

**TOWN OF COLLIERVILLE**  
**Planning Commission (PC)**  
**Rezoning Application Checklist**

Planning Division  
500 Poplar View Pkwy  
Collierville, TN 38017

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Project Name:		Requested Mtg. Date:	
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**PC Rezoning 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

**Rezoning Request Information:**

- Grounds for Amendment:** Please address the grounds for amendment as posted below within the context of the cover letter - (page 1)
- Plot plan** drawn to scale of 1" = 100'-0" and a detailed legal description of each parcel of property proposed for reclassification.
- 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.
- Proposed use** of each parcel of property for which the zoning amendment is requested.
- Map illustrating the zoning classification** requested for each parcel that is the subject of the application and the zoning classification and land use of each parcel within 500 feet of the subject parcel(s).
- Traffic impact analysis** to assess the current land use classification and the impact to traffic flow of the proposed land use classification. **Please see the traffic impact study requirements posted to the Town website.**

**Grounds for 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 an amendment:

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.

**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