

TOWN OF COLLIERVILLE: Common Submittal Requirements



Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

Telephone: (901) 457-2360
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Website: www.collierville.com

FOOTNOTES:

Common Submittal Requirements for Development Applications (based on application type):												
Type of Application ^a	Completed Application ^{b, d}	Review Fees ^b	Mailing Labels ^{c, j}	Initial Application for Review by DRT ^d				Board/Commissions Submittal or if Staff Requests Revisions to the Application ^f				Other Exhibits
				Full Size Sets	Reduced Size Sets (11x17)	Cover Letter	Electronic Submittal	Full Size Sets	Reduced Size Sets (11x17)	Response Letter/ Cover Letter	Electronic Submittal Again?	
<ul style="list-style-type: none"> Final Subdivision Plat (minor & in-house) Site Plan Modification/Exterior Alteration Cell Tower Co-Location Planned Development Amendment (minor) Administrative Variance Request Administrative HDC Certificate of Appropriateness (COA) 	Yes	Yes	No	3	0	3 copies	Yes ^g	3	0	3 copies	Yes ^g	e
<ul style="list-style-type: none"> Final Site Plan Preliminary Site Plan Courtesy Review by Staff 	Yes	Yes	No	5	5	10 copies	Yes ^g	f, i	f, i	10 copies	Yes ^g	e
<ul style="list-style-type: none"> HDC Certificate of Appropriateness (COA) for Exterior Alterations, Signage, Demolition/Relocation Appeals to DRC Related to Design Guidelines DRC review of Open Space 	Yes	Yes	n/a for DRC required for HDC	1	8	9 copies	Yes ^g	F	f	9 copies	Yes ^g	e
<ul style="list-style-type: none"> BZA Variance or an Appeal of an Administrative Decision 	Yes	Yes	Yes	1	8	9 copies	Yes ^g	F	f	9 copies	Yes ^g	e
<ul style="list-style-type: none"> Sketch Plat (Subdivision) Preliminary Subdivision Plat Final Subdivision Plat Land Use Plan Amendment Grading Permit 	Yes	Yes	Yes	5	5	10	Yes ^{g, h}	5	14	19 copies	Yes ^{g, h}	e
<ul style="list-style-type: none"> Conditional Use Permit (not related to a Preliminary Site Plan) Request for Street Closure or Vacate Easement(s) Annexation Request Rezoning Request Planned Development (including Amendments) Comprehensive Sign Plan (Planned Developments Only) 	Yes	Yes	Yes	5	5	10	Yes ^{g, h}	5	20	25 copies	Yes ^{g, h}	e
<ul style="list-style-type: none"> Preliminary Site Plan 	Yes	Yes	Yes	5	5	10	Yes ^{g, h}	5	30	35 copies	Yes ^{g, h}	e
<ul style="list-style-type: none"> Development Agreement (for subdivision construction plans or for a Final Site Plan) 	No	Yes	No	n/a	n/a	n/a	n/a	1	8	9 copies	Yes ^{g, h}	e

^a **Representation Required at Public Meetings:** The applicant or representative must be present at the board or commission meeting to represent their application.

^b **Application Submittal Fee:** Fees and application type varies based on the type of project. See the latest fee schedule at www.collierville.com.

^c **Mailing Labels:** Mailing labels are required for public notice, and the distance varies based on the type of project. See Table on Page 2.

^d **Initial Application/Submittal:** See the latest calendar of Application Submittal Deadlines and Board/Commission Meeting Dates at www.collierville.com. No plans will be reviewed until all information required is presented in a full and complete manner.

^e **Other Exhibits:** Often exhibits such as traffic studies, material sample boards, etc. are required. The quantity submitted varies. See the applicable checklist, which should tell you more about quantities. Contact the Project Planner at 457-2360 with any questions.

^f **Revised Application to Address Staff Comments:** Often the staff issues comments and requests for revision to an application prior to approval of release of the application to the boards/commissions. Applicants are expected to submit a full set of revised drawings and information after they receive staff comments. If the application is to be reviewed by multiple boards/commissions, the revised set will be considered the formal application throughout public review process (PC, DRC/HDC, BMA) and no revisions can be made to the application until the BMA has rendered a decision. This does not preclude an applicant from providing supplemental exhibits (8 1/2 x 11 details or sketches, cover letters, etc) to address an issue through the public process. For administrative items, address the comments and resubmit the plans. Once the comments/conditions have been addressed, the plans for be stamped approved or released for recording, as applicable. Contact the Project Planner at 457-2360 with any questions.

^g **Electronic Submittal Required:** A copy of the plan (all sheets) and all exhibits (application, cover letters, traffic studies, etc) must be submitted in digital PDF format to the Planning Division. The electronic file shall **be no larger than 4MB** and shall include all sheets of the plan combined in a single file and be delivered on CD-rom or DVD. The disk must be labeled with the submittal date, project name, and the applicant's name. This submittal requirement may be waived by the Development Director, or his designee, for documents which were created solely by hand drafting

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methods and do not exist in digital format, or in cases where strict adherence to this policy is impractical or creates an undue hardship on the applicant. Applicants may choose to submit preliminary CAD drawings; however, submitting preliminary CAD drawings or PDF files will not relieve the applicant from the requirement to provide final CAD drawings as required by the development agreement at the project release stage. With each updated version of the application, new electronic files must be provided to staff.

^h **Color Images and Graphics Required:** Collierville uses PowerPoint presentations in all public meetings, and colorized versions of vicinity maps, site plans, landscape plans, and architectural elevations/renderings are required for the presentation. With each updated version of the application, new electronic files must be provided to staff in JPEG format) are required for certain submittals, and should be submitted on a CD with the required PDF drawings:

Which application types require color images and graphics?

- Sketch Plat (Subdivision)
- Preliminary Subdivision Plat
- Final Subdivision Plat
- Land Use Plan Amendment Request
- Grading Permit
- Conditional Use Permit
- Rezoning Request
- Planned Developments (including Amendments)
- Comprehensive Sign Plan (Planned Developments Only)
- Preliminary Site Plan
- HDC Certificate of Appropriateness (COA) for Exterior Alterations, Signage, Demolition/Relocation
- Appeals to DRC Related to Design Guidelines

Color Site Plan/Landscaping Plan:

- Label all streets and show property lines.
- Label adjacent existing development, for example: Home Depot, Tara Oaks Subdivision, etc.
- Show north arrow
- If a site is currently developed and is proposed to be redeveloped, clarification between the existing and proposed development(s) should be provided using variations of colors and/or cross-hatching.

Color Architectural Rendering/Illustrations (if applicable):

- Label all streets and show property lines.
- Label adjacent existing development, for example: Home Depot, Tara Oaks Subdivision, etc.
- Show north arrow

ⁱ **Final Site Plans and Relationship to Construction Plans:** When the review of the Final Site Plan (Civil Package) is completed by the staff, the final sets will receive an approval stamp by the Development Director. During the construction plan review, the applicant must submit three (3) complete sets of the construction drawings (Building, Plumbing, Mechanical, Electrical), PDF Scans of the complete stamped/approved Final Site Plan (Civil Package), and five (5) full size copies of the stamped/approved Final Site Plan (Civil Package).

^j **Mailing Label Requirements:** See the table right for the Mailing Label Requirements based upon the application type. If you are having problems finding the surrounding property addresses, you can go to <http://register.shelby.tn.us/>.

Application Type*	Mailing Label Requirement
<input type="checkbox"/> Preliminary Subdivision Plat <input type="checkbox"/> Final Subdivision Plat <input type="checkbox"/> Grading Permit	One set (1) of mailing labels (adhesive) including the names and mailing addresses of all property owners within five hundred (500) feet of the limits of the development application.
<input type="checkbox"/> Preliminary Site Plan <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Rezoning <input type="checkbox"/> Planned Development or Planned Development Amendment <input type="checkbox"/> Request to Vacate Easement(s) <input type="checkbox"/> Request for Street Closure <input type="checkbox"/> Annexation Request	One (1) set of mailing labels (adhesive) including the names and mailing addresses of all property owners within 500 feet of the limits of the development application.
<input type="checkbox"/> BZA Variance or Appeal of Administrative Decision	One set (1) of mailing labels (adhesive) including the names and mailing addresses of all property owners within three hundred (300) feet of each property line.
<input type="checkbox"/> HDC Certificate of Appropriateness for Signage, Exterior Alterations, or Demolition/Relocation	One set (1) of mailing labels (adhesive) including the names and mailing addresses of adjacent property owners.
Appeals to DRC Related to interpretation of Design Guidelines	NO Mailing Requirements
Administrative HDC Certificate of Appropriateness (COA)	NO Mailing Requirements
Administrative Review (Staff Only)	NO Mailing Requirements

* Administrative Review Items (plats, site plans, various permits), Sketch Plats (Subdivision), and Land Use Plan Amendment requests do not require mailing labels.