

TOWN OF COLLIERVILLE

Site Plans

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

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



GENERAL DESCRIPTION: Site Plan review is required for all development types (except for single family houses) in the Town of Collierville to determine whether a proposed development complies with the zoning ordinance, design guidelines, and other applicable ordinances. The “Site Plan” is a series of drawings and plans that illustrates the intensity, density, height, architecture, and setbacks of a proposed project as well as drainage, landscaping, vehicular and pedestrian circulation, and other site elements. Assuming the applicable zoning district or Planned Development Outline Plan allows the proposed use, a site plan will be required before construction/exterior alterations can commence.

There are three types of site plans in Collierville, which are distinguished by the anticipated impact to the community or the level of public review that may be needed:

- **Major Site Plans (public review required):** Major Site Plans must go through the Preliminary Site Plan (see attached checklist) stage before they can submit a Final Site Plan (major) application (see attached checklist). The Preliminary Site Plan application will be formally placed on agendas of the Planning Commission (PC), Design Review Commission (DRC)/Historic District Commission, and Board of Mayor and Aldermen.
- **Minor Site Plans:** Minor Site Plans can skip directly to the Final Site Plan (Minor) Stage (see attached checklist). In general, nonresidential buildings in commercial areas 10,000 square feet or less, 20 or fewer multifamily units, projects using PILOTs, or additions of 25% or less than the existing building square footage, can be processed administratively as Minor Final Site Plans. There are circumstances when this is not the case, particularly when there is a potential for off-site impacts. PC and DRC/HDC review are not typically required for Final Site Plans unless waivers or exceptions are requested. The BMA reviews some, but not all, Final Site Plans with Development Agreements. Some Development Agreements can be processed administratively, with only the mayor signing on behalf of the Town. See §151.311 for the criteria for administrative Development Agreements.
- **Site Plan Modifications/Exterior Alterations:** Outside of the Historic District, most minor exterior modifications can be approved administratively. For sites/buildings that have been developed according to the Town’s site planning processes, or for minor revisions to existing sites or buildings (exterior alterations) built prior to modern zoning and design requirements (around 1994), most minor changes can be reviewed and approved administratively by staff and a full Final Site Plan application may not be required. Examples include the addition of awnings, outdoor display/storage areas, dumpster enclosures, parking lot expansions, revised landscaping plans, etc. Review fees, a formal application, and/or permits may still be applicable for such minor administrative reviews. See the Site Plan Modification/Exterior Alterations form for more details.

See the table in §151.311(E) of the Zoning Ordinance for more information on what constitutes a Major or Minor Site Plan. The Development Director has the final decision as to which process applies. Contact the Planning Division at 901-457-2360 with any questions.

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 Site Plan 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, Site Plan Checklist, 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.

Different Roles in the Site Plan Process:

The Planning Commission (PC) and Design Review Commission (DRC)/Historic District Commission (HDC) review the application for a Preliminary Site Plan and make a recommendation to the Board of Mayor and Aldermen (BMA) to approve, disapprove, or approve the application subject to conditions. The Departmental Review Team (DRT) conducts a review of most development applications. Its purpose is to review and formulate staff comments for Preliminary Site Plans pending before the Planning Commission and to review Final Site Plans. The DRT meets twice each month in a non-public meeting and is comprised entirely of Town staff. The DRT has representatives from Development Services (Building Codes, Engineering, Planning), Public Services, Finance, Fire Administration (Fire Marshal), Parks and Recreation, Finance, and Police. The Board of Zoning Appeals (BZA) sometimes plays a role in the Site Plan process, but its primary duties in the development process are to hear variances related to any aspect of review that comes from the zoning ordinance, or the appeal of a staff decision made on a portion of the zoning ordinance. The PC, DRC, HDC, BMA, and DRT have different roles and responsibilities in the site planning process. They have specific limits in authority. Of course, there is overlap in responsibilities for reviewing certain aspects (lighting, parking, site layout).

Aspect of a Site Plan Application	Preliminary Site Plans			Final Site Plans
	PC Review	DRC/HDC Review	BMA Review	DRT Review
Basic Plan Review:				
Bulk Regulations and Yard Requirements, Permitted Uses, and Existing Nonconformities	X	X	X	X
Site layout	X	X	X	X
Off-Street Parking and Loading	X	X	X	X
Pedestrian Circulation	X	X	X	X
Accessory or Temporary Uses/Structures	X	X	X	X
Traffic Circulation, Parking, and Access:				
Access Control, Vehicular Mobility, Circulation, and Traffic Impact	X		X	X
Vehicular Lines of Sight/Sight Distance	X		X	X
Environmental Protection and Stormwater Management:				
Stormwater Drainage (water quantity and quality)	X		X	X
Environmental Protection Standards	X		X	X
Preservation of Existing Trees and Site Features	X	X	X	X
Utilities:				
Easements, Utilities, Communications Equipment & Service Areas	X		X	X
Building and Site Aesthetics:				
Architectural Character, With Respect To Height, Materials, Scale, Style, Compatibility With Surroundings, And Relationship To Streetscape		X	X	X
Fences and Screening	X	X	X	X
Landscaping with respect to landscaped areas, common areas, entry features streetscape, materials, proper maintenance and irrigation		X	X	X
Signage		X	X	X
Lighting	X	X	X	X
Protection of Historic Lands and Structures	Only With CUPs	HDC Within the Historic District Only	Only With CUPs	X

Deferrals and Withdrawals: The applicant may request deferral at any point in the review process; however, if notice has been published in the newspaper and notices mailed to property owners, a deferral fee will apply. Only the applicable board/commission can grant a deferral and per a formal vote at the public meeting. Applicants have the right to withdraw their application at any point in the process; however, withdrawing an application requires submittal of an entirely new application and all review fees for a new project will be applicable.

Neighborhood Meetings Optional: Neighborhood meetings are not required for Preliminary Site Plans, but may be helpful. If the developer wishes to hold a voluntary neighborhood meeting, it is their responsibility to schedule it. Please notify Planning Division Staff of any such meetings (date, time, location, method of notice) in advance.

Public Meetings and Required Notice: The PC, DRC/HDC, and BMA will hold public meetings to discuss Preliminary Site Plans. These meetings are advertised in the newspaper and agendas (with PDF staff reports) are posted online. Mailed notices are sent to nearby property owners prior to public meetings by the Town. Final Site Plans are reviewed administratively without mailed notice, but reports of administrative application are published online. Applicants are expected to attend public meetings to represent their application.

Important Documents to Consider: Applicants and design professionals should refer to the documents listed in the table to the right for guidance in developing a Preliminary and/or Final Site Plan.

Regulatory Tools Used in Collierville's Development Process used by:							
Regulatory Tool	PC	DRC	HDC	BMA	BZA	DRT	Applicant/ Public
Development Application Checklists	X	X	X	X	X	X	X
Bylaws and Roberts Rules	X	X	X	X	X	X	X
Town Code of Ordinances	X			X	X	X	X
Zoning Ordinance	X		X	X	X	X	X
Subdivision Regulations	X					X	X
Major Road Plan	X					X	X
Land Use Plan	X			X		X	X
Design Guidelines		X		X		X	X
Historic Commission District Guidelines			X			X	X
Planned Development Outline Plan/Pattern Book (if applicable)	X			X		X	X

CUPs Are Sometimes Needed: Sometimes a Conditional Use Permit (CUP) accompanies a Site Plan request. A "Conditional Use" is a use of land that is not necessarily appropriate to be allowed "by right" for all

properties within a zoning district without close scrutiny by the Town. Such uses must obtain a CUP from the BMA, after a recommendation from the PC. See the applicable checklist available on the Town's Website for more information.

Approval Criteria: Recommendations and decisions on Site Plans shall be based on consideration of three criteria found in §151.311(P) of the Zoning Ordinance:

- That the proposed development is consistent with all the requirements of the zoning ordinance, design guidelines and other related codes and ordinances enforced by the town;
- That the proposed development is in compliance with the applicable base district and overlay districts; and
- That the proposed development meets all the requirements or conditions of any applicable development approvals (e.g., outline plan, or modification of development standards as permitted and approved within a planned development).

Appeals of Site Plan Decisions/Recommendations: For Preliminary Site Plans, an applicant may appeal the recommendation or the conditions imposed by the PC or HDC /DRC to the BMA by filing a written notice of appeal to the BMA within 30 days of the decision by the applicable entity. The appeal shall be scheduled on the next available meeting of the BMA. For Final Site Plans, an applicant may appeal the Development Director's determination of adherence to applicable Zoning Ordinances or Design Guideline, to the PC by filing a written notice of appeal within 30 days of a formally issued Notice to Proceed. The appeal will be heard on the next available PC agenda.

Effective Date of Approvals: The applicant shall submit the Final Site Plan for approval by the Development Director within two years of the date of approval of the Preliminary Site Plan. Failure of the applicant to submit the Final Site Plan within the prescribed two-year period shall nullify and void the approval by the BMA related to the Preliminary Site Plan. The applicant may request in writing a one-time extension of the effective period of the Preliminary Site Plan approval from the BMA for a period not to exceed two years from the date of the BMA's approval of the Preliminary Site Plan. While the Development Director has the authority to approve the Final Site Plan after staff review, the development agreement must be approved by the BMA prior to the issuance of Building Permits. The applicant shall commence construction on the subject project within two years of the date of execution of the Development Agreement by the Mayor. Failure of the applicant to commence construction within the prescribed two-year period shall nullify and void the Final Site Plan approval.

Electronic Submittals Required: A copy of the plan (all sheets) and all exhibits (application, cover letters, traffic studies, etc) must be submitted in digital PDF format to the Planning Division. The electronic file shall include all sheets of the plan combined in a single file and be delivered on a disk, flash drive, emailed, a file sharing service, or uploaded to the Online Permit & Application Center. A disk/drive must be labeled with the submittal date, project name, and the applicant's name. With each updated version of the application, new electronic files must be provided to staff.

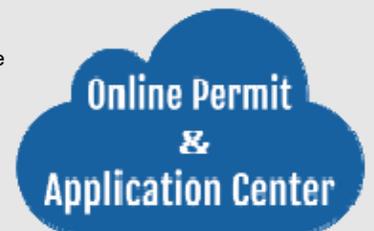
Submitting Applications, Staff Reports, Public Meetings: Complete applications (and properly folded plans) shall be submitted to the Planning Division located at 500 Poplar View Parkway by 5:00 pm the day of the deadline. Meetings and work sessions are *typically* held in the Board Chambers of Town Hall at 500 Poplar View Parkway, unless otherwise advertised. Meeting dates, times, and application deadlines are subject to change. For additional information, applications, review fees, or to confirm deadlines and meeting dates, call 901.457.2360. A staff report will be posted online typically by 5pm on the Friday before the scheduled meeting at: <https://collierville.com/government/live-and-archived-meetings>

Submittal Deadlines: The latest schedule for submitting applications can be found online at: <http://collierville.com/departments/development/planning/regulations-forms/applications-and-forms>

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://twncollierville-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.



TOWN OF COLLIERVILLE

Preliminary Site Plan Application Checklist

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

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



GENERAL INFORMATION:

- Submittal Requirements (see table right)
- Preliminary Site Plan Package shall include:
 - Cover Sheet
 - Existing Conditions
 - Preliminary Site Layout
 - Preliminary Grading and Drainage Plan
 - Preliminary Utility Plan
 - Preliminary Landscaping and Lighting Plan
 - Preliminary Architectural Plan
- Basic formatting and information requirements for site plans:
 - Be drawn to a scale between 1" = 10' through 1" = 100'
 - All sheets of a Preliminary Site Plan Package shall be clearly labeled "Preliminary- Not for Construction"
 - All sheets shall:
 - be drawn mechanically, numbered sequentially, titled, and dated including brief description and dates for all revisions
 - include names, addresses, telephone numbers, and email addresses of all professionals participating in the design.
 - Include a North arrow, graphic scale, and a legend of symbols used
 - Provide a vicinity map depicting a ½ to 1-mile radius in all directions depicting major roads and notable landmarks
- Color Images and Graphics Required: Collierville uses PowerPoint presentations in all public meetings, and colorized versions of vicinity maps, site plans, landscape plans, and architectural elevations/renderings are required for the presentation. With each updated version of the application, new electronic files must be provided to staff in JPEG format) are required for certain submittals, and should be submitted on a CD with the required PDF drawings:
 - Color Site Plan/Landscaping Plan (Example: color trees, show open space as green, show building footprints, pavement and concrete should be gray)
 - Color Architectural Rendering/Illustrations (if applicable)

EXISTING CONDITIONS:

- Existing Survey of Property:** Provide a survey of the subject property to be developed.
 - The survey needs to depict all easements, encumbrances and ownership information and should be done with the benefit of a commitment to provide title insurance (title commitment) or a legal opinion of title.
 - To avoid confusion, it is recommended that the survey that is submitted meet the Minimum Standard Detail Requirements of the American Land Title Association / National Society of Professional Surveyors (ALTA/NSPS) in effect at the time of submittal.
 - The survey shall be prepared by a licensed Tennessee

Submittal Requirements for a Preliminary Site Plan

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 – Explain the scope of the project and any waiver requests
- Review Fee: \$2,000 base fee + \$50/dwelling unit or \$0.05/square foot of new nonresidential construction
- Traffic Generation Letter or Traffic Impact Analysis (TIA), as applicable – Two (2) Copies
- 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)
- Color Images and Graphics – Ten (10) Copies
- 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 – Explain the scope of the project and any waiver requests
- 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 Narrative – Two (2) Copies
- Full Size Set of Plans – 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 - on disk, flash drive, or emailed)

Post-Approval Phase:

- Submit application for Final Site Plan and Development Agreement
- Consult the notes in the Preapplication Conference and the "Next Steps" in the PC and BMA Staff Reports for additional steps unique to the project.

Surveyor and be less than one (1) year old from the date of application submittal, abstracted, signed and sealed.

- An as-built survey may be required, as needed.
- A notarized affidavit may be required stating that no changes have been made to the property since the date of the survey.
- Plan must show all property lines of subject property and adjacent properties.
- Existing contours shown as dashed lines at a vertical interval of two foot based on sea level. These contours must extend 100 feet beyond property line for currently developed properties, and 200 feet for currently undeveloped properties.
- Show all existing rights-of-way, roads, medians/openings, sidewalks and curb cuts.
- Show all existing public and private easements.
- Show existing greenbelts trails and parkland within or immediately adjacent to the property.
- Existing trees using a most-recent aerial photo (or comparable document) depicting existing tree canopy cover and percent of site under existing tree cover. Indicate existing landscaping materials to be removed or relocated
- Zoning classification of property and adjoining tracts.

PRELIMINARY SITE LAYOUT:

- Location and labeled dimensions of: proposed (public and private) rights-of-way, roads, medians/openings, traffic lanes, curb cut, driveways, building setbacks (required and provided), easements (ingress/egress, utility, and drainage, etc), property/lot/phase lines, building footprints, utility structures, fencing/walls, curb layout, parking striping, parking islands, sidewalk/hardscape elements, greenbelts/trails, and landscape areas/buffers.
- Proposed location and dimensioning for proposed outdoor display and/or storage areas, service areas, loading areas, and solid waste management including enclosures for garbage containers, dumpsters, or compactors and the screening for these site elements.
- The Town's standard site data block containing specific information is required (an example can be found online).

PRELIMINARY GRADING AND DRAINAGE PLAN:

- Proposed elevation contour lines at a vertical interval of two feet based on sea level with existing contours shown as dashed lines and proposed grading contours shown in solid lines (existing contours are to extend 100 feet beyond property line for currently developed properties, and 200 feet for currently undeveloped properties).
- Ridgelines of existing contours dividing drainage basins. Show acres where flows are leaving and entering site and proposed acreages of new flows.
- 100-yr flood elevation, floodway/floodplain limits shown graphically (if applicable), regulatory flood protection elevation as determined according to flood maps or flood studies, and Flood Insurance Rate Map (FIRM) community and panel numbers, effective date, and flood zones of the subject property.
- Separate written summary of the existing site drainage patterns and how grading will or will not impact it. Include a discussion on impact to adjacent properties and a discussion on how stormwater from the new construction will drain. Off-site drainage areas shall be shown on a USGS map and included with the drainage narrative.

PRELIMINARY UTILITY PLAN:

- Location of overhead and underground utility lines, including electric, telephone, cable television, or other communication lines or equipment.
- Preliminary sewer line information:
 - Location of existing and proposed sewer system (man holes, sewer lines, size, cleanouts and other service locations) existing to be shown with a hidden line type.
- Preliminary water line information:
 - Location, dimensions, and description of existing and proposed water system (water mains, all other water lines, fire hydrants, water meters, water valves and water services) existing to be shown with a hidden line type.
 - Proposed Fire protection and Fire Plans approved by Fire Marshal.

PRELIMINARY LANDSCAPING AND LIGHTING PLAN:

- General location of existing trees and proposed plant material (turf, groundcover, shrubs, trees, planters or planter pots).
- Include the preliminary location of fencing, walls, detention/retention facilities, and water features.
- Whether ground or rooftop mounted, the location of the HVAC units must be shown and labeled on both the landscaping plan and the architectural elevations.
- Show and label the sight triangles for intersections of drive aisles, streets, and parking areas.
- Approximate locations of existing landscaping materials (trees, shrubs) to remain must be shown and labeled.
- Location, details (showing color, and height of light fixtures and poles including bases) with symbols indicated in a legend.

PRELIMINARY ARCHITECTURAL PLAN:

- Preliminary Colors and Exterior Materials Samples: Provide the following for conveying to the DRC the proposed color and exterior materials. It is understood that there may be minor changes between the Preliminary and Final Site Plan stage:
 - color renderings/elevations; and
 - color and material samples for all façade veneer types, including base and cap treatments, trim, windows, doors, cornice treatments, building address, wayfinding, and other signage, spouting, vent covers, shingles, and flashing materials.
- Provide preliminary exterior design (architecture): information about the proposed building(s) in at least one of the following ways. Option 1 is ideal for multi-phased projects, while Option 2 is often selected for high-profile projects (like Conditional Uses or projects in the Historic District) or by applicants that want to “fast track” the review of their Final Site Plan:
 - OPTION 1 (conceptual information only): Provide color renderings, elevations, or perspectives for each proposed building type; or
 - OPTION 2 (detailed information):
 - Full Architectural Elevations: Provided elevations for all sides of the building(s), including accessory structures. Show all views, openings, vertical dimensions and heights, and identify graphically all exterior materials and colors with either labels or keys to a finish legend. A finish legend, if provided, shall include the following:
 - The TYPES of all exterior building materials to be used
 - The COLOR of all exterior building materials to be used
 - OPTIONAL: Manufacturer’s specifications of all exterior building materials and colors to be used
- Signage: If signage is proposed in any form with the application, there are two options:
 - Conceptual Signage: A master sign plan showing the dimensions, locations, and envelopes of all signage (ground-mounted and on buildings), using fictitious business names if necessary. Once approved with the Preliminary Site Plan by the DRC, the staff can approve any sign applications administratively; however, conceptual signage is not required for a Preliminary Site Plan.
 - Formal Sign Application: Near the end of, or after, the Final Site Plan stage, applicants can submit sign applications for administrative review. Consult the sign application and apply accordingly.

DEVIATIONS FROM PRELIMINARY SITE PLAN CHECKLIST:

- The Development Director (or designee) may require information, studies, or exhibits not listed on the checklist that are deemed to be necessary to evaluate the proposal; or waive certain requirements of the checklist if they are deemed to be unnecessary to evaluate the proposal.

TOWN OF COLLIERVILLE

Final Site Plan (Major or Minor) Application Checklist

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

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



GENERAL INFORMATION:

- Submittal Requirements (see table right)
- Final Site plan (major or minor) package shall include: (the Town will provide a sample set upon request)
 - Cover/Index Sheet
 - Master Index Site Plan Key Sheet (when applicable)
 - Existing Conditions/Survey & Aerial Photo Exhibit
 - Final Site Layout
 - Final Grading and Drainage Plan
 - Erosion Control Plan
 - Final Tree Survey and Protection Plan
 - Final Sewer Plan
 - Final Water Plan
 - Final Combination Utility and Paving Plan
 - Drawings Required when applicable
 - Road/Drive Aisle Plan and Profile Sheets (when applicable)
 - Sewer and Drainage Outfall Sheets (when applicable)
 - Striping and Signage Plan (when applicable)
 - Traffic Control Plan (when applicable)
 - Civil Details
 - Final Landscape and Irrigation Plan
 - Final Lighting Plan
 - Final Architecture Plans
- Basic formatting and information requirements:
 - Be drawn to a scale between 1" = 10' through 1" = 100'
 - All sheets shall:
 - Be drawn mechanically, numbered sequentially, titled, and dated including brief description and dates for all revisions; and
 - Include names, addresses, telephone numbers, emails, fax numbers, and seals (signed and dated) of all professionals participating in the design.
 - Include a north arrow, graphic scale, and a legend of symbols used.
 - Provide a vicinity map depicting a ½ to 1-mile radius in all directions depicting major roads and notable landmarks.
 - [Click here](#) for more information about information the Engineering Division requires during plan review.

FINAL SITE LAYOUT:

- Same information as required with preliminary and compliance with any conditions of preliminary approval
- Proposed public and private greenbelts, trails and parklands within or adjacent to the proposed development

Rev 6/17/20

Submittal Requirements for a Final Site Plan

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)
- Response Letter – Ten (10) Copies – Addressing Preliminary Site Plan conditions of approval
- Cover Letter – Ten (10) Copies – Explain the scope of the project and any waiver requests
- Review Fee:
 - Final Site Plan (major) = \$1,500
 - Final Site Plan (minor) = \$2,750 base fee + \$50/dwelling unit or \$0.05/square foot of new nonresidential construction
- Traffic Generation Letter or Traffic Impact Analysis (TIA), as applicable – Two (2) Copies
- 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. [Click here](#) for more information.
- Color Images and Graphics – Ten (10) Copies
- 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 – Explain the scope of the project and any waiver requests
- 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)
- 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:

- Submit corrected plans to address Development Agreement
- Conclude Final Subdivision Plat process (if applicable) and record Final Subdivision Plat
- Apply for building permit(s)

- ❑ Building separation and fire safety access dimensions
- ❑ The Town's standard site data table containing final information (an example can be found online).

EXISTING CONDITIONS/SURVEY:

See Preliminary Site Plan Checklist for submittal requirements for this sheet, also a requirement for a Final Site Plan.

FINAL TREE SURVEY AND PROTECTION PLAN:

- ❑ Identify tree species, caliper size, and location of all trees eight (8) inches in diameter or larger. Include the total number of trees proposed for preservation and total proposed for removal. All trees to be removed must be marked with an "X" on the plan. The inventory must identify the caliper size, species, if it is to remain or to be removed, the tree's health condition (poor, fair, or good), and contact information for the professional who determined the tree's health.
- ❑ A tree replacement plan illustrating proposed location of all mitigation trees on site, or a letter requesting that an alternative mitigation measure be considered.
- ❑ A tree plan shall be overlaid on the grading and drainage plan, showing the trees proposed to be preserved and removed, and showing the protection zone.
- ❑ A tree protection fence detail shall be provided on the tree survey and protection plan.

FINAL GRADING AND DRAINAGE PLAN:

- ❑ Final proposed elevation contour lines at a vertical interval of one foot based on sea level with existing contours shown as dashed lines and proposed grading contours shown in solid lines (existing contours are to extend 100 feet beyond property line for currently developed properties, and 200 feet for currently undeveloped properties).
- ❑ Spot elevations including but not limited to hardscape surfaces, stairs, ramps, finished floor elevations, entrance and stoop elevations, high and low points, top and gutter curb locations, points where slope changes, bridges, culverts, drainage swales, inlets, pipes, and other drainage structures (include top, rim, gutter, and invert elevations), and storm drainage flow arrows.
- ❑ Slope to the one hundredth of a percent (for example 8.33% max.) of hardscape surfaces and drainage ways especially when located along handicap accessible routes.
- ❑ Ridgelines of existing contours dividing drainage basins.
- ❑ Final pipe layout including sizes, type, and slope.
- ❑ 100-yr flood elevation, floodway/floodplain limits shown graphically (if applicable), regulatory flood protection elevation as determined according to flood maps or flood studies, and Flood Insurance Rate Map community and panel numbers, effective date, and flood zones of the subject property.
- ❑ Drainage areas and easements entering and leaving site or offsite within 200 feet of the subject property.
- ❑ Existing and proposed drainage retention/detention areas with engineered stamped calculations demonstrating pre and post construction calculations and capacity of on site detention; indicate entity responsible for maintaining detention basins.
- ❑ If public drainage, RCP required with a 20-foot minimum easement which varies with structure type.
- ❑ Headwall protection around wing walls.
- ❑ Indicate if the site contains a TDEC Water of the State.
- ❑ If offsite grading is required, permission is needed from adjoining owner.
- ❑ Benchmark reference with datum located on site.
- ❑ Drainage calculation summary for all drainage structures and detention included above and the square footage of all impervious areas (eg. building footprint, sidewalks, parking areas).
- ❑ Separate written summary of the existing site drainage patterns and how grading will or will not impact it. Include a discussion on impact to adjacent properties and a discussion on how stormwater from the new construction will drain. Off-site drainage areas shall be shown on a USGS map and included with the drainage narrative.

FINAL EROSION CONTROL PLAN:

- ❑ Inlet protection, silt fence, and silt pond locations.
- ❑ Construction exit/cleanliness when leaving site.

FINAL SEWER PLAN:

- ❑ Location of existing and proposed sewer system (man holes, inverts, sewer lines, size, slope, inverts, connections, cleanouts and other service locations) existing to be shown with a hidden line type.
- ❑ If public sewer, 8" SDR 26 with easement based on depth.
- ❑ Show any pre-treatment (if necessary).
- ❑ Profile of proposed and existing sanitary sewers.
- ❑ Any existing or proposed private on site disposal system.
- ❑ Town of Collierville sewer notes.
- ❑ If required, include TDEC Approval Block.

- ❑ 100-yr flood elevation, flood zone limits, and final finished floor elevation of any buildings.
- ❑ Where sanitary sewer is not available, the following:
 - ❑ Areas to be used for sewage disposal and their percolation results or any other acceptable data to show that the site can be served effectively by septic tanks.
 - ❑ Water wells (existing and proposed).
 - ❑ Rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features.

FINAL WATER PLAN:

- ❑ Site plan information; check for conflict with trees or infrastructure.
- ❑ Location, dimensions, and description of existing and proposed water system (water mains, all other water lines, fire hydrants, PIV, water meters, water valves, water services, irrigation water meters, backflow preventers, etc.) existing to be shown with a hidden line type.
- ❑ When crossing other utility lines or structures check for adequate clearance.
- ❑ Location of any existing private wells either in service or abandon.
- ❑ If public water, 8" SDR 26 with 20' easement required.
- ❑ Town of Collierville standard water notes.
- ❑ If required, include TDEC Approval Block.
- ❑ Fire protection 40' from building and 8" min. line from main water line to serve fire protection.

FINAL COMBINATION UTILITY AND PAVING PLAN:

- ❑ All site plan information from grading and drainage plan, sewer plan, and water plan.
- ❑ Location of gas lines, meters, or other related structures.
- ❑ Location of overhead and underground utility lines, including electric, telephone, cable television, or other communication lines or equipment.
- ❑ Show light duty and heavy duty paving areas with cross section detail.

ROAD PLAN AND PROFILES SHEETS:

- ❑ Vertical curves and sufficient site distance.
- ❑ Proposed road and drive aisle grade.
- ❑ Road/Drive aisle typical section (as may be applicable).
- ❑ Plan over Profile.
- ❑ Scale 1"=5 Vertical 1"=50' Horizontal.

SEWER AND DRAINAGE OUTFALL SHEETS:

- ❑ Off-street parking plan over Profile.
- ❑ Scale 1"=5 Vertical 1"=50' Horizontal.

STRIPING AND SIGNAGE PLAN:

- ❑ All proposed traffic striping & regulatory signage.
- ❑ All striping and signage designed according to current MUTCD Standards.

TRAFFIC CONTROL PLAN:

- ❑ All proposed traffic control.
- ❑ Traffic Control Plan designed according to current MUTCD Standards.

FINAL LANDSCAPE AND IRRIGATION PLAN:

- ❑ Location of existing trees and proposed plant material (turf, groundcover, shrubs, trees, mulch types, boulders, planters or planter pots, and bed line) existing to be shown with a hidden line type or different symbol indicated in a legend.
- ❑ Include the location of fencing, walls, retaining walls, planters/pots, tree grates, detention/retention facilities, and earth contouring.
- ❑ Plant schedule displaying species (common and scientific), quantities, plant sizes, and spacing/notes. A separate list of proposed landscape materials shall be provided for required trees and replacement trees. A separate Plant Schedule shall be provided for any trees provided to meet the Tree Replacement/Mitigation Requirements.
- ❑ Landscape installation details for each plant category (include staking plan for trees and a separate detail for trees planted in trees grates).
- ❑ Submit cut sheets or details of all fencing, walls, ramps and railing, and trash enclosures including columns, veneer, gates, posts, base and cap treatments; also include cut sheets or details of site features such as arbors, lattice, pergolas, trellis, gazebos or other structures, pools or water features, site furniture, signage, lighting, mailboxes, planters/pots, flagpoles, or other selected site features.

- ❑ Irrigation layout plan showing irrigation head or fixture type, zones, piping, sleeves, valves, enclosures and vaults, control panels, water and electric meters, point of connection, drains, and location of backflow prevention devices. In lieu of full irrigation plans, the staff may accept a note on the landscaping plan that explains how irrigation is to be provided, and that an as-built irrigation plan will be provided before a CO is issued.
- ❑ All landscape strips and buffers to be shown and labeled.
- ❑ Existing and proposed utilities shall be shown and labeled.
- ❑ The location of existing and proposed light poles shall be shown and labeled, as shown on the lighting plan.
- ❑ Calculations including the amount and percentage of pervious/impervious area and tree mitigation in number and caliper inches for tree removal and replacement.
- ❑ Landscaping plans are to be sealed, signed and dated by professional(s) licensed in the state of Tennessee in accordance with State law.

FINAL LIGHTING PLAN:

- ❑ Include on the plan the location of existing trees to remain, proposed trees, fencing, walls, retaining walls, planters/pots, tree grates, detention/retention facilities, earth contouring, mechanical and utility structures, vaults, site signage, light fixtures, site furniture, water features, hardscape features, and edging (this information should be indicated in a gray line type not to stand out against the light fixtures).
- ❑ Lighting should be labeled on the plan by fixture and quantity.
- ❑ Lighting schedule displaying quantity, manufacturer, model, mounting device, mounting height, and notes.
- ❑ Lighting related notes.
- ❑ Grid photometric plan indicating average, minimum, and maximum footcandles, photometric uniformity ratio, provide light corridors from the exit discharge for all non-residential sites plans (as required by the per Section 1006 of the 2003 International Building Code at light corridor) indicating photometric data throughout and 20' beyond the site. Provide photometric information including fixture labeling and a legend.
- ❑ Lighting installation details for each fixture.
- ❑ Provide manufacturer cut sheets and specifications for all site and building lighting identifying material, options, and finish color. Specifications for light fixtures should include (not limited to) non/cutoff, glare shields, lamps (type, model, options, poles/attachments, finish, wattage, and source), locations, and mounting heights.
- ❑ Lighting plans are to be sealed, signed and dated by professional(s) licensed in the state of Tennessee in accordance with State law.

FINAL ARCHITECTURAL PLAN:

- ❑ Elevations must be provided for all sides of the building(s), including accessory structures. Show all views, openings, vertical dimensions and heights, and identify graphically all exterior materials and colors with either labels or keys to a finish legend. A finish legend, if provided, to include the following:
 - ❑ The TYPES of all exterior building materials to be used
 - ❑ The COLOR of all exterior building materials to be used
 - ❑ OPTIONAL: MANUFACTURER'S SPECIFICATIONS of all exterior building materials to be used
- ❑ Provide a roof plan indicating articulation of roof lines, flashing, roof drains, vents, chimneys or other roof penetrations, utility or mechanical equipment.
- ❑ Dimensioning shall include floor to floor heights, finished floor elevations, wall lines, rooflines, cornices, canopies, awnings, columns, porches and stoops, and major penetrations such as firewalls, chimneys, door and window openings.
- ❑ Provide screening methods for all mechanical electrical, utility, and communications equipment. The location of any rooftop units shall be graphically shown and labeled on the elevation(s), or similar language, shall be provided on each sheet of the elevation(s), and completed as applicable to this development.
- ❑ Colors and Exterior Materials: Provide the following, unless otherwise directed by the planning staff at the pre-application conference:
 - ❑ color renderings/elevations.
 - ❑ color and material samples for all façade veneer types, including base and cap treatments, trim, windows, doors, cornice treatments, building address, wayfinding, and other signage, spouting, vent covers, shingles, and flashing materials.
- ❑ Signage Permit Application (submitted separately from Final Site Plan)– any new finalized sign plans that differ from the preliminary sign plan.
- ❑ Architectural elevations are to be sealed, signed and dated by professional(s) licensed in the state of Tennessee in accordance with State law.

DEVIATIONS FROM FINAL SITE PLAN CHECKLIST:

- ❑ The Development Director (or designee) may require information, studies, or exhibits not listed on the checklist that are deemed to be necessary to evaluate the proposal; or waive certain requirements of the checklist if they are deemed to be unnecessary to evaluate the proposal

- ❑ Infrastructure Impacts – the following information may be required as determined by the Development Director:
 - ❑ Traffic Flow – Results of an analysis of impact that this proposed development has on existing roads and intersections. The analysis shall look at the traffic within 1-air mile of the closest part of the development. **See town website for Traffic Study Requirements**
 - ❑ Any offsite sewer, water, drainage and ingress/egress easement that may be necessary to provide service to the site. A copy of the executed easement needs to be provided by the property owner
 - ❑ Off-site improvements such as roads, traffic signals, etc.
 - ❑ Permit required if applicable:
 - ❑ Any TDOT permit
 - ❑ TDEC ARAP permit
 - ❑ Army Corps of Engineers permit
 - ❑ Railroad permit
- ❑ Planned Development Site Plans shall provide the following:
 - ❑ A copy of the Recorded Outline Plan. The purpose of this information is to further document compliance with outline plan conditions of approval placed on PDs by Board of Mayor and Aldermen (BMA)
 - ❑ Note on the site plan, preferably in the site data chart, any modifications of standards approved with the outline plan that would impact the bulk requirements
 - ❑ Cover letters for PD site plans shall contain a summary describing the history of the PD and any previous sections or phases, previously approved