

TOWN OF COLLIERVILLE
Planning Commission (PC)
Preliminary Subdivision Plat Application Checklist



Planning Division
 500 Poplar View Pkwy
 Collierville, TN 38017

Telephone: (901) 457-2360
 Fax: (901) 457-2354
 Website: www.collierville.com

PC Preliminary Subdivision Plat Application Checklist: The following information shall be submitted along with the application form. **Please check as submitted.**

General Information: *(The below documents may be found on the town website.)*

- Completed Project Application Form
- Common Submittal Requirements: all information listed in the common submittal document must be submitted.
- Project Acknowledgement
- If applicant is a for-profit or not-for-profit entity, a completed Disclosure of Ownership form

Initial each item to verify completeness. A copy of this completed checklist must be included with the application. The preliminary subdivision plat shall contain or be accompanied by the following:

A Sufficient Preliminary Subdivision Plat Consists the Following Documents:

Initial	Item
	Existing Survey of Property: A survey of the subject property to be subdivided. The survey needs to depict all easements, encumbrances and ownership information and should be done with the benefit of a commitment to provide title insurance (title commitment) or a legal opinion of title. To avoid confusion, it is recommended that the survey that is submitted meet the Minimum Standard Detail Requirements of the American Land Title Association / American Congress on Surveying and Mapping (ALTA/ACSM) that became effective on February 23, 2011. The survey shall be prepared by a licensed Tennessee Surveyor and be less than one (1) year old from the date of application submittal, abstracted, signed and sealed.
	Subdivision Infrastructure Construction Plans: If a Sketch Plat application has not been filed for the subject property, provide with the Preliminary Plat: <ul style="list-style-type: none"> <input type="checkbox"/> a signed "Waiver Of The Sketch Plat Step For "Fast Track" Major Subdivisions" form (available online) <input type="checkbox"/> a Subdivision Infrastructure Construction Plan submittal to the Town Engineer along with a completed Development Agreement Information Sheet (DAIS) (see separate checklists/forms)
	If the preliminary plat contains jointly held common open space (COS), recreational facilities, or if any portion of the site is held in private ownership, the preliminary plat application must include: Homeowners' Association (HOA) documentation for approval by the Planning Commission stating that a HOA will be established that is charged with maintaining said areas. The Town Attorney will review the HOA documentation as to form prior to Planning Commission approval. Such documentation shall be approved as part of the preliminary plat process.
	Site Constraints Map (per Article V, Section 2, A.1) (note: prepared on sheets 24" x 36")
	Significant Features Map (per Article V, Section 2, A.2) (note: prepared on sheets 24" x 36")
	Grading, Drainage, and Stormwater Management Plan (per Article V, Section 2, A.3) (note: prepared on sheets 24" x 36")
	Tree Survey and Conceptual Tree Preservation & Protection Plan (per Article IV, Section 2, A.4) (note: prepared on sheets 24" x 36")
	Sewer and Water Plan (per Article V, Section 2, A.5) (note: prepared on sheets 24" x 36")
	Ecological and Environmental Factors Analysis (per Article V, Section 2, A.6)
	Traffic Impact Analysis (per Article V, Section 2, A.7)
	Water and Sanitary Sewer Analysis (per Article V, Section 2, A.8)

General Application Requirements

Initial	Item
	Completed application submitted to the Planning Division of the Development Department by the deadline
	Cover letter or written narrative, in sufficient detail, explaining the purpose of the request
	Twelve (12) copies for <i>initial</i> submittal of the application form, cover letter, color site plan and all required document/plans (listed below). All plans shall be folded and collated into sets.

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	<i>(Note: following initial staff review, and any revisions or additions requested by staff, 20 copies of each will be required)</i>
	One (1) set of mailing labels (adhesive) including the names and mailing addresses of all property owners within five hundred (500) feet of each property line
	Check payable to the Town of Collierville (see fee schedule)
	If applicant is a for-profit or not-for-profit entity, a completed Disclosure of Ownership Interests form (attached to subdivision application) must be provided
	Applicant or a representative must be present at the Planning Commission meeting
	Electronic files , JPEG format, of all drawings and color renderings submitted
	One (1) color copy (no larger than 11" x 17") of vicinity map, site plan, and any other submitted drawings
	Any additional information that may be necessary for the full and proper consideration of the proposed subdivision

General Information

Initial	Item
	Applicant's responses to Planning Commission and staff comments from sketch plat review (if applicable)
	Scale drawing of the property no smaller than one hundred (100) feet to an inch (smaller scale permitted for proposed lots larger than two acres)
	Plat prepared on sheets 20" x 24" in size and numbered sequentially if submitted in multiple pages (the first sheet including an index showing how all other sheets are organized)
	Plat prepared by a Registered Land Surveyor and Registered Professional Engineer licensed to practice in the State of Tennessee.
	Preliminary design certification from the land surveyor and engineer that the plat is accurate and either fully complies with all provisions of the Town's zoning ordinance and subdivision regulations or that the plat complies with such provisions with specifically noted exceptions.
	Date of the plat
	North arrow
	Scale
	Title of the subdivision
	Names of adjoining property owners
	Name and address of owner/developer
	Names and addresses of design professionals
	The zoning designation(s), existing land use(s), and Land Use Plan designation(s) of adjoining properties
	The most recent recorded instrument number or plat book and page number for each deed constituting part of the property being subdivided and platted
	Property tax map parcel numbers encompassing the proposed subdivision as recorded on the land tax maps of the county
	Vicinity map showing relation of the subdivision to all public ways, notable landmarks, and other reference points in all directions to a distance of at least one-half (1/2) mile (suggested scale: one (1) inch to one thousand (1,000) feet)
	<p>A site data table on the plat indicating:</p> <ul style="list-style-type: none"> • size of the original tract(s) being subdivided; • zoning classification(s) of tract(s) being subdivided; • proposed total number of lots (and lots by phase, if multiple phases are proposed); • total proposed gross density; • proposed land uses on the site (including total acreage by land use classification); • minimum setbacks and, if proposed, maximum setbacks or build-to requirements; • the percentage of land area within the proposed subdivision (and within each phase, if multiple phases are proposed) to be designated as common open space; and

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	<ul style="list-style-type: none"> the percentage of land area within the proposed subdivision (and within each phase, if multiple phases are proposed) to be disturbed.
	Sufficient data to determine readily and to reproduce on the ground the location, true or grid bearing and length of every street line, lot line, boundary line, block line, easement line, buffer line, and building line whether curved or straight. This shall include the location of the point of curvature (PC) and point of tangency (PT), the central angle, the radius, tangent distance, and chord distance for the centerline of curved streets and for curved property lines which are not bordering on a curved street. For property lines bordering on a curved street, the recorded distance shall be measured along the property line to PT. Where the computed arc distance along any curved property line exceeds the measured chord by more than five hundredths of a foot (0.05'), both the arc and the chord distance shall be recorded.
	Location and description of a clearly identified, competent, and verifiable point of beginning for the survey of the subdivision.
	Location and description of all permanently monumented survey points established or recovered within or on the boundary of the subdivision.
	Distances to the nearest one-hundredth of a foot (0.01') and angles or true or grid bearings to the nearest five seconds of arc (5")

Existing Features

Initial	Item
	Location of property with respect to surrounding properties and public way(s). Include entire subdivision (or phase if phasing is requested) and all land immediately adjacent (extending 250 ft) and all land directly opposite of the property (extending from the public way frontage of such opposite land).
	Name and lot patterns of adjoining developments along with the deed or book and page number of recordation within 250 feet of any perimeter boundary of the subdivision.
	The location and size of existing stormwater detention or retention areas.
	Location and dimensions of existing adjacent or internal water bodies, streams, and other prominent features, such as swamps, wetlands, ARAP streams, other environmentally or ecologically sensitive areas, railroads, buildings, parks, cemeteries, drainage ditches, sink holes, bridges, cultural resources, easements, instrument numbers as applicable, and other features as determined by Development Department staff or the Planning Commission.
	The areas designated and delineated by FEMA, on the current NFIP FIRM, as "floodway" area(s), and "Special Flood Hazard Areas (SFHAs) Subject To Inundation By the 1% Annual Chance Flood" (SFHAs have been commonly referred to as "100-year flood zones").
	Distance and bearing of one of the corners of the boundary of the subdivision to the centerline of the closest dedicated road.
	Location of existing electric power lines and poles (note if lines are overhead or underground).
	Location of all streets, intersections and driveway openings within two hundred-fifty (250) feet of each of the boundaries of the proposed subdivision.

Proposed Features

Initial	Item
	Location and width of all public rights-of-way and private streets and alleys
	Proposed names of all new public ways
	Dimensions and location of lot lines
	Location of building setback lines
	Location of lots in numerical order
	Dimensions and location of easements or any areas to be dedicated or reserved for public use or to be designated for other than residential use with notes stating their purpose and limitations (see Article V, Section 2 B. 20 regarding specific information required for sewer and drainage easements).
	Proposed electric power lines and equipment (note if lines are overhead or underground and note the

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	type of equipment)
	Dimension and area (to the nearest square foot) of all proposed (and/or existing) lots
	Location and size of proposed stormwater detention or retention areas
	Location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
	Location and boundary of all open space with the proposed owner and designating the entity responsible for care, operation, and maintenance.
	For any parcel where an alternative sewer or water system is proposed, show: <ul style="list-style-type: none"> • the location of areas to be used for sewage disposal as approved by the Memphis and Shelby County Health department and proposed for approval by the Town of Collierville; and, • proposed (and existing) water wells

I do hereby submit the attached preliminary plat for review by the Collierville Planning Commission. The appropriate number of copies of the plat and accompanying documentation and information has been provided. I have reviewed the above checklists and do believe that all the information required has been presented.

_____ Date

_____ Signature of Individual Submitting Plat

_____ Print Name

PLEASE NOTE: NO PLANS WILL BE REVIEWED UNTIL ALL INFORMATION REQUIRED IS PRESENTED IN A FULL AND COMPLETE MANNER.

- Town Regulations, Ordinances and Guidelines:** Please refer to the following information found via the town website when preparing the application:
- Subdivision Regulations
 - Tree Policy
 - Land Use Plan
 - Section 151.021 Use Table
 - Zoning District Bulk Requirements: Sections 151.035-151.102 (Residential, Commercial, Industrial and Flood Plain Zoning) and Sections 151.285–151.292 (Wellhead Overlay Protection District)
 - Sections 151.220-151.225 Erosion and Sediment Control
 - Sections 151.265-151.273 Tree Protection and Grading
 - Chapter 152 of the Zoning Ordinance regulating stormwater management