

TOWN OF COLLIERVILLE

Planned Development Amendment (Minor) Checklist

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GENERAL DESCRIPTION: §151.160(J)(1) of the Zoning Ordinance allows for a planned development (PD) Outline Plan to be amended administratively if the Town Planner finds the change to be “minor,” which means:

- slight variations or alterations to the Outline Plan text or graphics which cannot reasonably be expected to cause a change in the internal function of the site/development or the or the PD’s off-site impact; and
- the changes are determined to be consistent with the intent of the original Outline Plan.

A request for a minor modification must explain the nature of the request and justification for the change, which could include illustrating the proposed change. If the Town Planner determines the proposed modification is not minor, the applicant may seek a “major” amendment (see applicable checklist).

Step 1- Optional Pre-Application Conference with Town Staff:

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 Planned Development Amendment (Minor) 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.

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.

Step 2- Staff Review: To initiate the staff review process, the applicant must submit an application package (see box above right). Cover letters for Planned Development Amendment (Minor) applications should address, at a minimum, the following:

- name of the PD being amended;
- location of the subject property (street address, parcel number, etc.);
- current property ownership;
- specific section within the Outline Plan to be amended and the exact wording and/or illustrations proposed;

Submittal Requirements for a Planned Development Amendment (Minor)

Staff & Public Review Phases:

- Completed general Application Form (see Preapplication Conference notes for guidance on how to complete form)
- Electronic version of the entire submittal package (PDF Format - on disk, flash drive, or emailed)
- Cover Letter, including the proposed text and/or graphics and justification – two (2) copies
- Images and/or graphics, as applicable – two (2) copies
- Review Fee: \$500
- Other Information that was specifically requested at the Preapplication Conference

Post-Approval Phase:

- Varies based on the specific request. Consult the “Next Steps” in the approval letter. In all cases, the mylar for the Outline Plan will need to be re-recorded with the Shelby County Register of Deeds.
- Recording fees (as applicable)

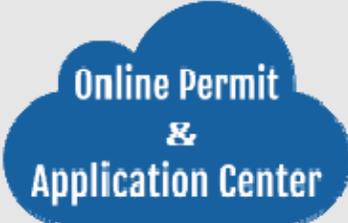
- ❑ justification for the request (how change will not reasonably be expected to cause a change in the internal function of the site/development, how change will not create an off-site impact);
- ❑ how change is consistent with the intent of the original Outline Plan); and
- ❑ what steps the applicant has taken to contact other property owners within the limits of the PD and properties within 500 feet of the limits of the PD to inform them of the change. At a minimum this should include a letter informing nearby property owners of the proposed change and how to contact the Town Planner with questions or concerns. A neighborhood meeting could also be held with the affected property owners, but this is not required. Address labels for affected property owners are available upon request from the Planning Division. This step could be waived if public notices are to be mailed by the Town for DRC meeting items.

Step 3- Public Review: The Town Planner will not approve the Planned Development Amendment (Minor) until the following has occurred:

- ❑ The affected property owners have been made aware of the proposed change and how to contact the Town Planner with questions or concerns.
- ❑ The request has been placed on an agenda of the Board of Mayor and Aldermen (BMA) or the Design Review Commission (DRC) in the case of comprehensive sign plans or minor common open space changes. The purposes of this step are to create a public record of the request, allow the BMA or DRC to express concerns about the amendment, and to allow for public comment on the requested amendment before it is finalized.

Once the Town Planner has sought input from the BMA and/or DRC regarding the proposed amendment, and the neighbors have had sufficient opportunity to contact the Planning Division to ask questions or express concerns, a letter will be issued with the Town Planner’s decision.

Step 4- Post-Approval Phase: If the request is approved, a PDF of the Outline Plan showing the amendment will be requested for confirmation that the changes have been made and any conditions addressed. A mylar version of the Outline Plan will need to be provided to the Town for signatures and recording with the Shelby County Register of Deeds to document the amendment. The applicant is responsible for any recording fees. The Town keeps copies of the Outline Plan mylar.

<p>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.</p>	
<p>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://twncollierville.tn.smartgovcommunity.com/Public/Home?conv=1</p>	
<p>Please direct questions about submitting Planning-related applications to the Online Permit & Application Center to planning@colliervilletn.gov or 901-457-2300.</p>	