

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



Planning Division  
500 Poplar View Pkwy  
Collierville, TN 38017

Telephone: (901) 457-2360  
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Website: [www.collierville.com](http://www.collierville.com)

**PC Sketch 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
- Project Acknowledgement
- If applicant is a for-profit or not-for-profit entity, a completed Disclosure of Ownership form
- Cover Letter: Describe the scope and phasing of the subdivision. Include requests for any Deviations from the Subdivision Regulations that the Applicant plans on submitting with the Preliminary or Final Subdivision plats, along with justification.
- Aerial Photograph of the subject property depicting site boundaries and areas of tree cover

**Sketch Subdivision Plat Application Documents/Plans** – The following information/documentation is required for a Sketch Plat application, in addition to the documents listed above:

- Sketch Plat**
- Existing Features/Survey**
- Conceptual Grading Plan**

**Sketch Plat Requirements – General Information:**

- Scale drawing of the property
- Prepared on sheets a minimum of 20" x 24" in size and numbered sequentially if submitted in multiple pages
- Scale no smaller than one hundred (100) feet to an inch
- Date, north arrow, and scale
- Names of the owners of adjoining property
- Name and address of owner
- Name of design professional(s) (if applicable)
- The zoning designation(s), existing land use(s), and Land Use Plan designation(s) of adjoining property
- Vicinity map** showing relation of the subdivision to all public ways, railroads and water courses in all directions to a distance of at least one-half mile from the perimeter of the project (suggested scale: one (1) inch to one-thousand (1,000) feet)
- A **site data table** on the plat indicating:
  - 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
  - the percentage of land area within the proposed subdivision (and within each phase, if multiple phases are proposed) to be disturbed.

**Sketch Plat Requirements – Proposed Features:**

- Proposed phasing, if any
- Proposed roads, right-of-ways, and, for subdivisions including non-single-family detached residential uses, building footprints and floor area totals
- Lot lines and size of lots to the nearest square foot
- Dimensions of typical lot
- Location of common open space areas, amenities, landscaping areas, and entry features

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**Existing Features:**

- 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.
- Prepared on sheets a minimum of 20" x 24" in size and numbered sequentially if submitted in multiple pages
- Scale no smaller than one hundred (100) feet to an inch
- Date, north arrow, and scale
- Name of design professional(s) (if applicable)
- Name and lot patterns of adjoining developments within 250 feet of any perimeter boundary of the subdivision
- The zoning designation(s), existing land use(s), and Land Use Plan designation(s) of adjoining property
- Notation of any existing legal rights-of-way or easements, structures, burial grounds, cultural resources from existing databases or other encumbrances affecting the property
- Water courses, streams and areas which may be affected by flooding, including 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"). The date and panel number(s) of the FEMA FIRM(s) on which the project is located will be shown on the sketch plat.
- Location of all streets, intersections and driveway openings within two hundred-fifty (250) feet of each of the boundaries of the proposed subdivision
- Sizes and approximate locations of all utilities within the general area
- Outline of existing wooded areas
- Approximate topography of the site, at no more than two (2) foot intervals, extended one-hundred (100) feet into adjacent properties.

**Conceptual Grading Plan Requirements – General Information:**

- Use the Existing Features Plan as the base map (see requirements above)
- Scale drawing of the property
- Proposed roads, right-of-ways, and, for subdivisions including non-single-family detached residential uses, building footprints and floor area totals
- Location of common open space areas, amenities, landscaping areas, and entry features
- A conceptual grading plan with approximate proposed topography of the site, at no more than two (2) foot intervals, extended one-hundred (100) feet into adjacent properties (provided on a separate sheet)

**Have you considered fast-tracking your subdivision?** Applicants may exercise their option to "fast track" the subdivision by skipping the Sketch Plat step, and proceed to the Preliminary Plat without submitting a Sketch Plat, the Preliminary Plat application shall be reviewed concurrently with the construction plans for the project infrastructure, including plans for clearing and grading, road construction, water and sewer facilities, stormwater, and other utilities as may be applicable to meet the requirements of Article II, Section 4. Subdivision infrastructure construction drawings are a submittal requirement for the Preliminary Subdivision Plat to "fast track" and the application shall be considered insufficient without the subdivision infrastructure construction drawings.

**Town Regulations, Ordinances and Guidelines:** Please refer to the following information found via the Town website when preparing the application:

- 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 151.115 – 151.117 Parking Regulations
- 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