



CHANGES IN SUBMITTAL DEADLINE AND PROCESS PROCEDURES

In response to the safety plans implemented by the County and City effective today, Monday, March 30, 2020, due to the unusual circumstances related to COVID-19, the Regional Planning Agency will be implementing modified procedures and processes for pre-submittal conferences, rezoning, lift/amend conditions, special permits, and mandatory referral applications. Our goal is to make sure that each person within our employment and citizen structure are safe and able to continue life with minimal interruption.

1. Until further notice the submittal of applications for rezoning, mandatory referrals, lift/amend conditions, or special permits will only be accepted on-line via the following email address rezoning@chattanooga.gov. Staff from RPA will contact you the applicant regarding the receipt of your application(s).
2. The submittal deadline dates for the June 8th, 2020 meeting of the Chattanooga-Hamilton County Regional Planning Commission is **April 27th, 2020**. You can submit applications prior to this date, however, anything submitted after April 27th, 2020 will be moved to the **July 13th, 2020** Chattanooga –Hamilton County Regional Planning Commission meeting.
3. The deadline dates, applications, site plan policy, property owner authorization, and application checklists are available on the RPA website @ www.chcrpa.org.
4. If requested, pre-submittal meetings will be held via conference call until further notice. To schedule a pre-submittal conference call please email your request to rezoning@chattanooga.gov.
5. Applications for rezoning, lift/amend conditions, special permits, and mandatory referral applications will be accepted electronically.
6. Email application(s), site plan(s), appropriate checklist(s), property owner authorization form(s), to the following email address: rezoning@chattanooga.gov.
7. RPA can accept on-line payments via credit card for the processing of the required application fee. A RPA staff member will contact the applicant via telephone to process the credit card payment. As part of the on-line payment you will need to provide your email address, this is required so that the credit card vendor can email you a copy of the receipt of payment.
8. For those applicants who wish to pay by check or cash RPA will notify the applicant when we are able to accept those forms of payment. Please note your application will not be added to the Planning Commission agenda until RPA receives payment for the application.
8. RPA staff will post the required yellow public notification sign on the property. If for some reason RPA staff cannot post the notification sign, the applicant will be notified of the time and place the notification sign may be picked-up.

RPA greatly appreciates your understanding and flexibility as we respond to this situation. It is RPA's goal to try and keep business moving forward as much as possible. If you have any questions or concerns please let me know as soon as possible via email rezoning@chattanooga.gov.