

TOWN OF COLLIERVILLE

Planning Commission

Planned Development (PD) Outline Plan Application Form



Date _____

Name of Project _____

Site Location _____

Site Acreage _____ Existing Use(s) _____

Zoning District(s) _____

Proposed Use(s) _____

PD Type: Residential Commercial Industrial Sr. Housing Mixed Use

Amendment to Existing PD: Major Minor

Applicant

Name of Applicant _____

Organization (if applicable) _____

Mailing Address _____

Daytime Telephone Number _____ Fax Number _____

E-mail Address _____

Property Owner

Name of Property Owner _____

Mailing Address _____

Daytime Telephone Number _____ Fax Number _____

E-mail Address _____

Project Contact

(Individual designated by the applicant as sole contact person to work with Planning Division staff during project approval process)

Name of Contact _____

Organization (if applicable) _____

Mailing Address _____

Daytime Telephone Number _____ Fax Number _____

E-mail Address _____

WRITTEN JUSTIFICATION OF PLANNED DEVELOPMENT

Explain why planned development approval is justified for this project as opposed to conventional approval. How does this project address the purpose and objectives, as well as the general review criteria and any applicable specific review criteria, as described in the Planned Development provisions (§§ 151.150 - 151.160) of Collierville's Zoning Ordinance?

REQUESTED EXCEPTIONS TO TOWN DEVELOPMENT STANDARDS:

(PROVIDE A SEPARATE SHEET FOR EACH REQUESTED EXCEPTION)

See attached. See below.

1) Please indicate the section number of the Zoning Ordinance or Subdivision Regulations standard that the applicant is requesting an exception from (e.g. *Section 151.036 D.2.a*): _____

2) Description of standard: _____

3) Description of proposed standard: _____

4) Explain how the modification or exception from the standard is justified and why it should be granted:

Acknowledgement

It is understood that approval of the proposed development is conditioned upon full compliance with all applicable regulations and ordinances of the Town of Collierville and conditions imposed by the applicable Boards and/or Commissions of the Town. In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

It is understood that:

1. The applicant and owner bear the responsibility to submit a complete application package by the application submittal deadline.

2. If all required materials/documents are not submitted to and received by the Planning Division of the Development Services Department by the deadline, the application will NOT be accepted or posted on the Planning Commission Agenda.

3. By signing this document, the applicant and owner accept the above conditions.

Copy and use additional pages if necessary.

Applicant:

Owner* (If different from applicant.
If same, note "same"):

Owner information is **required.*

If an Entity

Name of Entity _____

If an Entity

Name of Entity _____

By (Signature) _____

By (Signature) _____

Print Name _____

Print Name _____

Title _____

Title _____

If an Individual(s)

If an Individual(s)

Print Name _____

Print Name _____

Signature _____

Signature _____

Print Name _____

Print Name _____

Signature _____

Signature _____

DISCLOSURE OF OWNERSHIP INTERESTS

Please provide the following information to assist staff and appointed and elected officials of the Town of Collierville in complying with conflicts of interest ordinances and regulations:

1. **For Profit Entities.** If the application is submitted on behalf of a for-profit entity, i.e. general partnership, limited partnership, corporation, limited liability company, Real Estate Investment Trust (RE.I.T.), a trust, or any other form of for-profit business entity, an authorized representative of the applicant must list below the names and business or home addresses of all officers and directors, and, persons or entities which own 10% or more of the ownership interests. (If another business entity owns 10% or more of the ownership interests in the applicant, all persons owning a 10% or more interest in such last mentioned entity must be identified by name and address.) (If a trust owns a 10% or more interest in the applicant, all beneficiaries of 10% or more of the trust assets must be identified by name and business or home address.) The amount of ownership interest does not have to be disclosed.

Applicant: _____

Persons or Entities Owning 10% or More of the Applicant (additional pages may be attached):

<u>Name</u>	<u>Business or Home Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

Officers and Directors (additional pages may be attached):

<u>Name</u>	<u>Business or Home Address</u>
_____	_____
_____	_____
_____	_____
_____	_____

2. **Not for Profit Entities.** If the application is submitted on behalf of a not for profit entity, an authorized representative of the applicant must list below the name and business or home address of the President (or equivalent chief executive officer) and all of the members of its board of directors (additional pages may be attached):

Applicant: _____

President (or CEO): _____

Members of the Board of Directors of the applicant:

<u>Name</u>	<u>Business or Home Address</u>
_____	_____
_____	_____
_____	_____

Planned Development Outline Plan

Planning Commission Policy



GENERAL DESCRIPTION

Planned Development A planned development (PD), as allowed by the Town of Collierville Code of Ordinances, provides the rules and regulations through which tracts of land may be developed through an overall unified approach rather than the traditional lot-by-lot treatment afforded by traditional zoning districts. A PD overlay is intended to provide a maximum of design freedom to create a better living environment, by making the best use of topography and land features and by permitting the developer an opportunity to more fully utilize the physical characteristics of the site through the reduction of lot sizes, the modification of yard and bulk requirements, and the planned mixing of uses. With the requirements of a PD, it is the intent that property will be developed through a unified design providing continuity between the various elements and ultimately leading to a better environment. Increased residential densities may be permitted if such increase can be substantiated on the basis that the superior design makes greater densities possible with no material adverse effects. A PD should not be utilized as a device for making increased densities more acceptable without corresponding benefits or as a means of circumventing the Town’s development regulations.

Outline Plan An Outline Plan is the recorded document that regulates the PD. As the regulating document, the Outline Plan is reviewed by the Planning Commission, **reviewed by the Design Review Commission if there is a comprehensive signage plan or design details**, and approved in the form of a resolution by the Board of Mayor and Aldermen. The Outline Plan includes specific written documentation including a legal description of the total site, a statement of planning objectives, a development schedule, quantitative data, exceptions from the zoning and subdivision regulations, bulk requirements, a tabulation of uses and land areas, any conditions of approval, and references to supporting materials. The Outline Plan also includes drawings that depict the area of development, common open spaces, the circulation system (vehicular, pedestrian and bicycle), and perimeter treatment. Refer to the PD Outline Plan application checklist for a complete listing of required documents.

Supporting Materials There are additional materials that shall be provided with a PD but should not be included in the Outline Plan. These materials shall be referenced in the Outline Plan and include information such as: tabulations of floor areas, square footages, land area uses, streets, etc.; architectural design concepts or pattern books; a traffic analysis; a summary of the neighborhood meeting, and; feasibility and other studies as required by Town Staff or a board or commission. Refer to the PD Outline Plan Application checklist for a complete listing of required supporting materials.

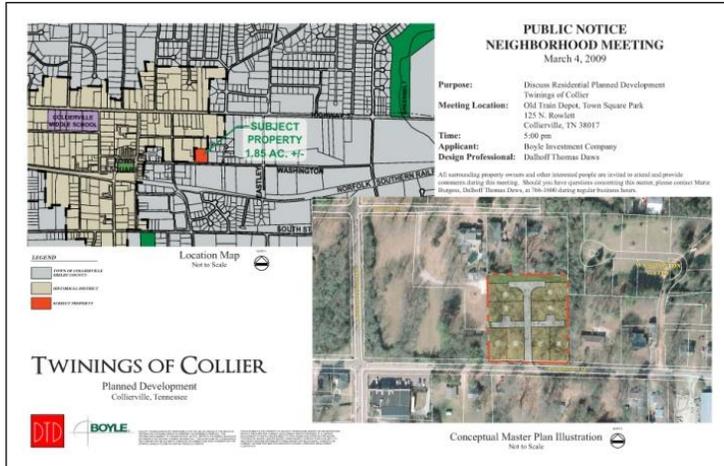


STEPS IN THE OUTLINE PLAN APPROVAL PROCESS

1. Pre-Application Conference with Development Department Staff

At least two months prior to filing any application for a PD, the prospective applicant shall request a pre-application conference with the Department of Development Services. An Outline Plan shall be submitted to the Planning Commission with the application for the PD within six months of the pre-application conference.

2. Neighborhood Meeting Required Prior to Application Submittal



A neighborhood meeting is mandatory prior to the submission of applications for Outline Plan approval of a planned development. The purpose of the neighborhood meeting is to educate owners of nearby property about the proposed development and application, receive comments, address concerns about the development proposal, and resolve conflicts and outstanding issues where possible. The neighborhood meeting shall comply with the procedures for PD approval in §151.160 (A)(3) of the Zoning Ordinance.

3. Review and Recommendation of the Planning Commission (PC)

At least 45 days prior to the Planning Commission meeting at which it is to be considered, the Outline Plan, the completed application and all other information required shall be submitted to the Planning Division. The Planning Commission shall review and make a recommendation to the Board of Mayor and Aldermen on all proposed PDs. ***The required elements are detailed in the checklist for PLANNED DEVELOPMENT OUTLINE PLAN SUBMITTAL REQUIREMENTS.***

4. Review and Recommendation of the Design Review Commission (DRC)

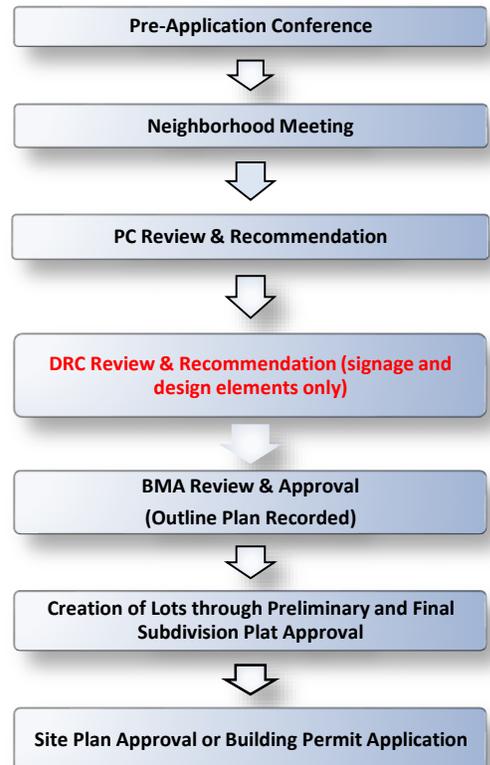
In cases where _____, the Design Review Commission shall also review and make a recommendation to the Board of Mayor and Aldermen.

5. Review and Approval by the Board of Mayor and Aldermen

Planned development Outline Plans are approved, and amended, by the Board of Mayor and Aldermen as a Resolution at a public hearing. This takes only one vote by the Board. A final, approved version of an Outline Plan should be submitted to staff on Mylar for recording at the Shelby County Register of Deeds.

6. Approval Process Following Outline Plan Approval

After Outline Plan approval has been received, preliminary and final subdivision plats must be reviewed and approved. With lots created and legally recorded, a site plan or building permit application can be submitted. See the appropriate application forms



and checklists for requirements for a subdivision plat or site plan approval.

7. Reapplication if Denied

If an application for a planned development is denied by the Board of Mayor and Aldermen, a reapplication pertaining to the same property and requesting the same or substantially similar planned development may not be filed within 18 months of the date final action was taken on the previous application, unless such reapplication is initiated by the Planning Commission or the Board of Mayor and Aldermen.

8. Procedure for Amendment

A planned development and the approved Outline Plan may be amended in accordance with the procedure which governed its approval. However, no such amendment is required if the applicant proposes only a minor modification from what has been previously approved, and the modification is determined by the Town Planner to be minor.

- **Minor Modification:** A minor modification is a slight variation or alteration to the Outline Plan that does not cause a change in the internal function of the site or its off-site impact. The Town Planner may authorize a minor modification when it is determined to be consistent with the Outline Plan. A request for a minor modification must be filed with the Department of Development Services stating the nature of the request and justification for same, as well as a proposed final site plan illustrating the proposed change, which shall be suitable for official recording in the land records of Shelby County.
- **Major Modification:** If the Town Planner determines the proposed modification is not minor, the applicant may seek an amendment in accordance with procedure that governed the initial approval. Refer to the PD Outline Plan application checklist for a complete listing of required documents.

If a planned development has been subdivided, sold, or leased, all the owners of the subdivided, sold, or leased PD may jointly apply for an amendment to the Outline Plan, which shall be governed by the procedures and requirements in the Zoning Ordinance for the approval of the Outline Plan.

THINGS TO KNOW ABOUT PLANNED DEVELOPMENTS

Detailed information on the PD procedure and the review criteria is established in §§151.150 through 151.160 of the Zoning Ordinance.

[Pre-Application Meeting Required](#) At least two months prior to filing any application for a PD, the prospective applicant shall request a pre-application conference with the Department of Development Services.

[Single Ownership](#) No tract of land may be considered for or approved as a new PD unless such tract is under the single ownership of a landowner. A landowner may be a person, partnership, corporation, association, or any other legal entity entitled to own property. The holder of a written option to purchase, a party purchaser to a contract for the sale of real property contingent upon the success of a PD application for the property or any governmental entity are also considered landowners. Unless otherwise provided as a condition of approval, the landowner of an adopted PD may divide and transfer parts of the development. The transferee shall complete each section and use and maintain it in strict conformance with the final development plan. If an existing planned development is subdivided, sold, or leased, all the owners of the subdivided, sold, or leased PD may jointly apply for an amendment to the Outline Plan, which shall be governed by the procedures and requirements in the Zoning Ordinance for the approval of the Outline Plan. No development may be undertaken in any part of the PD that is subdivided, sold, or leased that will violate the Outline Plan for the PD.

[Neighborhood Meetings](#) The required neighborhood meeting notice shall provide notification of the meeting a minimum of ten days in advance of the meeting by mail, to all owners and occupants within 500 feet of the land subject to the application, the Board of Mayor and Aldermen, and the Town Planner. The notification shall state the time and place of the meeting. The Town of Collierville will provide the required notice to any neighborhood organization registered with the Town.

[Effect of Approval of the Outline Plan](#) The approved outline plan binds the applicant, owner (including subsequent owners) and mortgagee, if any, and the Town of Collierville with respect to the contents of the outline plan. Outline plan approval can be extended, modified, or terminated by the Town for inactive planned developments by a vote of the Board of Mayor and Aldermen.

[Recommendations and Deferrals](#) The Planning Commission reviews the application for a PD Outline Plan and makes a recommendation to the Board of Mayor and Aldermen to approve, disapprove or approve the PD Outline Plan subject to conditions. The Planning Commission may also defer a decision or take the matter under advisement until the next meeting. The applicant may also choose to defer review of the application by the Planning Commission at any time during the review process. However, if notice of the Planning Commission review has been published and notices mailed to property owners, a deferral fee will apply.

[Public Hearing Required](#) The Board of Mayor and Aldermen will hold a public hearing on the Outline Plan with notice of the public hearing published at least 15 days prior to the hearing and with written notice mailed to owners of all property within 500 feet of the subject property.

[Rezoning Sometimes Needed](#) Sometimes a rezoning request accompanies a PD Outline Plan request. In this case, the third reading of the rezoning and the Planned Development Outline Plan will be placed on the same Board of Mayor and Aldermen agenda for a final vote, but as two separate items.

[Development Schedule & Phasing](#) A schedule of development shall be provided with the application. If multiple phases are proposed, the applicant must provide a phasing schedule with the application.

Recording of Outline Plan Document with Registers Office After receiving approval from the Board of Mayor and Aldermen, the PD Outline Plan shall be recorded at the Shelby County Register of Deeds office. The Outline Plan shall contain, at a minimum, the design elements by which the Planned Development shall be governed and conditions of approval from the various boards and commissions involved in the review and approval of the site plan and related design elements. This document must be recorded prior to approval of a preliminary subdivision plat, a final subdivision plat, or a site plan.

Important Documents to Consider Refer to the following documents for guidance in developing a Planned Development Outline Plan.

- PD Outline Plan Submittal Requirements
- Zoning Ordinance
- Land Use Plan (including the Future Land Use Map and any adopted Small Area Plans)
- Design Guidelines (Historic or other, as applicable)
- Major Road Plan
- Greenbelt Master Plan
- Subdivision Regulations
- Street Standards

Planned Development Outline Plan Submittal Requirements

The tables below include the requirements for a Planned Development Outline Plan

TABLE 1: PLANNED DEVELOPMENT OUTLINE PLAN SUBMITTAL REQUIREMENTS	
<i>(Please see the Common Submittal Requirements available at www.collierville.com or the Development Department.)</i>	
A. General Information	
1	Application, checklist and fee submitted to the Planning Division including the following. <ul style="list-style-type: none"> <input type="checkbox"/> Completed project application form <input type="checkbox"/> Common submittal requirements: all information listed in the common submittal document must be submitted. <input type="checkbox"/> Project acknowledgement <input type="checkbox"/> If applicant is a for-profit entity or a not-for-profit entity, a completed Disclosure of Ownership form
2	Written summary of neighborhood meeting (within 5 days of its conclusion)
3	Vicinity map of site showing relation to all public ways (including public way names), 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)
4	All information determined to be necessary by the Planning Division
B. Planned Development Justification and Standards	
5	Written justification of the proposed PD explaining why PD approval is justified as opposed to conventional approval, including how the project addresses the purpose and objectives, as well as the general review criteria and any applicable specific review criteria, as described in the PD provisions (§§ 151.150 – 151.160) of Collierville's Zoning Ordinance.
6	Requested exceptions to development standards indicating the section number of the Zoning Ordinance or Subdivision Regulations standard that the applicant is requesting an exception from. Include a description of the standard, a description of the proposed standard, and explain how the modification or exception from the standard is justified and why it should be granted.
C. Additional Materials Required for a Planned Development Outline Plan (See Below)	
7	Outline Plan Text (See TABLE 2)
8	Outline Plan Drawings (See TABLE 3)
9	Additional Written Documents and Drawings (See TABLE 4)

TABLE 2: OUTLINE PLAN TEXT (WRITTEN DOCUMENTS TO BE ON RECORDED MYLAR)

1	Legal description of the total site proposed for development, including a statement of present and proposed ownership and present and proposed zoning	
2	A concise statement of planning objectives to be achieved by the PD through the particular approach proposed by the applicant, including a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant	
3	A development schedule indicating the approximate date when construction, or phases of construction, of the PD can be expected to begin and be completed. If the PD is proposed to be constructed in phases or units during a period extending beyond a single construction season, a development schedule shall include <ul style="list-style-type: none"> <input type="checkbox"/> The approximate date when construction of the project can be expected to begin; <input type="checkbox"/> The order in which the phases of the project will be built; and <input type="checkbox"/> The minimum area and the approximate location of common open space and public improvements that will be required for each phase In lieu of dates, it is acceptable to provide milestones at which certain improvements will occur (e.g., parkland dedication, right-of-way dedication, off-site improvements).	
4	Any exceptions that area required from the zoning and subdivision regulations otherwise applicable to the property to permit the development of the proposed PD	
5	The bulk requirements under which the PD is proposed <ul style="list-style-type: none"> <input type="checkbox"/> Minimum lot size <input type="checkbox"/> Minimum lot width <input type="checkbox"/> Maximum building height <input type="checkbox"/> Building setbacks <input type="checkbox"/> Floor area ratio (commercial only) <input type="checkbox"/> Maximum lot coverage (industrial only) 	
6	Quantitative data for the following: <ul style="list-style-type: none"> <input type="checkbox"/> Total number and type of dwelling units <input type="checkbox"/> Parcel size(s) for each type of development (residential types and non-residential uses) <input type="checkbox"/> Proposed lot coverage of buildings and structures (except single family detached residential uses) <input type="checkbox"/> Approximate gross and net residential densities by type of development and overall <input type="checkbox"/> Total amount of open space, including separate figures for total amount, usable open space, and by phase <input type="checkbox"/> Total amount and type of nonresidential construction (including separate figures for commercial or industrial facilities) 	
7	All conditions of approval from the various boards and commissions involved in the review and approval of the subdivision plat or site plan, and related design elements not already reflected in the revised Outline Plan or revised supporting materials	
8	Sufficient notations referencing supporting materials as listed below in Table 4 Additional Written Documentation and Drawings to ensure such materials are binding and enforceable documents	

TABLE 3: OUTLINE PLAN DRAWINGS (SITE PLAN AND MAPS TO BE INCLUDED ON RECORDED MYLAR)

Drawings necessary to show the major details of the proposed PD must contain the following information.		
1	Area(s) of development including acreage(s) and proposed use(s)	
2	The location and size in acres or square feet of all areas to be conveyed, dedicated or reserved as common open spaces, public parks, recreational areas, school sites and similar public and semi-public uses	
3	General landscape plan for streetscapes, common open spaces, parking areas and medians. For large PDs, cross sections and landscape plates are acceptable with graphical depiction of buffers, tree save areas, etc.	
4	Landscape and screening plan(s) for the perimeter of the PD and between different land uses within the PD including materials and techniques used, such as screens, fences and walls	

TABLE 4: ADDITIONAL WRITTEN DOCUMENTATION AND DRAWINGS

(TO BE REFERENCED IN OUTLINE PLAN BUT NOT ON RECORDED MYLAR)

1	<p>Supporting maps to show the major details of the proposed PD must contain the following minimum information.</p> <ul style="list-style-type: none">❑ The location and floor area size of all existing buildings, structures and other improvements and proposed non-single family detached residential buildings, structures and other improvements, maximum heights, floor area ratios (for non-residential uses), types of dwelling units (for residential uses), and density per type (for residential uses)❑ The existing and proposed circulation system of arterial, collector and local streets, including off-street parking areas, service areas, loading areas and major points of access to public rights-of-way (including major points of ingress and egress to the PD). Notations of proposed ownership, public or private, should be included where appropriate. (Detailed engineering drawings of cross sections and street standards shall be handled in the final site plan or final plat stage.)❑ The existing and proposed pedestrian and bicycle circulation system, including its interrelationship with the vehicular system indicating proposed treatments of points of conflict❑ Proposed lot lines with related examples of plot plans including how buildings will be placed on the lots and how automobiles will be accommodated❑ The location and floor area size of all existing buildings, structures and other improvements and proposed non-single family detached residential buildings, structures and other improvements, including maximum heights, floor area ratios (for non-residential uses), types of dwelling units (for residential uses), density per type (for residential uses)❑ Map of proposed development and adjacent existing developments to indicate relationships between the proposed and existing developments❑ Map illustrating the land uses within the proposed PD and the zoning classification and land use of each parcel adjacent to the development to indicate relationships between the proposed development and existing and proposed adjacent areas❑ Existing site conditions, including contours at two-foot intervals on-site, and extending a minimum of one hundred feet (100') beyond property boundary, water courses, floodplains/floodways, unique natural features, and forest cover❑ The location of subject property with respect to surrounding properties, public ways, and points of access to public rights-of-way. Include subject property 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)	
2	<p>Design guidelines (“Pattern Book”) to include a narrative, photographs, maps, architectural drawings and site drawings depicting how the proposed PD meets the Town’s expectations that the Outline Plan will deliver an exceptional quality community design. Design guidelines may include some or all of the following:</p> <ul style="list-style-type: none">❑ Graphics of the project within the context of the following or as requested by Town staff or a board/commission:<ul style="list-style-type: none">○ Vicinity map○ Land use map○ Zoning map○ Major road plan○ Greenbelt plan❑ Site analysis❑ Site history❑ Existing building inventory❑ Conceptual master plan❑ Parks and open space plan❑ Tree mitigation plan❑ Street network❑ Bulk, parking and landscaping standards❑ Architectural drawings, including development standards (e.g., materials and colors)❑ Landscaping❑ Signage, including any private deed restrictions to apply❑ Site lighting	

**TABLE 4: ADDITIONAL WRITTEN DOCUMENTATION AND DRAWINGS
(TO BE REFERENCED IN OUTLINE PLAN BUT NOT ON RECORDED MYLAR)**

6	<p>Tabulations to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Minimum square footage of heated floor space for residential dwelling units <input type="checkbox"/> Maximum total square footage of buildings floor area proposed for commercial uses and industrial uses by general type of use <input type="checkbox"/> Maximum floor area ratio and square footage of non-residential construction, including separate figures for commercial and industrial facilities <input type="checkbox"/> Maximum total land area, expressed in acres and as a percentage of the total development area, proposed to be devoted to commercial or industrial sites <input type="checkbox"/> Maximum total land area, expressed in acres and as a percentage of the total development area, proposed to be devoted to public and private open space <input type="checkbox"/> Maximum total land area, expressed in acres and as a percentage of the total development area, proposed to be devoted to streets <input type="checkbox"/> Minimum square footage of heated floor space for residential dwelling units <input type="checkbox"/> Minimum square footage of heated floor space for residential dwelling units <input type="checkbox"/> Maximum total square footage of buildings floor area proposed for commercial uses and industrial uses by general type of use <input type="checkbox"/> Maximum total land area, expressed in acres and as a percentage of the total development area proposed to be devoted to commercial or industrial uses; minimum public and private open space; streets; and off-street parking and loading areas 	
4	A written summary of the neighborhood meeting (See §151.160 A.3 of the Town Code)	
5	Applicable Land Use Plan policy statements	
6	<p>A traffic impact analysis performed by a registered Professional Engineer in good standing with the State of Tennessee shall be provided to determine the impact of the proposed development on the off-site traffic flow within the surrounding area as defined below. In conjunction with the application, the applicant will submit the proposed scope of the traffic impact analysis to the Town Engineer for approval. The submission of a traffic impact study shall be required with requests in accordance with the following: 24 Hr. Trip Generation Traffic Study Scope: 0 -750 ADT - Level I; 750 -6000 ADT - Level II; > 6000 ADT - Level III. Trip generation rates for proposed uses shall be calculated using the ITE Trip Generation Manual, latest edition. Upon being provided proof by the applicant's traffic engineer that a lower level traffic impact study would be adequate for a proposed development, or that a traffic study is not warranted, the Town Engineer may reduce the level of study required or waive the requirement.</p>	
7	Existing and proposed utility systems including sanitary sewers, storm sewers, water lines and drainage	
8	<p>Other studies as requested by Town staff or a board/commission, including but not limited to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Economic feasibility studies or market analysis <input type="checkbox"/> Tree survey <input type="checkbox"/> Arborist reports <input type="checkbox"/> Historical survey <input type="checkbox"/> Archaeological survey 	