



TOWN OF COLLIERVILLE DEVELOPMENT DEPARTMENT

Jay W. Cravens, AICP
Development Director

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May 5, 2020

The Collierville Development Services Department will be opening its doors to the public today for limited services. Business hours for Building and Codes will be 7:00 a.m. to 4:00 p.m., while the Engineering Division and Planning Division will operate from 8:00 a.m. to 5:00 p.m. Public access into the Department will be limited in order to maintain recommended social distancing practices. Everyone will be required to wear a mask or other form of face covering. Only one person at a time will be allowed to enter into either of the Department's lobbies. A Town employee will inform you when you can safely enter the lobby. Seating with the appropriate social distancing will be available outside the west lobby. This is the lobby accessed through Town Hall's front doors.

Collierville will follow current Shelby County Health Department guidelines regarding public gatherings for its board and / or commission meetings. These guidelines will make it a challenge to schedule public meetings, but we are striving to find methods to allow the public have meaningful and safe participation through actual meeting attendance, online, or streaming applications.

There are several boards and commissions the Development Services Department provides an administrative staff function. Beginning May 19, 2020, the Board of Zoning Appeals will hold its first meeting since February. Similarly, the Planning Commission will hold a meeting on May 21st. Please check the Town's website for meeting dates and agendas (www.colliervilletn.gov) of the other boards and commissions.

The Development Department will process the following application types administratively using "pre-COVID-19" timeframes. If the applicant or property owner requests appeals or waivers, public review may be required. The Town Planner, Jaime Groce, will determine the scheduling of any appeal or waiver.

- Building Permits
- Fence Permits
- Sign Permits
- Site Plan Modification/Exterior Alterations (Type B, C, and D Alterations)
- Historic District Commission (HDC) Certificate of Appropriateness – Alterations eligible for Administrative Review Only
- Final Site Plan Major (where a Preliminary Site Plan was required)
- Final Site Plan Minor (where a Preliminary Site Plan was not required)
- Development Agreements for Subdivisions or Site Plans that do not require full BMA action and can be processed administratively
- Final Subdivision Plat Minor (affects 1 lot only or lot line shifts typically administrative review only)
- Small Cell Tower
- Cell Tower Co-Location
- Variance (Administrative)

The following application types which were received on or before March 17, 2020 will now be placed on a Board or Commission agenda. Jaime Groce or the planner assigned to your request will be contacting you on your anticipated meeting date.

- Conditional Use Permit (CUP)
- Preliminary Site Plan
- Development Agreements for Subdivisions or Site Plans that require full BMA action
- Sketch Plat (Subdivision)
- Planned Development (New Outline Plan & Pattern Book)
- Planned Development Amendment (Minor/administrative or Major)
- Historic District Commission Applications, requiring a formal decision by the HDC
- Request to Vacate Easement
- Street Closure Request
- Land Use Plan Amendment Request
- Major Road Plan Amendment Request
- Annexation Request
- Grading Permit (Only) Applications required to come before the Historic District Commission (HDC) Certificate of Appropriateness that could not be processed administratively
- Board of Zoning Appeals (BZA) Variance or Appeal of Administrative Decision

The Development Department is now accepting or processing the following application types. These requests require the Town to act within a specific time period which we could not previously accommodate because of public gathering limitation mandated by the CDC. Jaime Groce or the planner assigned to your request will be contacting you on your anticipated meeting date.

- Preliminary Subdivision Plat & Construction Drawings (for a subdivision)
- Final Subdivision Plat Major (3 or more lots = PC approval required)
- Final Subdivision Plat Minor (2-lot subdivision that creates a new developable lot)
- Rezoning Request
- Zoning Text Amendment Request
- Applications required to come before the Design Review Commission (DRC) (Common Open Space Plan, Appeal of Staff Decision/Interpretation, etc.) that cannot be processed administratively

All complete development application types requiring Board or Commission approval that were received on or after May 4, 2020 will be placed on an agenda for action. You and Town Planner Jaime Groce will determine a mutually agreeable meeting date.

If you have any questions, please feel free to contact me at (901)457-2304 at your convenience. Thank you for your understanding, during these unusual times.

Sincerely,
Town of Collierville



Jay W. Cravens
Director of Development

cc: Mayor Joyner
Board of Mayor and Aldermen
James Lewellen, Town Administrator