

Site Plan Review

A "Site Plan" is a series of drawings and plans that illustrates the intensity, density, height, architecture, and setbacks of a proposed project as well as drainage, landscaping, vehicular and pedestrian circulation, and other site elements. Site Plan review is required for all development types (except for single family houses) in the Town of Collierville to determine whether a proposed development complies with the zoning ordinance, design guidelines, and other applicable ordinances. Assuming the applicable zoning district or Planned Development Outline Plan allows the proposed use, a site plan will be required before construction/exterior alterations can commence.

There are two types of site plans in Collierville:

- Tier 1 - Minor Site Plans (administrative staff review only): Only Final Site plan Application is needed.
- Tier 2 - Major Site Plans (public review): For major site plans, a Preliminary Site Plan Application must be reviewed by the PC, DRC/HDC, and BMA before a Final Site plan Application can be filed. Applications for new construction that require a Conditional Use Permit (CUP) are typically processed as Major Site Plans.

There are four basis steps in the site plan process, described here in detail, with the second step not applicable in all cases:

- 1st Step: Pre-Application Conference with Development Department Staff
- 2nd Step: Preliminary Site Plan Application (if applicable)
- 3rd Step: Final Site Plan Application (applicable in all cases except for simple exterior alterations)
- 4th Step: Building Plans Review

For simple exterior alterations to existing buildings or modifications to an older existing site (generally built before 1994 which is when Collierville adopted its first set of Design Guidelines) or minor revisions to a property recently developed according to modern zoning regulations and design standards, "Exterior Alteration/Site Plan Modification" would be required (as opposed to the process described here). These are almost always reviewed administratively, unless the modification does not meet a requirement of the Zoning Ordinance or Design Guidelines.

At the Preapplication Conference staff will determine if the application constitutes a Tier 1 or Tier 2 Site Plan. Contact the Planning Division at 901-457-2360 to begin the process.