

TOWN OF COLLIERVILLE
Planning Commission (PC)
Annexation Request Application Checklist



Planning Division
 500 Poplar View Pkwy
 Collierville, TN 38017

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

Project Name:	Requested Mtg. Date:
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PC Annexation Request 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

Annexation Request Information:

- Reasons for Annexation:** Please address the reasons why annexation is being requested within the context of a cover letter
- Vicinity map** drawn to scale of 1" = 200'-0" showing the subject property and all other parcels within 500 feet of the outer boundary of the parcel(s). Such vicinity map shall show any and all streets, roads, and alleys and shall indicate the owner's names and dimensions of each parcel shown on the map.
- Legal Description:** a detailed legal description of each parcel of property proposed for annexation.
- Requested Zoning for** each parcel of property for which the annexation is requested and rationale for the requested classifications within the context of a cover letter (see rezoning checklist).
- Map illustrating the current Shelby County zoning classification** for each parcel that is the subject of the application and the requested zoning classification and land use of each parcel within 500 feet of the subject parcel(s).

Annexation Recommendation from PC: The Planning Commission will review the annexation request and make a recommendation to the Board of Mayor and Aldermen on any annexation ordinances and plans of service resulting from the request. The Planning Commission and the Board, in their deliberation, may consider a variety of factors, including, but not limited to, the property's location in relationship to the Reserve Area, adequacy of existing or planned public infrastructure (i.e. transportation and utilities) for the proposed zoning classification, and effect upon adjoining property owners, and the general public good and welfare.

Grounds for Zoning Map Amendment: The Planning Commission in its review and recommendation to the Board of Mayor and Aldermen and the Board in its deliberation shall make specific findings with regard to the following grounds for a zoning map amendment associated with an annexation:

1. The amendment is in agreement with the Comprehensive Plan and Land Use Plan for the Town (subject to Item 4 below);
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. The proposed amendment shall be consistent with the intent and purposes of this Ordinance;
4. If not in conformance with the adopted Comprehensive Plan and Land Use Plan, the proposed amendment shall be necessary because of substantially changed or changing conditions in the area and districts affected, or in the Town generally;
5. It has been determined that there will not be a material adverse effect upon adjoining property owners unless such adverse effect can be justified by the overwhelming public good and welfare;
6. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;
7. It has been determined that public infrastructure (i.e. transportation and utilities) are adequate to serve the full range of permitted and conditional uses of the proposed zoning classification.

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

- Section 151.312 Amendments of the Zoning Ordinance
- Town of Collierville Comprehensive Land Use Plan
- Town of Collierville Land Use Map