

TOWN OF COLLIERVILLE

Grading Permit Request (from Planning Commission)

Planning Division
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Collierville, TN 38017

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GENERAL DESCRIPTION: It shall be unlawful to remove any tree or to commence any grading, earthmoving or changing of elevation of property without first having applied for and received a grading permit, per §151.269 of the Zoning Ordinance. The majority of grading permits in Collierville are approved through either the:

- Site Plan Process (via a Final Site Plan and Development Agreement), or
- Subdivision Process (via a Preliminary Subdivision Plat, Subdivision Infrastructure Construction Plan, and Development Agreement).

When neither of these procedural steps have occurred and a property owner wants to proceed with grading, earthmoving, changing of elevation of property that will cause removal of 15% or more of trees eight inches or greater in a diameter at a point four and one-half feet above the ground level, §151.270 and §151.271 state that the Planning Commission (PC) may approve a grading permit. The PC will see how the property owner plans to develop the property as they consider if it is appropriate to remove some or all of the existing trees. If trees are to be removed the PC will want the property owner to commit to replacing the trees that are removed. Some exceptions may be possible for tree removal related to agriculture.

PRE-APPLICATION CONFERENCES (OPTIONAL): As a service to the prospective applicant/property owner, staff offers the opportunity for a Pre-application Conference with key staff. Pre-application Conferences are intended to be a “one-stop shop” for potential applicants to meet with all departments involved in the development process at the same meeting. They can prove to be very beneficial to both the applicant and staff, as the officials responsible directly for the review (Planning, Engineering, Codes, Fire, Public Services, Police, and Parks & Recreation, etc.) can be in attendance if requested.

The primary purpose of the meeting is for Staff to explain the applicable development processes, permits, and fees pertinent to the project prior to applicants submitting a formal rezoning application. These meetings also provide an opportunity for the developer to discuss his/her proposal with Town officials and get their input. Applicable rules and regulations will be discussed as they relate to the proposal, but the Pre-application Conference does not constitute an application nor are any preliminary staff comments binding. In addition to notes from the meeting taken by the Staff, other relevant information will be made available to the applicant at the end of the meeting (applications, checklists, forms, latest fee schedule, submittal calendar, etc.). Formal notes are taken during the meeting by staff and emailed to the potential applicant after the meeting for a record of what was discussed.

Submittal Requirements for a Grading Permit

Staff (DRT) Review Phase:

- Completed General Application Form/Route Slip (see Preapplication Conference notes for how to complete form) – One (1) Copy
- Disclosure of Interest Form (if applicable) – One (1) Copy
- Electronic version of the entire submittal package (PDF Format)
- Cover Letter – Ten (10) Copies – See Page 2 for needed content
- Review Fee: \$500
- Drainage Narrative – Two (2) Copies
- Full Size Set of Plans – Five (5) Copies (see checklist for required content)
- Reduced Size (11"x17") Set of Plans – Five (5) Copies (see checklist for required content)
- Completed Development Agreement Information Sheet (DAIS) Form.
- Other Information that was specifically requested at the Preapplication Conference (recent survey, traffic study, photographs of the site, etc.)

Public Review Phase:

- Completed general application form/route slip– One (1) Copy
- Updated Cover Letter – Two (2) Copies – See Page 2 for needed content
- Response letter – Two (2) Copies – Addressing conditions of approval from Staff (DRT) Review Phase
- Updated Traffic Generation Letter or Traffic Impact Analysis (TIA), as applicable – Two (2) Copies
- Updated Drainage Summary– Two (2) Copies Updated Development Agreement Information Sheet (DAIS) Form
- Full Size Set of Plans – Two (2) Copies (see checklist for required content)
- Other Information that was specifically requested during the staff review phase (updated traffic study, drainage information, etc.)
- Electronic version of the entire submittal package (PDF Format)

Post-Approval Phase: A Development Agreement must be entered into before construction can occur. Submit corrected of Subdivision Infrastructure Construction Plans to address DRT comments Development Agreement.

Pre-application Conferences are typically scheduled every Tuesday afternoon from 2:00 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.

PLANS – The following information/documentation is required:

- Vicinity Map** - Show all property owners within five hundred (500) feet of each property line
- Non-binding Conceptual Site Layout & Environmental Impacts** - See requirements below (pages 1-2).
- Tree Plan:** identifying tree species, caliper size and location of all trees eight (8) inches in diameter or larger in accordance with the Zoning Ordinance. The plan shall include the total number of trees proposed for preservation and total proposed for removal. All trees to be removed shall be marked with an "X" on the plan. The plan shall include location and method of protective measures to be implemented during site development.
- Tree Mitigation Plan** - Explain measures introduced to replace trees removed as a result of site development. The plan shall provide the number, species, caliper size and location of all trees to be added to the site.
- Grading and Drainage Plan** - Show the nature and extent of the proposed grading, earth-moving or change in elevation.
- Erosion Control Plan** – Show the management of on-site generated sedimentation, erosion and runoff. A copy of TDEC approval shall be submitted and the permit number shall be written on all sheets of the grading plan
- Stormwater Management** – Existing and proposed topography based upon mean sea level shall be denoted on plan. The general location and size of required stormwater detention structure(s) shall also be delineated on plan. Stormwater calculations may be required by Town Engineer upon submittal of a plan depicting general location and size of required stormwater detention system, general routing of storm sewer lines, and location(s) of discharge point(s).
- Water and Sewer Flow Projections** – Applicant shall provide an estimate of the water system pressure and flows required by the development as well as the average and peak sewer flows generated by the development.
- Water and Sanitary Sewer Mains** – General routing of sanitary sewer mains and water distribution piping to serve the development.
- Non-Binding Conceptual Site Layout Requirements** - The site layout shall be prepared by a registered professional engineer and shall conform, at a minimum, to the following requirements and include the following information:
 - Be drawn to a scale between 1" = 10' through 1" = 60'.
 - North arrow
 - Site plan shall be prepared on 24" x 36" sheet. All other plans shall be on sheets no larger than 24" x 36" and numbered sequentially if submitted in multiple pages and shall include a Master Index Sheet. All lettering shall be at least 0.1 in size relative to drawing scale, and shall be mechanically drawn (no hand lettering permitted).
 - Show existing and proposed public and private greenbelts, trails and parklands within or immediately adjacent to the proposed development
 - Neighboring properties, a minimum of 100' from property lines of subject property
 - Existing and proposed (public and private) rights-of-way and roads
 - Geometry of site (foot print of building both existing and proposed, location of building, curb layout, parking spaces, location of islands, etc.)
 - Typical dimensions (building to property lines, curb to property lines, drive aisle, etc.)
 - Public and private ingress and egress easements
 - Public and private utility and drainage easements
 - Outline of existing and proposed outdoor display and/or storage areas
 - Landscape areas and easements/buffers
 - Flood elevation with graphic limits denoted on plan document for base flood elevation, floodplain, and floodway
 - Name of property owner and property tax map I.D. number of all adjoining property parcels
 - Zoning classification and land use of all adjoining tracts of land
 - Vicinity map depicting a minimum of a 1-mile radius in all directions around site including major roads and notable landmarks
 - Show area reserved for storm water detention, label and dimension. Include preliminary calculations to show that area is large enough to accommodate pond.
 - Pretreatment requirements for sanitary waste (if required)
 - Setback information both graphic and table form (front, rear and side yards)
 - Proposed location of sewer tie-in
 - Proposed location of water tie-in
 - Include the following information in the **title block**:
 - Site plan name including proper phase number, if applicable
 - Project design firm, address, phone number and fax number

- Name and address of property owner and/or applicant/developer
- Scale
- A **Site Data Block** is required. Use Subdivision or Site Plan data chart on the Town's website as a guide.
- If existing buildings are located on the site and will remain, information regarding those buildings should also be noted in the site data block for FAR, total building area, etc.
- Environmental Impacts** – If applicable, environmental impacts shall be noted on the site layout or as a separate drawing. Such impacts include, but are not limited to:
 - Aquatic Resource Alteration Permit designations
 - Base flood elevation, floodplain, and floodway delineation
 - Wetlands
 - Wellhead protection zone(s)
 - Abandoned wells and septic fields
 - Underground storage tanks
 - Archeological features including cemeteries, historic monuments, etc.

SUPPLEMENTAL EXHIBITS: Except for the grading plan, any supplemental exhibits provided to the Town are not binding if the grading permit is approved. Separate applications (site plans, subdivision plats, building permits, etc.) would be required to authorize vertical construction and the subdivision of land. Supplemental exhibits can be helpful to the staff, PC, BMA, and public in understanding the applicant's reasons for requesting the grading permit. Feedback received during the grading permit process on such exhibits could prove helpful to the applicant for the next stages of development.

PUBLIC NOTICE: The Town of Collierville will mail postcard notices in advance of the PC and BMA meeting(s). Address labels will be furnished by the Town. The Town will also publish notices of the public meetings in a local newspaper and on the Town's website. The applicant is not responsible for public notices.

Online Permit & Application Center: For your convenience, the Development Department is providing a new online solution for Planning-related permit/development applications, fee payment, and plan submission. Before you apply online your first step will be to create a customer profile and add employees or consultants that need to do business on your behalf. This solution will allow you to upload PDF versions of the plans and documents, track the status of the permit/application, and much more! If you pay fees online there will be a 4% convenience fee. Otherwise, you can mail a check to Town Hall noting the case number and project. Instructions will be provided for submitting paper-versions of your application as well when you apply online.

Repeat customers will need an access code from the Planning Division (planning@colliervilletn.gov or 901-457-2300) to set up a new account. Go to the following link to get started: <https://tn-smartgovcommunity.com/Public/Home?conv=1>

Please direct questions about submitting Planning-related applications to the Online Permit & Application Center to planning@colliervilletn.gov or 901-457-2300.

