

TOWN OF COLLIERVILLE

2020 Submittal Deadlines, Requirements, & Meeting Dates



Planning Division
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INSTRUCTIONS FOR SUBMITTING AN APPLICATION:

- **STEP 1 - PRE-APPLICATION CONFERENCE (OPTIONAL):** Contact the Staff at 901-457-2360 to schedule a Pre-application Conference (suggested and provided by staff as a service, but not required prior to application). These meetings are typically every Tuesday afternoon from 1:00 pm to 5:00 pm. See back of this document for additional information.
- **STEP 2 - DETERMINE APPLICATION TYPE AND REVIEW PROCESSES:** Once you know your application type, use the table below to determine what level of staff review is needed and which Town Board or Commission has a roll in processing the application type.
- **STEP 3 - DETERMINE REVIEW CYCLE(S):** Based on the processes outlined in Steps 1 and 2, and thinking of your ideal time frame, determine your ideal Public Review cycle using the table below and "work backwards" to determine your submittal date.
- **STEP 4 - DETERMINE SUBMITTAL REQUIREMENTS:** Consult each applicable checklist to determine which items need to be submitted, which is dependent on the phase of review (staff, public, post-approval, etc). See back of this document for additional information.

STEP 2 - DETERMINE APPLICATION TYPE AND REVIEW PROCESSES

| Application Type | Which Board or Commission has a roll in the process of review of an application type? | | | | | |
|--|---|---------------------------|---------------------|--|--|------------|
| | Staff Review Phase | | Public Review Phase | | | |
| Legend: R = Recommendation D = Decision AR = Advisory Review / No Decision CofA = Certificate of Appropriateness (Only if in Historic District overlay) C = Comments only prior to public review Greyed in box = Not Applicable | | | | DRC If involves Tree Mitigation, Common Open Space, Community Facilities, Buildings, PDs, Fences, Signs or Landscaping outside of the Historic District. | HDC If in the Historic District, then no DRC review. | BMA |
| Most Common Application Types | Full Staff Review | Minor Staff Review | PC | | | |
| Sketch Plat (required step for all Major Subdivisions unless waived) | C(b) | | AR | | CofA(a) | |
| Preliminary Subdivision Plat | C(b) | | D | | CofA(a) | |
| Subdivision Infrastructure Construction Drawings | C(b) | | | D(a) | D(a) | D(b)(j) |
| Final Subdivision Plat (Minor) | | D | | | CofA(a) | |
| Final Subdivision Plat (Major) | | C(b) | D | | CofA(a) | |
| Conditional Use Permit | | C | R | | | D |
| Rezoning | | C | R | | | D |
| Land Use Plan Amendment | | C | D | | | D |
| Planned Development (New) or Planned Development Amendment (Major) | | C | R | R (sign policy)(a) | | D(h) |
| Preliminary Site Plan (Major) | C(b) | | R | R | CofA/R(a) | D |
| Final Site Plans (Major or Minor) | C(b) | | | | CofA(a) | D(b)(j) |
| Site Plan Modification/Exterior Alterations | | D(a)(i) | | R(a)(i) | CofA(a)(i) | D(i)(j) |

STEP 3 - DETERMINE REVIEW CYCLE(S)

| Public Review Cycles | Staff Review Phase (g) | | Public Review Phase | | | | | |
|----------------------|---|---|--|--|--|--|--|--|
| | For applicants that require full Staff review, if a complete Application is received between: | ...then review comments from Staff will be provided by: | If you submit plans/info requested on or before this date: | ...your application will be heard at the PC Meeting scheduled for: | ...and either the DRC Meeting scheduled for (outside the Historic District): | ...or the HDC Meeting scheduled (for property inside the Historic District): | ...and if the required information is provided by: | ...will be on the agenda for public review at the BMA Meeting scheduled for: |
| January 2020 | 10/1/19 & 10/15/19 | 11/13/19 | 12/10/19 (c) | 1/7/20 (e) | 1/9/20 | 12/17/19 (e)(f) | 12/9/19 (d) | 1/13/20 |
| | 10/16/19 & 10/31/19 | 11/27/19 | | | | | 12/23/19 (d) | 1/27/20 |
| February 2020 | 11/1/19 & 11/15/19 | 12/18/19 | 1/14/20 (c) | 2/6/20 | 2/13/20 | 1/23/20 (f) | 1/6/20 (d) | 2/10/20 |
| | 11/16/19 & 11/30/19 | 1/2/20 (e) | | | | | 1/21/20 (d)(e) | 2/24/20 |
| March 2020 | 12/1/19 & 12/15/19 | 1/15/20 | 2/11/20 (c) | 3/5/20 | 3/12/20 | 2/27/20 (f) | 2/3/20 (d) | 3/9/20 |
| | 12/16/20 & 12/31/19 | 1/29/20 | | | | | 2/17/20 (d) | 3/23/20 |
| April 2020 | 1/1/20 & 1/15/20 | 2/12/20 | 3/10/20 (c) | 4/2/20 | 4/7/20 (e) | 3/26/20 (f) | 3/9/20 (d) | 4/13/20 |
| | 1/16/20 & 1/31/20 | 2/26/20 | | | | | 3/23/20 (d) | 4/27/20 |
| May 2020 | 2/1/20 & 2/15/20 | 3/11/20 | 4/14/20 (c) | 5/7/20 | 5/14/20 | 4/23/20 (f) | 4/6/20 (d) | 5/11/20 |
| | 2/16/20 & 2/29/20 | 3/25/20 | | | | | 4/20/20 (d) | TBD(e) |
| June 2020 | 3/1/20 & 3/15/20 | 4/15/20 | 5/12/20 (c) | 6/4/20 | 6/11/20 | 5/28/20 (f) | 5/4/20 (d) | 6/8/20 |
| | 3/16/20 & 3/31/20 | 4/29/20 | | | | | 5/18/20 (d) | 6/22/20 |
| July 2020 | 4/1/20 & 4/15/20 | 5/13/20 | 6/16/20 (c) | 7/7/20 (e) | 7/9/20 | 6/25/20 (f) | 6/8/20 (d) | 7/13/20 |
| | 4/16/20 & 4/30/20 | 5/27/20 | | | | | 6/22/20 (d) | 7/27/20 |
| August 2020 | 5/1/20 & 5/15/20 | 6/17/20 | 7/14/20 (c) | 8/6/20 | 8/13/20 | 7/23/20 (f) | 7/6/20 (d) | 8/10/20 |
| | 5/16/20 & 5/31/20 | 7/1/20 | | | | | 7/20/20 (d) | 8/24/20 |
| September 2020 | 6/1/20 & 6/15/20 | 7/15/20 | 8/11/20 (c) | 9/3/20 | 9/10/20 | 8/27/20 (f) | 8/10/20 (d) | 9/14/20 |
| | 6/16/20 & 6/30/20 | 7/29/20 | | | | | 8/24/20 (d) | 9/28/20 |
| October 2020 | 7/1/20 & 7/15/20 | 8/12/20 | 9/8/20 (c) | 10/1/20 | 10/8/20 | 9/24/20 (f) | 9/8/20 (d)(e) | 10/12/20 |
| | 7/16/20 & 7/31/20 | 8/26/20 | | | | | 9/21/20 (d) | 10/26/20 |
| November 2020 | 8/1/20 & 8/15/20 | 9/9/20 | 10/13/20 (c) | 11/5/20 | 11/12/20 | 10/22/20 (f) | 10/5/20 (d) | 11/9/20 |
| | 8/16/20 & 8/31/20 | 9/23/20 | | | | | 10/19/20(d) | 11/23/20 |
| December 2020 | 9/1/20 & 9/15/20 | 10/14/20 | 11/10/20 (c) | 12/3/20 | 12/10/20 | 11/17/20 (e)(f) | 11/9/20 (d) | 12/14/20 |
| | 9/16/20 & 9/30/20 | 10/28/20 | | | | | TBD (d)(e) | TBD (e) |
| January 2021 | 10/1/20 & 10/15/20 | 11/11/20 | 12/15/20 (c) | 1/7/2021 | 1/14/21 | 12/15/20 (e)(f) | 12/7/20 (d) | 1/11/21 |
| | 10/16/20 & 10/31/20 | 11/25/20 | | | | | 12/21/20 (d) | 1/25/21 |
| February 2021 | 11/1/20 & 11/15/20 | 12/16/20 | 1/12/21 (c) | 2/4/21 | 2/11/21 | 1/28/21 (f) | 1/4/21 (d) | 2/8/21 |
| | 11/16/20 & 11/30/20 | 11/30/20 | | | | | 1/19/21 (d)(e) | 2/22/21 |

Footnotes:

- (a) For deadline dates for BZA Variances & Appeals of Staff Decisions, Site Plan Modification/Exterior Alterations, Certificates of Appropriateness (CofA) in the Historic District, and DRC items (open space, fences, appeals of Staff decisions), see separate calendar for the DRC, HDC, or BZA, as applicable.
- (b) Full Staff review is required before applicants can apply for Public Review. "Full staff review" means that the Departmental Review Team (DRT) reviews the application. The DRT is composed of designated representatives from the following departments and divisions: Development Department (Building, Codes, Engineering, Planning), Fire Administration (Fire Marshal), Parks and Recreation, Police, Public Services, and Finance. Its primary purpose is best described as "a resource" for the Town Planner and Development Director in the formulation of staff recommendations for the PC and BMA. The DRT reviews and formulates staff comments/recommendations for any applications pending before the Planning Commission. The DRT also reviews Final Site Plans and provides comments to the Development Director related to the Development Agreement Process. The DRT meets twice a month in an internal staff meeting conducted by the Town Planner. Applicants/developers are not expected to, and should not, attend this meeting. An opportunity will be extended to meet with staff after the DRT comments are released. The DRT does not take a formal vote and does not approve applications. Based on the DRT's feedback, staff will issue correspondence to the applicant to specifically describe any changes/information needed and the applicant's next steps. The applicant can then decide to either request DRT review again (encouraged when there are lots of staff comments) or submit information for public review (PC, BMA, DRC, HDC). PC review is not required for Final Site Plans.
- (c) This is the date to apply for the next available PC agenda. Most cases going before the PC will have already been reviewed in some way prior to this date. Preliminary Site Plans, Preliminary Subdivision Plats, and Sketch Plats must undergo full Staff (DRT) review before applying for PC review. Land Use Plan Amendments require advertisement 30 days prior to the PC meeting and must be submitted 45 days in advance of the PC meeting to allow for proper notice. Planned Developments (New) or Planned Development Amendment (Major) must be submitted 45 days prior to the PC meeting to allow time for affected departments to review the application. Conditional Use Permit (CUPs), Final Subdivision Plats (Major or Minor), and Rezoning can be submitted on this date as they do not undergo Full Staff (DRT) review.
- (d) For construction plans (Final Site Plans & Subdivision Infrastructure), the applicant/developer must sign and return the Development Agreement two weeks in advance of BMA meeting date. Failure to do so will be grounds for removing the Development Agreement from the BMA's agenda. The Town Administrator sets the BMA's agenda.
- (e) This date has been adjusted from the normal schedule to avoid conflicts with Town holidays.
- (f) The HDC meeting dates are shown prior to the PC meeting in the public review cycle to allow both the PC & BMA the benefit of the HDC's review prior to making a decision that could affect the Historic District.
- (g) For items that require full Staff review (DRT review), the applicable review cycle is based on when the application is submitted. Submittals received on or before the 15th day in a month will be reviewed by Staff by the middle of the next month; submittals after the 15th day in a month will be reviewed by Staff by the end of the next month. If a cycle deadline occurs over the weekend or during holiday, applicants must submit in advance of the deadline to be within the review cycle. For items that only require minor Staff review (DRT review is not needed), allow approximately 10 business days for review of the application before comments are issued.
- (h) Planned Developments must be revised to reflect any conditions recommended by the PC and HDC/DRC before the applications are placed on the BMA agenda for consideration. This means that such cases are usually heard by the BMA the month following PC review to allow the applicant time to make the revisions and allow staff time to review the revised application before it is forwarded to the BMA.
- (i) Most Site Plan Modification/Exterior Alterations are reviewed and approved administratively by staff. Staff cannot approve request that do not comply with the applicable Design Guidelines (HDC or DRC). Applicants can appeal staff decisions/interpretations of the Guidelines to either the HDC/DRC. Appeals of staff decisions related to regulations found in the Zoning Ordinance are heard by the BZA.
- (j) For Subdivision Infrastructure Construction Drawings and Final Site Plans, a Development Agreement will be required if there is public or private infrastructure for which security is required. Some Site Plan Modifications require Development Agreements. In some cases, Development Agreements can be executed by the Mayor without review/approval of the entire BMA (see Subdivision Regulations and Zoning Ordinance for criteria).

STEP 4 - DETERMINE SUBMITTAL REQUIREMENTS

When and where to apply? 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.

What should I submit? Do fees apply? Consult the appropriate application checklist and application form(s) found online at this location: <https://collierville.com/departments/development/planning/regulations-forms/applications-and-forms>. On the deadline day, sufficient applications will must contain the following:

- Completed Application Form(s) - signed by the applicant and current property owner
- Cover Letter (explains what is being requested and the scope of the project – note any variances or waivers from standards being requested with justification)
- Plans & Studies (see checklist) – For items that require Full Staff (DRT) review, submit 5 full size sets and 5 reduced (11"x17") sets. For all other submittals, submit only 2 full size copies. Additional copies of color Pattern Books for Planned Developments (new or major amendments) will be required for public review.
- Electronic Submittal (PDF Format- on disk, flash drive, or emailed) of all materials (plans, letters, studies, forms, color renderings, etc.)
- Review Fees (as applicable). The Town's current fee schedule can be found online here: <https://collierville.com/departments/finance> Please note that the BMA updates this schedule regularly. Unless otherwise directed by staff, the fee only applies at the initial deadline and not for resubmittals or revisions during the review process.

ADDITIONAL INFORMATION

Pre-Application Conferences Recommended: Prior to submitting any application, it is suggested, but not required, that the prospective applicant meet with Development Department staff for a "Pre-application 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 formal application. Time permitting, staff will offer feedback on the proposed design; however, any comments provided do not constitute a thorough staff review. Additional staff comments are to be expected. 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.

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/or placement on a public meeting agenda.

Staff Reports Posted Online: A PC, DRC, HDC, or BZA staff report will be posted online typically by 5:00 pm on the Friday before the scheduled public meeting at the following location: <http://collierville.com/government/live-and-archived-meetings> BMA staff reports are usually released the Tuesday prior to the BMA meeting.

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: All meetings are held 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 call (901) 457-2360.

- PC meetings will be held at 6:00 pm on the **FIRST** Thursday of each month. The meetings in January and July are often moved to the following Tuesday to avoid conflicts with Town holidays.
- DRC meetings will be held at 5:00 pm on the **SECOND** Thursday of each month.
- BZA meetings will be held at 5:00 pm on the **THIRD** Thursday of each month.
- HDC meetings will be held at 4:00 pm on the **FOURTH** Thursday of each month (except in November and December HDC meetings are held on the third Tuesday).
- BMA meetings will be held at 6:00 pm on the **SECOND** and **FORTH** Monday of each month. The BMA usually cancels its second meeting in December to avoid conflicts with Town holidays. The second BMA meeting in May is often rescheduled to another date to avoid conflicts with Memorial Day.