condition 1, requires 5' tall decorative metal fence around the parking lot.

To achieve this requirement we are placing a 5" tall, aluminum fence, black in color, around the parking lot.

Page A3.4, detail 5, parking lot fence.

Page C2.4 shows the location of the required fence.

Condition 2, requires a 20' buffer, of undisturbed natural vegetation shall be provided along all property lines of the development.

A one foot wide orange safety fence shall be placed 20' inside all property lines, the top of fence shall be 3' off the ground.

Page C1.4, location of buffer fence.

Page C1.7, detail of buffer fence, and fence post spacing.

If you are not sure if your project has conditions, you should contact the Land Development Office, Zoning Department, 423-643-5800. The Regional Planning Agency, should be contacted as well, 423-643-5902. Some records of conditions are old or not readily accessible.

If during the review, it is found that this requirement was not adhered to, review will be suspended until such time as documents complying with this requirement are submitted.

Thank you for your attention to this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dallas Y. Rucker", with a long horizontal flourish extending to the right.

Dallas Y. Rucker, C.B.O.  
Director, Land Development Office