

**Town of Collierville**  
**Development Agreement Information Sheets**

After receiving final subdivision or site plan approval by the Planning Commission, the Developer shall provide the information on the attached pages to the Engineering Division. The Development Agreement Information Sheets (DAIS) must be completed entirely and submitted by application deadline for this item to be placed on a BMA agenda. The information provided is used to prepare the Development Agreement which will go before the Board of Mayor and Aldermen for approval.

The Town of Collierville Board of Mayor and Aldermen meet on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month, unless otherwise designated. The DAIS **must be submitted** at least **twenty-one (21) calendar days before** the BMA meeting **along with required fees: Plans Review Fee (calculated based on project size) and Development Agreement Preparation Fee (\$500.00)**. A copy of BMA Submittal Deadlines and Meeting Dates can be provided.

Two (2) original Development Agreements will be sent to the Developer for signature prior to the meeting. **The Developer shall sign and return both copies of the agreement prior to the BMA meeting.** Copies of the agreement shall be included with packets for distribution to the Board of Mayor and Aldermen. If the signed agreements are not received by the designated deadline, the request may be removed from the agenda and rescheduled for a future meeting.

Following approval by the Board of Mayor and Aldermen and signature of the Town Clerk, Town Attorney and Mayor, one original will be returned to the Developer and one retained with the Town of Collierville. All required development fees, security documents, and insurance certificates must be submitted to the Town Engineer's office at least fourteen (14) calendar days prior to scheduling the preconstruction meeting.

If you have any questions concerning this process, please contact the Engineering Division at 901.457.2340.

***By signing below, I hereby acknowledge that the information provided on the Development Agreement Information Sheets is accurate and will be used by the Town of Collierville to prepare the Development Agreement and calculate project development fees.***

***Developer:*** \_\_\_\_\_ ***Phone #*** \_\_\_\_\_ - \_\_\_\_\_

***Owner:*** \_\_\_\_\_ ***Phone #*** \_\_\_\_\_ - \_\_\_\_\_

*Form Completed*

***By:*** \_\_\_\_\_ ***Date*** \_\_\_\_\_

**DEVELOPMENT AGREEMENT INFORMATION SHEET**

1. # of Acres: \_\_\_\_\_ # of Residential Lots (all others see #6): \_\_\_\_\_ Zoning: \_\_\_\_\_  
Tax Parcel Number: \_\_\_\_\_

2. **Name of the Developer as it is to appear on the Agreement:**

\_\_\_\_\_  
Type of entity (for example, corporation, LLC) \_\_\_\_\_ State entity formed: \_\_\_\_\_

Address of Developer:

Street (P. O. Box): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail : \_\_\_\_\_

Contact information if different from above:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E – mail address: \_\_\_\_\_ Ext: \_\_\_\_\_

3. **Name of the Owner (if applicable) as it is to appear on Agreement, if different from the Developer’s name.**

\_\_\_\_\_  
Type of entity (for example, corporation, LLC) \_\_\_\_\_ State entity formed: \_\_\_\_\_

Address of Owner:

Street (P. O. Box): \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Ext \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail : \_\_\_\_\_

Contact information if different from above:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

E – mail address: \_\_\_\_\_ Ext: \_\_\_\_\_

4. (a) Planning Commission final approval date: \_\_\_\_\_

**OR**

Design Review Team (DRT) final approval date: \_\_\_\_\_

(b.) Design Review Commission approval date: \_\_\_\_\_

(c.) Preferred Board of Mayor and Aldermen meeting date: \_\_\_\_\_

**NOTE:** All Conditions of Approval must be met prior to submittal for the Board of Mayor and Aldermen. Town Staff will determine eligibility for meeting date requested.

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5. Performance Security Calculations: **Itemized cost estimates must be submitted with this application.**

Security calculations for public improvements.      ONSITE: \_\_\_\_\_      OFFSITE: \_\_\_\_\_

Security calculations for private improvements.      ONSITE: \_\_\_\_\_      OFFSITE: \_\_\_\_\_

6a. For non-residential developments, the Developer must provide the desired water meter size which will be converted into "Equivalent Residential Units (ERUs)".

Domestic Water Meter Size: \_\_\_\_\_

6b. For multi-family developments, the Developer must provide the number of specific units, which will be converted into "Equivalent Residential Units (ERUs)".

1 bedroom units \_\_\_\_\_

2 bedroom units \_\_\_\_\_

3 or more bedroom units \_\_\_\_\_

**See Attachment A for procedure used to determine ERUs.**

7. Street light fees will be based on the preliminary construction estimate prepared by MLG&W and will be determined by the type and cost of the project lights. Final cost will be provided by MLG&W upon completion of installation.

8. Building Development Privilege Tax (Ordinance 2003-04).

Please fill in the number of lots or square feet at the appropriate type of facility:

Type of Facility	Fee	# of Units or Sq. Ft.
Residential	\$300/Single family unit	_____
Multi-family Apartment	\$100/per Apartment	_____
Hotels & Motels	\$100/per Room	_____
Retail Buildings	15¢/per sq. foot	_____
Office Bldg. & Office Portions in Industrial Building	10¢/per sq. foot	_____
Warehouse & Storage Areas/Industrial Building	1¢/per sq. foot	_____

9. When the Parkland Fee in Lieu of Dedication is required, payment is calculated as stated in Ordinance 2003-07.

10. Anticipated Project Duration to reach Substantial Completion following start of project construction:

\_\_\_\_\_ months

11. **NOTE: Additional fees are required by other Town departments relative to building construction and are separate from the fees required by the Development Agreement. Contact the departments listed below for further information concerning their respective fees.**

Department of Public Services  
Bill Kilp, Director  
901.457.2800

Building Department  
Building Official  
901.457.2310

Fire Department  
Buddy Billings, Fire Marshal  
901.853.3290

## ATTACHMENT A

The Town has defined and adopted the following standard procedure for the calculation of ERUs. Based on the recommendations in The American Water Works Association “*Principles of Water Rates, Fees, and Charges*” M1 a table of equivalencies was developed. The following table presents the factors developed using the American Water Works Association (AWWA) Safe Maximum Operating Capacity per meter size. The conversion for 3-in. through 10-in. meter sizes were determined using Standard ANSI/AWWA C701-12 Cold-Water Meters.

The following table shall be used to equate meter size with ERU’s for the purpose of calculating Water and Sewer Development Fees for non-residential projects:

Meter Size	ERU Equivalent
¾"	1
1"	2.5
2"	8
3"	17.5
4"	31.5
6"	65
8"	140
10"	210

For multi-family developments, a 1 bedroom unit is counted as 1/3 ERU, a 2 bedroom unit is counted as 2/3 ERU, and 3 or more bedroom units are counted as 1 ERU.

Water meter sizes shall be sized by a licensed or professional engineer/architect using the latest edition of ICC international building code.