

# TOWN OF COLLIERVILLE

## Site Plan Modification/Exterior Alteration Application

Planning Division  
500 Poplar View Pkwy  
Collierville, TN 38017

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



### APPLICATION PROCESS

The following process is intended for relatively minor Site Plan Modification/Exterior Alterations outside of the Historic District Overlay. New nonresidential buildings, additions that add square footage to existing nonresidential buildings, new parking lots, or significant changes to a site should use the Final Site Plan checklist for the proper processes and format. Required information will be determined on a case-by-case basis depending on the scope of work.

- Step 1 (Optional Preapplication Conference):** Contact the Planning Division if you would like to have a Preapplication Conference with staff (Planning, Fire, Engineering, Codes, etc) before applying. These 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. This can be done via conference call if requested.
- Step 2 (Plan Review):** Only administrative review is needed in most cases.
  - Step 2A (Application):** Three (3) collated copies of the application and all supporting materials must be submitted to the Planning Division for review. See page 2 of the application for a listing of the required supporting materials.
  - Step 2B (Sufficiency Review):** Within 3 business days you will receive confirmation of receipt of the application and a determination as to whether the application was sufficient or not. If an application is insufficient, staff will explain in writing why. The staff review will not commence until the application is complete.
  - Step 2C (Staff Review/Response):** Staff will review within 10 business days a sufficient/complete application. You will either get a “notice to proceed” to the Development Agreement stage or a building permits (construction), or staff will request further revisions/information. If the staff requests revisions, go back to Step 2A. Revisions to plans/applications are common with Site Plan Modifications/Exterior Alterations, so plan on around 30 to 60 days to finalize the review process.
- Step 3 (Pre-Construction/Construction):** One or more of the followings steps will be required before construction can commence. The applicable steps could be discussed at the optional Preapplication Conference, but be aware that during the application review it may be determined that a Development Agreement may be required based on the scope of the project.
  - Letter from Planner:** The letter will be a “notice to proceed” to construction based on a date-specific set of plans stamped approved by the Planning Division.
  - Development Agreement:** Amendments that require public and/or private site improvements will likely require a Development Agreement before permits can be issued or construction can commence; however, some Development Agreements may be eligible for the “short form” process (signed only by the mayor), and not require approval by the BMA. Additional fees will likely apply for a Development Agreement (preparation fee, inspection fees, etc).
  - Permits:** Often a permit (building permit, electrical permit) is required from the Codes Division at Town Hall. Applicants are encouraged to apply for applicable permits (and submit construction plans) to the Codes Enforcement Division concurrent with the Site Plan Modification/Exterior Alteration application.

### APPLICANT/DESIGN PROFESSIONAL INFORMATION:

Business Name:		
Contact Name(s):		
Address:		
City:		
State:	ZIP:	
Phone:		
Fax:		
Cell:		
Email:		

### PROPERTY OWNER INFORMATION:

Business Name:		
Contact Name(s):		
Address:		
City:		
State:	ZIP:	
Phone:		
Fax:		
Cell:		
Email:		

### SITE/REQUEST INFORMATION:

Project Name:		
Site Address:		
Existing Building Square Footage	Site Acres:	
Approx. Year Site Developed:	Lot #:	
Subdivision Name:		

**WHAT CONSTITUTES A SUFFICIENT APPLICATION?**

During the Preapplication Conference the Project Planner will check the items below needed for what will be needed for staff review:

- Completed Application Form:** 3 copies of this application form, signed and completed. Be sure the property owner signs the form.
- Cover Letter:** Applicants must provide a narrative description of project, the specific request(s), phasing, ownership, description of materials, etc. Provide 3 copies.
- Review Fee:** \$200 review fee; however, this fee may not be applicable for small projects that will require other permits (building, fences, electrical, grading, etc). If a Development Agreement is required, at a minimum a reparation fee of either \$250 or \$500 will be required, but other fees (construction inspection, etc) will likely be required. Applicable fees will be explained at the Preapplication Conference, but what is discussed may not be inclusive of all fees until the full scope of the project is known after formal application and staff review.
- Affected Plan Sheets or Details:** The following sheets are required for a sufficient application based on the scope of the revision discussed in the Preapplication Conference (Project Planner to mark needed sheets). See the Final Site Plan Checklist for the formatting requirements for a particular affected sheet. Provide 3 full-size copies (24"x36"), to scale.
  - Cover/Index Sheet
  - Master Index Site Plan Key Sheet (when applicable)
  - Recent Survey of Existing Conditions (see checklist online for requirements)
  - Final Site Layout
  - Final Grading and Drainage Plan
  - Erosion Control Plan
  - Final Tree Survey and Protection Plan
  - Final Sewer Plan
  - Final Water Plan
  - Final Combination Utility and Paving Plan
  - Road/Drive Aisle Plan and Profile Sheets (when applicable)
  - Sewer and Drainage Outfall Sheets (when applicable)
  - Striping and Signage Plan (when applicable)
  - Traffic Control Plan (when applicable)
  - Civil Details (fences, walls, etc)
  - Final Landscape and Irrigation Plan
  - Final Lighting/Photometric Plan
  - Final Architecture Plans
- Other information:** Additional information may be requested at the Preapplication Conference, which may include, but not be limited to:
  - Aerial Photo Exhibit
  - Recent Photographs of the Existing Site/building
  - Material/Color Samples
  - Product Cut-sheets/details
  - Traffic Analysis ( a methodology meeting is required prior to submittal)
  - Drainage Report
- Development Agreement Information Sheet (DAIS):** Required if it is determined that a Development Agreement will be needed.
- Electronic Submittal:** In addition to paper copies, applicants must provide a PDF versions of the entire application package (plans, cover letter, etc). A disk, flash drive, email, or other method arranged with the Planning Division is acceptable.

**WHAT IS THE SCOPE OF THE PROJECT?**

Applicants should check all that would be included in the scope of work. This information will assist Town staff in determining the applicable process, permits, and regulations. Based on the scope, additional permit applications and processes may be required.

**Are you making exterior changes to an existing building?**

- No.
- Yes. If so, then what aspects to the building will change?
  - Exterior Finishes/Masonry/Siding
  - Exterior Color
  - Roofing
  - Roof Structures (Dormers/Chimneys)
  - Doors
  - Windows
  - Shutters
  - Porches/Deck/Balcony/Awnings
  - Light Fixtures
  - Signage (separate Sign Permit Application required)
  - Building Addition (new square footage)(Final Site Plan Application likely required)
  - Mechanical Equipment
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_

**Are you making changes to the site?**

- No.
- Yes. If so, then what aspects to the site do you plan to change (add, remove, alter)?
  - Common Open Space for a Subdivision
  - Dumpster and/or Dumpster Enclosure
  - Fences or Walls (separate Fence Permit Application will be required)
  - Parking Spaces/Parking Lot
  - Sidewalks, Patios, or Handicap Ramps
  - Outdoor Display (retail)
  - Outdoor Storage (of products/materials)
  - Outdoor Seating (restaurants, cafes)
  - Landscaping (trees, shrubs, groundcover)
  - Freestanding Canopy, Arbor, or Pergola
  - Lighting
  - Existing Tree Removal or Trimming (limb up)
  - Irrigation
  - Fountains, Benches, or other Ornamental Elements
  - Mechanical Units, Meters, Backflow Preventers
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_
  - Other: \_\_\_\_\_

**Preapplication Conference Information:**

Date Meeting Held (if applicable): \_\_\_\_\_

**AUTHORIZATION:** The undersigned acknowledges that the above application refers to construction and alterations to be undertaken at this time; however, alterations not addressed in this document will require an additional application. If the applicant is different than the property owner, the application must be signed by both parties. A letter of authorization signed by the property owner must be submitted in the absence of the property owner's signature or where an authorized agent signs in lieu of the property owner. In filling out this application, I understand that it becomes part of the Public Record of the Town of Collierville and hereby certify that all information contained herein is accurate to the best of my knowledge.

**Applicant (if different from the owner):**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Owner(s):**

Signature(s): \_\_\_\_\_

Print Name(s): \_\_\_\_\_ Date: \_\_\_\_\_