

TOWN OF COLLIERVILLE
Planning Commission (PC)
Land Use Plan Amendment Application Checklist



Planning Division
 500 Poplar View Pkwy
 Collierville, TN 38017

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

Project Name:		Requested Mtg. Date:	
<p>Type of Amendment Requested:</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Applicant-initiated Requests - usually pertains to land use policies as they relate to a specific policy, parcel, or proposed rezoning or planned development; initiated usually by applicants, but the staff, BMA, or PC could also act as an applicant. <input type="checkbox"/> General Update – Usually initiated by staff, this is done to adjust policies due to rezonings or other significant land use pattern changes or external forces (such as environmental or economic factors, regulatory changes); initiated by staff, the Board of Mayor and Aldermen (BMA), or PC <input type="checkbox"/> Small Area Plans, Gateway/Corridor Studies, Special Policy Issue - Usually initiated by staff, this is done to study a specific area or land use policy; formulated by PC as committee of a whole or a special committee depending on needs; initiated by staff, BMA, or PC. <input type="checkbox"/> Major Update - Usually initiated by staff, these updates rare and only happen once or twice during the lifespan of a plan; formulated by a steering committee including one or more PC members; several public meetings necessary and various stakeholders. 		

PC Land Use Plan (LUP) Amendment 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

Land Use Plan Amendment Documents/Plans: The following information/documentation is required for applicant-initiated Land Use Plan amendment applications, in addition to the documents listed above:

- Minutes** from pre-application meeting as required for applicant-initiated requests
- Written Description and Justification** of request – See requirements below (page 1)
- Existing Land Use and Compatibility** – The applicant shall: (1) provide a description of the land use character in the area (including properties in the vicinity of the subject property/properties) and shall (2) describe how the proposed amendment will be compatible with the area where the amendment is proposed.
- 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)
- Significant Physical Features Map** where amendment is proposed – See requirements (page 2).
- Existing Conditions Map** where amendment is proposed – See requirements (page 2).

Written Description and Justification Requirements: *Planning staff will prepare map exhibits for Land Use Plan Map amendments that will highlight the area subject to change with the proposed land use designations(s) indicated. The applicant shall supply a narrative that includes the following information:*

- Description of the standard and identification of the section of the Land Use Plan, Land Use Map or any adopted special/small area plan that the request is to amend
- Description of how existing conditions have changed, thereby making the Land Use Plan Amendment valid
- Description of how the proposed amendment will be consistent with the desired land use patterns for the area
- Description of any associated text changes to the Land Use Plan or special area policies, including the proposed text and image revisions or additions for the Land Use Plan
- Description of how the proposed amendment furthers the objectives of the Collierville Land Use Plan, including the guiding principles (“Visions”)
- Description of how the proposed amendment will support the growth management policies (“Strategies and Action Steps”) of the Collierville Land Use Plan

TOWN OF COLLIERVILLE
Planning Commission (PC)

Land Use Plan Amendment Application Checklist

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

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



Significant Physical Features Map Contents:

- Scale drawing of one hundred (100) feet to an inch (deviations require prior approval from Planning Department)
- Date
- North arrow
- Acreage of site
- Name, address, telephone, and e-mail address of applicant and applicant's design professional
- Topographic contours at 2' intervals of site and surrounding lands within 500' of the site
- Natural or man-made slopes of 14% to 19.99%
- Areas with slopes of 20% or more
- Recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover
- Location of open fields or meadows
- Location of scenic views into or out from site
- Location of watershed divides and drainage ways
- Location of existing roads, tracks, or trails.

Existing Conditions Map Contents:

- Scale drawing of one hundred (100) feet to an inch (deviations require prior approval from Planning Department)
- Date
- North arrow
- Acreage of site
- Name, address, telephone, and e-mail address of applicant and applicant's design professional
- Location of site with respect to surrounding properties and existing public way(s). Include entire site and all land immediately adjacent (extending 500 feet) and all land directly opposite of the site (extending from the public way frontage of such opposite land).
- Name and lot patterns of adjoining developments along with the deed or book and page number of recordation within 500 feet of the perimeter of the site.
- Planned road network (including street names if available) within 1,500 feet of site (as indicated on the Collierville Major Road Plan)
- Planned development within 500 feet of the site (consisting of approved, but not yet complete development)
- The location and size of existing stormwater detention or retention areas.
- Location and dimensions of existing adjacent or internal water bodies, streams, and other prominent features, such as swamps, wetlands, ARAP streams, sink holes, and other environmentally or ecologically sensitive areas.
- The areas designated and delineated by FEMA, on the current NFIP FIRM, as "floodway" area(s), and "Special Flood Hazard Areas (SFHAs) Subject To Inundation By the 1% Annual Chance Flood" (SFHAs have been commonly referred to as "100-year flood zones").
- Distance and bearing of one of the corners of the boundary of the subdivision to the centerline of the closest dedicated road.
- Location and description of all existing man-made structures and site features (including utilities) both above and below ground
- Location of all easements with dimensions and designation as to type (include instrument numbers as applicable)
- Location of all streets, intersections and driveway openings within 500 feet of the boundaries of the site
- Railroad infrastructure and rights-of-way
- Location of all historic properties within 500 feet of site
- Location and description of cultural resources or site features, including date of construction and architectural style of all historic structures
- Driving distance to nearest police and fire facilities

Town Regulations, Ordinances and Guidelines: Please refer to the following via the Town website:

- Land Use Plan and Map

2013 SUBMITTAL DEADLINES, REQUIREMENTS, AND MEETING DATES FOR THE FOLLOWING APPLICATION TYPES:

The following schedule applies to the following development application types in the Town of Collierville:

- Conditional Use Permit (CUPs) ^[4] (not related to a Preliminary Site Plan as those CUPs typically track with the site plan application)
- Sketch Plat (Subdivision) ^[2]
- Preliminary Subdivision Plat ^[2]
- Final Subdivision Plat ^[2] (PC approval required)
- Planned Development (including Amendments) ^[4]
- Rezoning Request ^{[1][2][4]}
- Land Use Plan Amendment
- Annexation Request ^{[1][2]}
- Request for Street Closure or Vacate Easement(s) ^[4]
- Grading Permit ^[2]

	Departmental Review Team (DRT) Review Phase			Planning Commission Review Phase		Board of Mayor and Alderman (BMA) Review ^[6] Phase (if applicable)
	Submittal Requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Cover Letter <input type="checkbox"/> Review Fees: See Fee Schedule ^[3] <input type="checkbox"/> Sets of Plans: <ul style="list-style-type: none"> <input type="checkbox"/> Final Site Plan Applications: 5 Full Size Sets of Plans (folded) and 5 Reduced Size (11x17) Sets of Plans (folded) <input type="checkbox"/> All other applications (plats, site plan modifications): 3 Full Size Set of Plans (folded) <input type="checkbox"/> Electronic Submittal (PDF Format - on disk) 			Submittal Requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Cover Letter <input type="checkbox"/> 5 Full Size Sets of Plans (folded) ^[4] <input type="checkbox"/> 15 Reduced Size (11x17) Sets of Plans (folded) ^[4] <input type="checkbox"/> Electronic Submittal (PDF Format - on disk) <input type="checkbox"/> One (1) set of mailing labels (adhesive) including the names and mailing addresses of all property owners within five hundred (500) feet of the limits of the development application. 		Submittal Requirements: <ul style="list-style-type: none"> <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Cover Letter <input type="checkbox"/> Fees: See Schedule ^[3] <input type="checkbox"/> 1 Full Size Set of Plans (folded) ^[4] <input type="checkbox"/> 8 Reduced Size (11x17) Sets of Plans (folded) ^[4] <input type="checkbox"/> Electronic Submittal (PDF Format - on disk)
	Complete ^[5] Applications Received between:	...will be discussed at the DRT Meeting of:	...and either a Notice to Proceed ^[5] or a requests for revisions ^[5] will occur by:	...and you submit revised plans/info ^[5] on or before this date:	...your application will be heard at the 6:00pm PC Meeting scheduled for:	...and the 6:00pm BMA Meeting ^[6] scheduled for:
January Cycle	10/16/12 to 10/31/12	11/27/12	11/28/12	12/18/12	1/3/13	1/28/13
	11/1/12 to 11/15/12	12/11/12	12/12/12			
February Cycle	11/16/12 to 11/30/12	1/15/13*	1/16/13*	1/22/13	2/7/13	2/25/13
	12/1/12 to 12/15/12	1/15/13	1/16/13			
March Cycle	12/16/12 to 12/31/12	1/29/13	1/30/13	2/19/13	3/7/13	3/25/13
	1/1/13 to 1/15/13	2/12/13	2/13/13			
April Cycle	1/16/13 to 1/31/13	2/26/13	2/27/13	3/19/13	4/4/13	4/22/13
	2/1/13 to 2/15/13	3/12/13	3/13/13			
May Cycle	2/16/13 to 2/28/13	3/26/13	3/27/13	4/16/13	5/2/13	5/28/13*
	3/1/13 to 3/15/13	4/9/13	4/10/13			
June Cycle	3/16/13 to 3/31/13	4/23/13	4/24/13	5/21/13	6/6/13	6/24/13
	4/1/13 to 4/15/13	5/14/13	5/15/13			
July Cycle	4/16/13 to 4/30/13	5/28/13	5/29/13	6/18/13	7/2/13*	7/22/13
	5/1/13 to 5/15/13	6/11/13	6/12/13			

* This date has been adjusted from the normal schedule to avoid conflicts with Town holidays.

^[1] Rezoning and Annexations require three separate readings at three separate BMA meetings. The BMA meeting date shown is the first reading date.

^[2] Subdivision plats and grading permits are approved by the PC and are not heard by the BMA. If a Development Agreement is related to construction drawings associated with the subdivision plat or Grading Permit, a separate submittal would occur to the BMA once the Town Engineer has approved the construction drawings, and the BMA date shown would not be applicable if the construction plans were not approved.

^[3] Fees vary by application type. Consult the Project Planner and/or the latest Fee Schedule published on the Town's website for the most accurate fees.

^[4] For applications that will be forwarded on from the PC to the BMA, such as Conditional Use Permits (CUPs), Planned Developments, Rezonings, Street Closures, etc, 5 Full Size Sets of Plans (folded) and 25 Reduced Size (11x17) Sets of Plans (folded) are required to be submitted.

^[5] Complete applications that address Town regulations usually receive an NTP, with conditions, after only one (1) DRT review cycle, and are able to proceed on to next PC and BMA meetings shown in the schedule above. Please note that delays of 30 days or more could occur in the review process if the plans are incomplete or need redesign to correct violations of Towns regulations. Incomplete plans will be rejected at the sufficiency review stage and miss a full DRT cycle. If the DRT review generated several staff comments, another DRT review cycle will likely be needed.

^[6] If the issues for an application are minor, the Development Director has the description to place an application on the first BMA agenda following the PC meeting provided that proper public notice can be provided and the submittal requirements (plan quantities, etc) have been met.