

**Pre-Application Conference Offered/Project Planner Assigned:**

Prior to submitting any application for a variance, it is suggested, but not required, that the prospective applicant meet with Development Department staff for a "Preapplication Conference". The primary purpose of the meeting is for Staff to explain the applicable submittal requirements, deadlines, meeting dates, applicable permits, public notice requirements, and applicable review fees prior to the applicant submitting a formal variance application. Pre-application Conferences are typically scheduled every Tuesday afternoon from 1:00 pm to 5:00 pm at the Development Department located at Town Hall. Each meeting is usually an hour long. A Pre-application Conference can be scheduled by contacting the Planning Division at (901) 457-2360. The planner you meet with during the Pre-application Conference will likely be your "Project Planner," who will be your liaison through the process.

**When and Where?** Complete applications (and properly folded plans) shall be submitted to the Planning Division located at 500 Poplar View Parkway by 12:00 noon the day of the deadline.

**Sufficiency Reviews:** Within three (3) full days of the application, staff will perform a sufficiency review and notify the applicant as to whether or not the application was complete/sufficient for review and placement on a public meeting agenda. (See table right).

**Staff Reports are Posted Online:** A staff report will be posted online typically by 5pm on the Friday before the scheduled meeting at:  
<http://collierville.com/government/boards-and-commissions>

**Withdrawals/Deferrals:** Applicants must notify the Project Planner in writing if they wish to defer or withdraw the item. After an item has been published in the newspaper and notices sent out, deferral fees will apply. There is no charge for deferring/withdrawing an item before it is advertised.

**Public Meeting Times:** BZA meetings and work sessions are typically held the **THIRD\*** Thursday of each month at 5:00pm in the Board Chambers of Town Hall at 500 Poplar View Parkway, unless otherwise advertised. Meeting dates, times, and application deadlines are subject to change. For additional information, applications, review fees, or to confirm deadlines and meeting dates, call (901) 457-2360.

*\*In previous years, the BZA met on the 4<sup>th</sup> Thursday of each month. We have made this change beginning in 2016.*

**2016 BZA Application Deadlines, Submittal Requirements, and Meeting Schedule**

**Submittal Requirements**

- Completed Application Form
- Cover Letters – 1 original and 8 copies
- Review Fees: \$200
- 1 Full Size Set of Plans (folded)
- 8 Reduced Size (11x17) Sets of Plans (folded)
- Electronic Submittal (PDF Format on disk) unless waived by project planner for a minor project/application type

**BZA Application Submittal Deadline**

**BZA Meeting**

12/22/15	1/21/16
1/19/16	2/18/16
2/16/16	3/17/16
3/22/16	4/21/16
4/19/16	5/19/16
5/17/16	6/16/16
6/21/16	7/21/16
7/19/16	8/18/16
8/16/16	9/15/16
9/20/16	10/20/16
10/18/16	11/17/16
11/22/16	12/15/16
12/20/16	1/19/17