

TOWN OF COLLIERVILLE
Planning Commission (PC)
Grading Permit 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 Grading Permit 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

Grading Plan Permit Documents/Plans – The following information/documentation is required, in addition to the documents listed above:

- Vicinity Map** showing all property owners within five hundred (500) feet of each property line
- Preliminary Site Plan** - See Preliminary Site Plan document requirements (pages 1-2).
- Environmental Impacts** – See Environmental Impacts (page 3).
- Tree Plan** identifying tree species, caliper size and location of all trees eight (8) inches in diameter or larger in accordance with the Zoning Ordinance. The plan shall include the total number of trees proposed for preservation and total proposed for removal. All trees to be removed shall be marked with an “X” on the plan. The plan shall include location and method of protective measures to be implemented during site development.
- Tree Mitigation Plan** explaining measures introduced to replace trees removed as a result of site development. The plan shall provide the number, species, caliper size and location of all trees to be added to the site.
- Grading and Drainage Plan** showing the nature and extent of the proposed grading, earth-moving or change in elevation.
- Erosion Control Plan** showing the management of on-site generated sedimentation, erosion and runoff.
- A copy of TDEC approval shall be submitted and the permit number shall be written on all sheets of the grading plan
- Stormwater Management** – Existing and proposed topography based upon mean sea level shall be denoted on plan. The general location and size of required stormwater detention structure(s) shall also be delineated on plan. Stormwater calculations may be required by Town Engineer upon submittal of a plan depicting general location and size of required stormwater detention system, general routing of storm sewer lines, and location(s) of discharge point(s).
- Traffic Impact Information** – Existing Average Daily Traffic (ADT) of the roadway network adjacent to the site. Projected traffic generation and distribution to the roadway network of the development as referenced in ITE Trip Generation Manual, latest edition. Items may include, but not be limited to: sight distance, on-site traffic circulation, impacts on adjacent intersections, auxiliary lanes, level of service analysis, signal warrant and/or timing analysis, etc. *See Traffic Impact Study Requirements posted to the Town website.*
- Water and Sewer Flow Projections** – Applicant shall provide an estimate of the water system pressure and flows required by the development as well as the average and peak sewer flows generated by the development.
- Water and Sanitary Sewer Mains** – General routing of sanitary sewer mains and water distribution piping to serve the development.

Preliminary Site Plan Requirements - The site plan shall be prepared by a registered professional engineer and shall conform, at a minimum, to the following requirements and include the following information:

- Be drawn to a scale between 1” = 10’ through 1” = 60’.
- North arrow
- Site plan shall be prepared on 24” x 36” sheet. All other plans shall be on sheets no larger than 24” x 36” and numbered sequentially if submitted in multiple pages and shall include a Master Index Sheet. All lettering shall be at least 0.1 in size relative to drawing scale, and shall be mechanically drawn (no hand lettering permitted).

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- Show existing and proposed public and private greenbelts, trails and parklands within or immediately adjacent to the proposed development
- Neighboring properties, a minimum of 100' from property lines of subject property
- Existing and proposed (public and private) rights-of-way and roads
- Geometry of site (foot print of building both existing and proposed, location of building, curb layout, parking spaces, location of islands, etc.)
- Typical dimensions (building to property lines, curb to property lines, drive aisle, etc.)
- Public and private ingress and egress easements
- Public and private utility and drainage easements
- Outline of existing and proposed outdoor display and/or storage areas
- Landscape areas and easements/buffers
- Flood elevation with graphic limits denoted on plan document for base flood elevation, floodplain, and floodway
- Name of property owner and property tax map I.D. number of all adjoining property parcels
- Zoning classification and land use of all adjoining tracts of land
- Vicinity map depicting a minimum of a 1-mile radius in all directions around site including major roads and notable landmarks
- Show area reserved for storm water detention, label and dimension. Include preliminary calculations to show that area is large enough to accommodate pond.
- Pretreatment requirements for sanitary waste (if required)
- Setback information both graphic and table form (front, rear and side yards)
- Proposed location of sewer tie-in
- Proposed location of water tie-in
- Include the following information in the **title block**:
 - Site plan name including proper phase number, if applicable
 - Project design firm, address, phone number and fax number
 - Name and address of property owner and/or applicant/developer
 - Scale
- A **Site Data Block** is required. The following Site Data Block example shall be used as a guide:

Site Data Block Example only	
<u>Site Data</u>	
Zoning District - SCC (Shopping Center Commercial)	
Proposed Use – Multi-Tenant Retail Building	
Site Area – 0.79 acres (34,397 s.f.)	
Proposed Building – 6,650 s.f.	
Maximum FAR Permitted – 25% (8,599 s.f.)	
Proposed FAR – 19.3% (6,650 s.f.)	
Required Building Setbacks:	
Front – 40 feet	
Rear – 30 feet	
Side – 15 feet	
Open Space:	
Minimum Required – 30% (10,319.1 s.f.)	
Provided – 32% (11,007.04 s.f.)	
Parking:	
Required – 33 spaces	
Provided – 33 spaces (including 2 handicap)	
Loading berths:	
Required – 1 space	
Provided – 1 space	

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- If existing buildings are located on the site and will remain, information regarding those buildings should also be noted in the site data block for FAR, total building area, etc.

Environmental Impacts – If applicable, environmental impacts shall be noted on the Site Plan or as a separate drawing. Such impacts include, but are not limited to:

- Aquatic Resource Alteration Permit designations
- Base flood elevation, floodplain, and floodway delineation
- Wetlands
- Wellhead protection zone(s)
- Abandoned wells and septic fields
- Underground storage tanks
- Archeological features including cemeteries, historic monuments, etc.

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

- Section 151.269-151.273 Tree Protection and Grading of the Zoning Ordinance