

**TOWN OF COLLIERVILLE**  
**Planning Division Project Application Form/Route Slip**



Planning Division  
 500 Poplar View Pkwy  
 Collierville, TN 38017

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

<b>Project Name:</b>  <b>How is this application being submitted?</b> <input type="checkbox"/> Online Permit & Application Center (printed copies may also be needed) <input type="checkbox"/> In-person (only)	<b>Requested Meeting Date(s) (if applicable):</b> <input type="checkbox"/> N/A <input type="checkbox"/> DRT: <input type="checkbox"/> PC: <input type="checkbox"/> DRC: <input type="checkbox"/> HDC : <input type="checkbox"/> BMA: <input type="checkbox"/> BZA:	<b>Which Project Planner(s) have you been working with?</b> <input type="checkbox"/> Nancy Boatwright <input type="checkbox"/> Diana Dubois <input type="checkbox"/> Jaime Groce <input type="checkbox"/> Scott Henninger <input type="checkbox"/> Don Singleton <input type="checkbox"/> Other:
<b>Applicant's Contact Information:</b>  Applicant Contact Name:  Business Name:  Street Address:  City:                                  State:                                  Zip:  Desk:                                  Fax:  Cell:                                  Email:	<b>Owner's Contact Information:</b>  Owner Contact Name:  Business Name:  Street Address:  City:                                  State:                                  Zip:  Desk:                                  Fax:  Cell:                                  Email:	
<b>Application Type(s)</b> Check all that may apply: <input type="checkbox"/> Preliminary Site Plan <input type="checkbox"/> Final Site Plan (use this type and form for Type A Site Plan Modification/Exterior Alterations - for Type B, C, and D Site Plan Modification/Exterior Alterations complete the separate form): <input type="checkbox"/> Major (follows the Preliminary Site Plan Step) <input type="checkbox"/> Minor (a Preliminary Site Plan was <u>not</u> required) <input type="checkbox"/> Sketch Plat (Subdivision) <input type="checkbox"/> Preliminary Subdivision Plat <input type="checkbox"/> Construction Drawings (for a subdivision) <input type="checkbox"/> Final Subdivision Plat (indicate type): <input type="checkbox"/> Minor (affects 1 lot only or lot line shifts typically administrative review only)(2-lot subdivisions PC approval typically required but Preliminary Plat step can be skipped) <input type="checkbox"/> Major (3 or more lots = PC approval required) <input type="checkbox"/> Rezoning Request <input type="checkbox"/> Conditional Use Permit (CUP)(check all that may apply): <input type="checkbox"/> Outdoor Event/ Class II Special Event (when a CUP required) <input type="checkbox"/> Cell Tower (new) <input type="checkbox"/> Other Type (list use) _____ <input type="checkbox"/> Planned Development (New Outline Plan & Pattern Book) <input type="checkbox"/> Planned Development Amendment(s): <input type="checkbox"/> Minor (administrative) <input type="checkbox"/> Major (check all that may apply): <input type="checkbox"/> Outline Plan Text Amendment <input type="checkbox"/> Pattern Book Amendment <input type="checkbox"/> Request to Vacate Easement <input type="checkbox"/> Street Closure Request <input type="checkbox"/> Zoning Ordinance Text Amendment Request <input type="checkbox"/> Land Use Plan Amendment Request <input type="checkbox"/> Major Road Plan Amendment Request <input type="checkbox"/> Annexation Request <input type="checkbox"/> Applications Unique to the Design Review Commission (DRC): <input type="checkbox"/> Common Open Space Plan <input type="checkbox"/> Appeal of Staff Decision/Interpretation <input type="checkbox"/> Historic District Commission (HDC) Certificate of Appropriateness Applications: <input type="checkbox"/> Subdivision and/or Common Open Space Plan <input type="checkbox"/> Exterior Alterations, Demolition, Relocation (also complete separate CofA form) <input type="checkbox"/> Other: <input type="checkbox"/> Board of Zoning Appeals (BZA) <input type="checkbox"/> Variance <input type="checkbox"/> Appeal of Administrative Decision <input type="checkbox"/> Other: <input type="checkbox"/> Small Cell Tower <input type="checkbox"/> Cell Tower Co-Location <input type="checkbox"/> Other Application Type:	<b>Which of the following best describes the current status of your application?</b> <input type="checkbox"/> <b>DRT or Staff Review Stage</b> <input type="checkbox"/> <b>Public Review Submittal Stage</b> (check all applicable public Boards/Commissions that you anticipate will review your application)(consult the Preapplication Conference notes): <input type="checkbox"/> Planning Commission (PC) <input type="checkbox"/> Design Review Commission (DRC) <input type="checkbox"/> Historic District Commission (HDC) <input type="checkbox"/> Board of Mayor and Aldermen (BMA) <input type="checkbox"/> Board of Zoning Appeals (BZA) <input type="checkbox"/> <b>Missing Information:</b> You already have a pending application but you are providing missing information to respond to a sufficiency review from your Project Planner <input type="checkbox"/> <b>Follow-up:</b> You are submitting post-approval information to address conditions of approval (PC, DRC, BZA, HDC, DRT)	
<b>Date of your Optional Pre-application Meeting with Staff prior to submitting:</b>		
<b>This portion to be completed by staff:</b>		
<b>Project Planner Assigned:</b> <input type="checkbox"/> Nancy Boatwright <input type="checkbox"/> Diana Dubois <input type="checkbox"/> Jaime Groce <input type="checkbox"/> Scott Henninger <input type="checkbox"/> Don Singleton <input type="checkbox"/> Other:	<b>Application Date:</b>  <b>Sufficiency Review Due Date:</b>  <b>Staff Comments Due to Development Tech.:</b>  <b>Application will be Discussed at DRT on:</b>	
<b>Case Number(s):</b> DD# _____  HDC# _____  BZA# _____	<b>Internal Routing:</b> <input type="checkbox"/> Development Services: <input type="checkbox"/> Development Director (Jay Cravens) <input type="checkbox"/> Planning, Town Planner (Jaime Groce) <input type="checkbox"/> Planning, Project Planner (File Copy) <input type="checkbox"/> Codes (Tim Pendleton) <input type="checkbox"/> Engineering (Steven Russell) <input type="checkbox"/> Engineering (Dawn Weir) <input type="checkbox"/> Development Technician (Mike Kelly) <input type="checkbox"/> Administration <input type="checkbox"/> Finance (Kate Watkins) <input type="checkbox"/> Fire Administration (Paul Witt) <input type="checkbox"/> Parks and Recreation (Greg Clark) <input type="checkbox"/> Police (David Yelvington) <input type="checkbox"/> Public Services (Richard Mills) <input type="checkbox"/> Economic Development (John Duncan)	
<b>Which Board/Commission will review this application?</b> <input type="checkbox"/> None – limited staff review only <input type="checkbox"/> DRT <input type="checkbox"/> PC <input type="checkbox"/> DRC <input type="checkbox"/> HDC <input type="checkbox"/> BZA <input type="checkbox"/> BMA		

Site Data and Information about the Subject Property (complete all that may apply):		
Parcel ID Number(s):		
Address(es) of Subject Property:		
Subdivision Name:		
Lot Number(s):		
Total # of Proposed Lots:		
Subject Property Acreage:		
Zoning Information:	Existing:	Proposed:
Dwelling Unit Information:	Existing:	Proposed:
Nonresidential Building Square Footage:	Existing:	Proposed:

**AUTHORIZATION & ACKNOWLEDGEMENT:** *If the applicant (often the design professional) and/or developer is different than the property owner, the application must be signed by all parties.*

I/we hereby certify that all information provided on this application and contained within any submittal documents (cover letters, plans, maps, studies, calculations, cost estimates, Development Agreement Information Sheet, etc) is accurate to the best of my/our knowledge and that I/we are authorized to initiate this application for the affected property (if applicable). As applicants, we understand that:

- This application becomes part of the Public Record of the Town of Collierville
- This application refers to the type of development applications indicated on page 1 and the scope of work indicated on page 2 and that applications not expressly listed in this document will require an additional application to the Town.
- The applicant and owner bear the responsibility to submit a complete and sufficient application package by the application submittal deadline. If all required materials/documents are not submitted to and received by the Development Department by the published deadline, the application will NOT be accepted for review or placed on a public meeting agenda.
- Approval of the proposed development is conditioned upon full compliance with all applicable regulations and ordinances of the Town of Collierville and any conditions imposed by the applicable Boards and/or Commissions of the Town (BMA, PC, DRC, HDC, BZA, etc).
- In cases where the applicant is not the property owner, it is also hereby acknowledged by the property owner that he or she is in full agreement with the content of this application.

By signing this application, the applicant (usually the design professional or owner), current property owner, and developer (as applicable) accept the above conditions.

Yes	No	IMPORTANT: Each application must indicate "yes" or "no" for submittal requirements provided as attachments to this application form. Applications without this table completed will not be processed. See checklists for list of submittal requirements.
		Completed Application Form (this form must be completed)
		Disclosure of Ownership Interest Form
		Application Review Fee of \$_____. Indicate below how the fee is being paid:
		<input type="checkbox"/> Online Permit & Application Center
		<input type="checkbox"/> Check or Cash
		Development Agreement Information Sheet (DAIS)
		Cover Letter/Response Letter: If submitting to respond to conditions of approval or formal staff comments an itemized response to each comment/condition is required.
		Electronic versions of the submittal – Indicate below how they are being provided:
		<input type="checkbox"/> Uploaded to Online Permit & Application Center
		<input type="checkbox"/> Flash drive or disk
		<input type="checkbox"/> Sent by email or file sharing service
		Indicate quantity of sets provided below. See applicable checklist for proper plan format and required sheets.
		<input type="checkbox"/> Full Size Sets of Plans (all but one set should be folded)
		<input type="checkbox"/> Reduced Size Sets (11 x 17)
		Color Renderings
		Material/Color Samples
		Traffic Study
		Color Images and Graphics (Site Plan/Landscaping Plan, Architectural Rendering/Illustrations)
		HOA Documents/Restrictive Covenants
		Construction Drawings (for a Subdivision)
		Drainage Report
		Other Information:

**Applicant (if different from the current property owner and developer):**

Applicant's Printed Name: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Owner(s)\*:**

Owner #1's Printed Name: \_\_\_\_\_ Owner #1's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner #2's Printed Name: \_\_\_\_\_ Owner #2's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner #3's Printed Name: \_\_\_\_\_ Owner #3's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Owner #4's Printed Name: \_\_\_\_\_ Owner #4's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Developer\* (if different from the current property owner and applicant):**

Developer's Printed Name: \_\_\_\_\_ Developer's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

\* **For Profit Entities.** If the application is submitted on behalf of a for-profit entity, i.e. general partnership, limited partnership, corporation, limited liability company, Real Estate Investment Trust (R.E.I.T.), a trust, or any other form of for-profit business entity, an authorized representative of the owner must provide the names and business or home addresses of all officers and directors, and, persons or entities which own 10% or more of the ownership interests. If applicable, use separate Disclosure of Interest Form.