

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

Prior to submitting any application for review by the DRC, 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 DRC 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 the close of business on 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/live-and-archived-meetings>

**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:** DRC meetings and work sessions are typically held on the second 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.

### 2020 DRC Application Deadlines, Submittal Requirements, and Meeting Schedule

#### Submittal Requirements

- Completed Application Form
- Cover Letter Specific to DRC Issues – 2 copies
- Plans – 2 copies of the following type (as applicable)
  - Preliminary Site Plan (all sheets);
  - Final Site Plan (only affected sheets);
  - Comprehensive Sign Plan; or
  - Common Open Space (landscaping plan, details, tree mitigation plan, tree protection plan, lighting plan, and architectural elevations)
- Review Fees: \$200 (unless part of a Preliminary Site Plan or Preliminary Subdivision Plat)
- Electronic Submittal (PDF Format on disk)

#### DRC Application Submittal Deadline

#### DRC Meeting

12/10/19	1/9/20
1/14/20	2/13/20
2/11/20	3/12/20
3/10/20	4/7/20*
4/14/20	5/14/20
5/12/20	6/11/20
6/9/20	7/9/20
7/14/20	8/13/20
8/11/20	9/10/20
9/8/20	10/8/20
10/13/20	11/12/20
11/10/20	12/10/20
12/10/20*	1/14/21

\* date moved due to avoid conflicts with Town holiday