

# TOWN OF COLLIERVILLE

## Final Subdivision Plat (Minor) Checklist

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**GENERAL DESCRIPTION:** Final Subdivision Plat (Minor) involve no more than two (2) lots and sometimes only involve changes to only one (1) lot. This process allows the Planning Commission and Town Staff to ensure that the community has a coordinated layout with adequate provisions for traffic, light, air, recreation, transportation, water, drainage, sewer and other services and to promote a distribution of population and traffic, which will tend to create conditions favorable to health, safety, convenience and prosperity. The process also allows the Town the ability to confirm that minimum standards are adhered to by developers of lands for residential, commercial and industrial uses.

- Final Subdivision Plats (Minor) are reviewed and approved by either the Planning Commission or Town Planner, depending on the scope of the request, after a brief staff review. Final Plats that create new developable lots are typically forwarded by staff to the Planning Commission for review and approval.
- Subdivision Infrastructure Construction Plans (if required) are reviewed by the Town Engineer. The Board of Mayor and Aldermen (BMA) reviews and approves Development Agreements. Some agreements can be signed by the Mayor only.
- The Historic District Commission (HDC) must review and approve the lot layout and building envelopes if the subdivision is in the local Historic Overlay.

**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 Final Subdivision Plat (Minor)

#### Staff 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 – Two (2) Copies – Explain the scope of the project and any waiver requests
- Review Fee: \$400
- Full Size Set of Final Plat – Two (2) Copies (see checklist for required content)
- Color Images and Graphics – Two (2) Copies
- Other Information that was specifically requested at the Preapplication Conference (recent survey, subdivision infrastructure construction drawings, 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 – Explain the scope of the project and any waiver requests
- Response letter – Two (2) Copies – Addressing conditions of approval from the Staff Review Phase
- Full Size Set of Final Plat – Two (2) Copies (see checklist for required content)
- Color Images and Graphics – Two (2) Copies
- 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:

- Any needed Subdivision Infrastructure must be installed per the stamped approved Construction Plans before the Final Plat can be recorded.
- A Final Subdivision Plat (Minor) must be recorded before the land can be divided and lots sold. Once all of the corrections to the plat are made, mylars are provided to the staff for signatures and recording. [Click here](#) for more information.

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.

**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.

**FINAL SUBDIVISION PLAT (MINOR) CHECKLIST:** The following information shall be submitted along with the application form. Initial each item to verify completeness. A copy of this completed checklist must be included with the application.

**A Sufficient Final Subdivision Plat (Minor) Consists the Following Documents:**

**General Information:**

Initial	Item
	For single-family detached residential uses, DRC has approved open space areas and amenities (note: HDC approval in-lieu of DRC approval where applicable)
	Subdivision Infrastructure Construction Drawings (if applicable) found to be substantially correct and complete by Town Engineer
	At a minimum, a cover letter for a Final Plat should include the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> current property owner;</li> <li><input type="checkbox"/> future property owner (if applicant is not the current property owner);</li> <li><input type="checkbox"/> current zoning;</li> <li><input type="checkbox"/> size of subject property;</li> <li><input type="checkbox"/> proposed total number of lots;</li> <li><input type="checkbox"/> total proposed gross residential density;</li> <li><input type="checkbox"/> proposed land uses on the site (including total acreage by land use classification);</li> <li><input type="checkbox"/> minimum setbacks if different than the normal base zoning;</li> <li><input type="checkbox"/> the percentage of land area within the proposed subdivision to be designated as common open space;</li> <li><input type="checkbox"/> the percentage of land area within the proposed subdivision to be disturbed; and</li> <li><input type="checkbox"/> a summary of any waivers being requested. Provide justification for any waivers to be requested. Any deviation(s) requested from the Subdivision Regulations must address the provisions of Article I, Section 10 (“Exceptions and Waiver of Conditions”).</li> </ul>
	Scale drawing of the property no smaller than one hundred (100) feet to an inch (smaller scale permitted for proposed lots larger than two acres)
	Plat prepared on sheets 20” x 24” in size and numbered sequentially if submitted in multiple pages (the first sheet including an index showing how all other sheets are organized)
	Plat prepared by a Registered Land Surveyor and Registered Professional Engineer licensed to practice in the State of Tennessee
	Date of the plat
	North arrow
	Scale
	Title of the subdivision
	Names of adjoining property owners
	Name and address of owner/developer
	Town’s Standard Data Chart for Subdivisions
	Names and addresses of design professionals
	The zoning designation(s), existing land use(s), and Land Use Plan designation(s) of adjoining properties
	The most recent recorded instrument number or plat book and page number for each deed
	Property tax map parcel numbers encompassing the proposed subdivision as recorded on the land tax maps of the county

	<p>The Town's Standard site data table and data block containing specific information (an example can be found online <a href="#">here</a>), including:</p> <ul style="list-style-type: none"> <li>• size of the original tract(s) being subdivided;</li> <li>• zoning classification(s) of tract(s) being subdivided;</li> <li>• proposed total number of lots;</li> <li>• total proposed gross density;</li> <li>• proposed land uses on the site (including total acreage by land use classification);</li> <li>• minimum setbacks and, if proposed, maximum setbacks or build-to requirements;</li> <li>• the percentage of land area within the proposed subdivision to be designated as common open space; and</li> <li>• the percentage of land area within the proposed subdivision to be disturbed.</li> </ul>
	Bearings referenced to true north or add adequate notes as to the reference
	State Plane NAD 83 (Tennessee) Coordinates (U.S. Survey Feet) shall be noted on all boundary corners
	Location and description of a clearly identified, competent, and verifiable point of beginning for the survey of the subdivision
	Location and description of all permanently monumented survey points established or recovered within or on the boundary of the subdivision
	Distances to the nearest one-hundredth of a foot (0.01') and angles or true or grid bearings to the nearest five seconds of arc (5")
	Sufficient data to determine readily and to reproduce on the ground the location, true or grid bearing and length of every street line, lot line, boundary line, block line, easement line, buffer line, and building line whether curved or straight. This shall include the location of the point of curvature (PC) and point of tangency (PT), the central angle, the radius, tangent distance, and chord distance for the centerline of curved streets and for curved property lines which are not bordering on a curved street. For property lines bordering on a curved street, the recorded distance shall be measured along the property line to PT. Where the computed arc distance along any curved property line exceeds the measured chord by more than five hundredths of a foot (0.05'), both the arc and the chord distance shall be recorded.
	Applicable certifications in the form reproduced in Article IV, Section 4 of the Subdivision Regulations shall appear upon the Final Plat. All required certificates shall bear the signature and stamp (if applicable) of the approving or authorizing agent at the time of application for final plat approval, except that the form for endorsement of the Planning Commission and Board of Mayor and Aldermen's approval for recording shall appear unsigned at the time of application for approval.
	The instrument number for any restrictive covenants that are to apply to lots or other parcels within the subdivision
	If the Final Plat contains jointly held common open space (COS), recreational facilities, or if any portion of the site is held in private ownership, the plat application must include <b>Homeowners' Association (HOA) documentation</b> stating that a HOA will be established that is charged with maintaining said areas. The Town Attorney will review the HOA documentation as to form prior to Planning Commission approval. Such documentation shall be approved as part of the platting process.

### Existing Features

Initial	Item
	Location of the property to be subdivided with respect to surrounding properties and public way(s)
	Name and lot patterns of adjoining developments along with the deed or book and page number of recordation within 250 feet of any perimeter boundary of the subdivision
	The location and size of existing stormwater detention or retention areas
	Location and dimensions of existing adjacent or internal water bodies, streams, and other prominent features, such as swamps, wetlands, ARAP streams, other environmentally or ecologically sensitive areas, railroads, buildings, parks, cemeteries, drainage ditches, sink holes, bridges, cultural resources, easements, instrument numbers as applicable, and other features as determined by Development Department staff or the Planning Commission
	The areas designated and delineated by FEMA, on the current NFIP FIRM, as "floodway" area(s), and "Special Flood Hazard Areas (SFHAs) Subject To Inundation By the 1% Annual Chance Flood" (SFHAs have been commonly referred to as "100-year flood zones")

	Distance and bearing of one of the corners of the boundary of the subdivision to the centerline of the closest dedicated road
	Location of existing electric power lines and poles (note if lines are overhead or underground)
	Location of all streets, intersections and driveway openings within two hundred-fifty (250) feet of each of the boundaries of the proposed subdivision

**Proposed Features**

Initial	Item
	Location and width of all public rights-of-way and private streets and alleys
	Proposed names of all new public ways
	Dimensions and location of lot lines
	Location of building setback lines
	Location of lots in numerical order
	Dimensions and location of easements or any areas to be dedicated or reserved for public use or to be designated for other than residential use with notes stating their purpose and limitations (see Article V, Section 2 B. 20 regarding specific information required for sewer and drainage easements). Easements must be graphically shown on the plat in addition to any plat notes.
	Proposed electric power lines and equipment (note if lines are overhead or underground and note the type of equipment)
	Dimension and area (to the nearest square foot) of all proposed (and/or existing) lots
	Location and size of proposed stormwater detention or retention areas
	Location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation
	Location and boundary of all open space with the proposed owner and designating the entity responsible for care, operation, and maintenance
	The minimum finished floor elevation of (the lowest portion of) occupiable structures
	<p>For subdivisions with private streets, provide the following note:</p> <p><i>All streets, drainage, water, sanitary sewer, street lights, entrance gates, structures, walls and fences, common open spaces, located within this subdivision unless expressly dedicated as public are private. Maintenance of all private streets and appurtenances is the sole responsibility of the _____ Homeowners Association and its successors, if any, or lot owner(s). The Homeowners Association, as owner of the streets and appurtenances, agrees to release, indemnify, defend and hold harmless the Town of Collierville against any and all claims or suits for property damage or loss and/or personal injury, including death, to any and all persons, of whatsoever kind of character, whether real or asserted, arising out of or in connection with, directly or indirectly: A) the use of private streets, emergency access, utility easements, entrance gate or structure by the Town of Collierville; B) the condition of private streets, street lights, private entrance gates, structures, private walls or fences, private pedestrian access, private storm drains, and emergency access; or C) the use of the private streets or appurtenances of the subdivision by the officers, agents, servants, employees, contractors, subcontractors, licensees, or invitees of the Town of Collierville for any purpose related to the exercise of governmental function or service. This note shall be recorded with the deed when the lot is conveyed to the Homeowner.</i></p>

I do hereby submit the attached Final Subdivision Plat (Minor) for review by the Town Planner or Collierville Planning Commission, as appropriate. The appropriate number of copies of the plat and accompanying documentation and information has been provided. I have reviewed the above checklists and do believe that all the information required has been presented.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Individual Submitting Plat

\_\_\_\_\_ Print Name

**PLEASE NOTE: NO PLANS WILL BE REVIEWED UNTIL ALL INFORMATION REQUIRED IS PRESENTED IN A FULL AND COMPLETE MANNER.**

**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@collierville.tn.gov or 901-457-2300) to set up a new account. Go to the following link to get started: <https://town-collierville-tn.smartgovcommunity.com/Public/Home?conv=1>

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

