

TOWN OF COLLIERVILLE

Site Plans

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

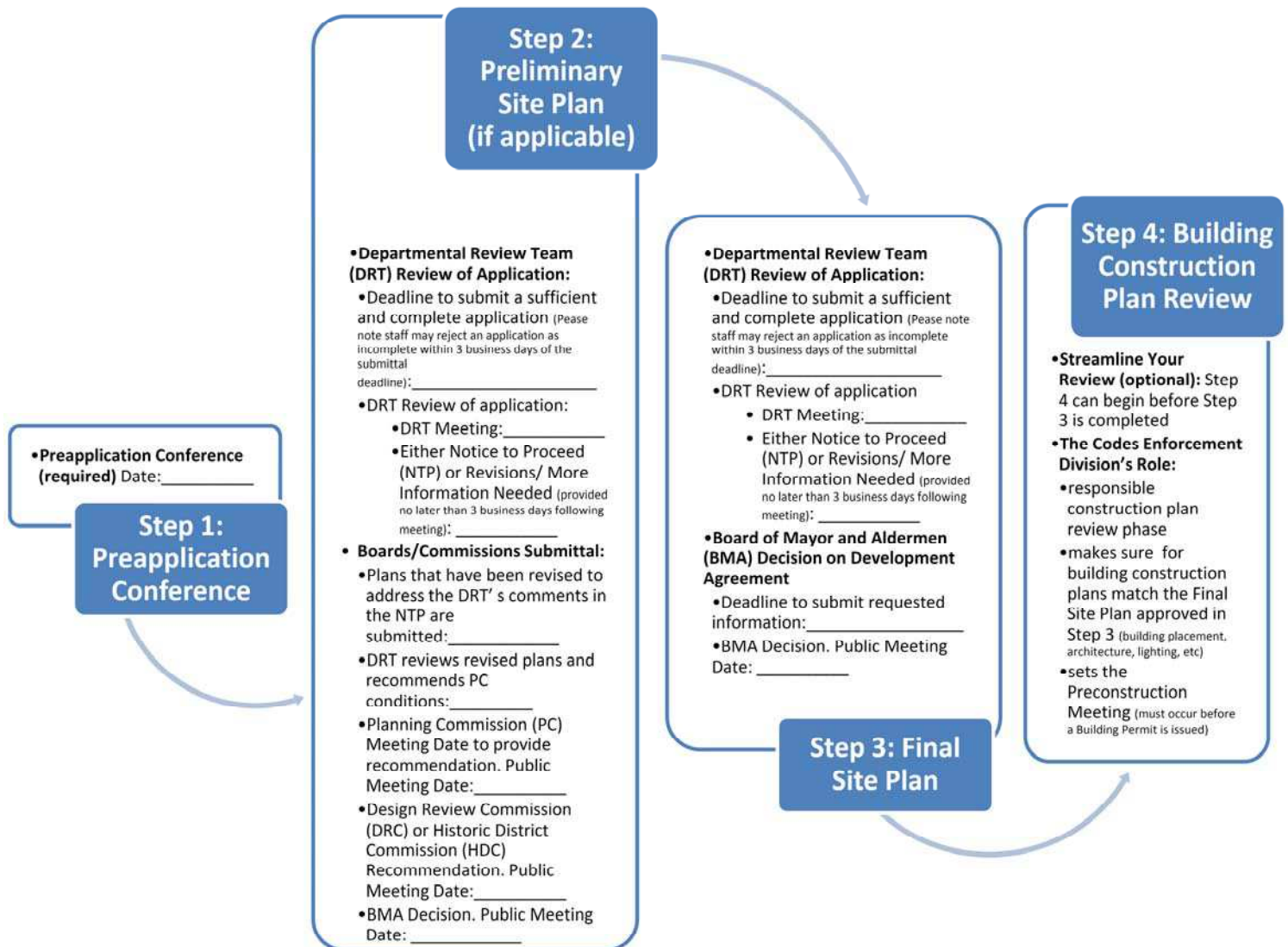
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GENERAL DESCRIPTION: Site Plan review is required for all development types (except for single family houses) in the Town of Collierville to determine whether a proposed development complies with the zoning ordinance, design guidelines, and other applicable 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 four basis steps in the site plan process, described here in detail, with the second step not applicable in all cases:

- 1st Step: Pre-Application Conference with Development Department Staff
- 2nd Step: Preliminary Site Application (if applicable)
- 3rd Step: Final Site Application
- 4th Step: Construction Plan Review

For simple exterior alterations to existing buildings or modifications to an older existing site (generally built before 1994 which is when Collierville adopted its first set of Design Guidelines) or minor revisions to a property recently developed according to modern zoning regulations and design standards, "Exterior Alteration/Site Plan Modification" would be required (as opposed to the process described here). These are almost always reviewed administratively, unless the modification does not meet a requirement of the Zoning Ordinance or Design Guidelines.



STEPS IN THE SITE PLAN PROCESS

STEP 1: Pre-Application Conference with Development Department Staff

Prior to filing any application for a Site Plan, the prospective applicant is required to hold a Pre-application Conference with the Development Department. 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 of the project are almost always in attendance. The meeting is attended by representatives of Town departments/divisions most involved with Site Plans (Planning, Engineering, Codes, Fire); however, other departments (Public Services, Police, and Parks & Recreation) may also attend these meetings, if requested by the applicant or another department/division.

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).

Pre-application Conferences are typically scheduled every Tuesday afternoon from 1:00 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: Preliminary Site Application (if applicable)

There are two types of Site Plans in Collierville, which are distinguished by the size of the project, its anticipated impact to the community, and the level of public review that may have already occurred via other development processes:

- Tier 1/Minor Site Plans
- Tier 2/Major Site Plans

After a Preapplication Conference, a Tier 1/Minor Site Plan can skip directly to the Final Site Plan Stage (Step 3); however, Tier 2/Major Site Plans must go through the Preliminary Site Plan stage (Step 2) before they can submit a Final Site Plan (Step 3). If Preliminary Site Plan is indeed applicable, the following is a summary of the process.

Step 2A: Departmental Review Team (DRT) Review of Application: A complete Preliminary Site Plan application must be submitted to the Town according to the calendar attached and according to requirements of the Preliminary Site Plan Checklist (unless otherwise waived by staff). Provide the completed application and other information as required (see attached calendar and list of submittal requirements).

- **Sufficiency Review:** Within three (3) business days of the application deadline, the Development Department will issue formal correspondence with the applicant to state if the application is either complete/sufficient or insufficient. Insufficient applications will not be processed.
- **DRT Review/Meeting:** Members of the DRT will review the application and meet to discuss the application. Correspondence will be provided to the applicant according to the calendar attached to this checklist (no later than 5 business days following DRT meeting) informing the applicant of one of two possible outcomes:
 - **Revisions/More Information Needed:** In some cases, substantive revisions or additional information is needed before the Preliminary Site Plan application can be formally placed on the agendas of the Planning Commission (PC), Design Review Commission (DRC)/Historic District Commission, and Board of Mayor and Aldermen. The correspondence with specifically describe the changes/information needed and the applicant’s next steps.
 - **Notice to Proceed (NTP):** If no changes, or only minor revisions or additional information is needed, the applicant will receive Notice to Proceed on to the public review process. 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. The correspondence with specifically describe any changes/information needed and the applicant’s next procedural steps.

Step 2B: Boards/Commissions Submittal: If the applicant has received a Notice to Proceed with the public review (by PC, DRC/HDC, and BMA), they must submit to a revised Preliminary Site Plan application accordingly to the published Calendar online and according. Provide the completed application and other information as required (see attached calendar and list of submittal requirements). Separate staff reports will be used for the PC, DRC/HDC, and BMA. Applicants are expected to attend all public meetings.

STEP 3: Final Site Application

Step 3A: Application for DRT Review: A complete Final Site Plan application must be submitted to the Town accordingly to the attached calendar and according to requirements of the Final Site Plan Checklist (unless otherwise waived by staff). Provide the completed application and other information as required (see attached calendar and list of submittal requirements). Applicants are advised to submit plans to the Customer Engineering Department of Memphis Light, Gas & Water for review by no later than Step 3A, and preferably during stage 2 (if applicable).

- **Sufficiency Review:** Within three (3) business days of the application deadline, the Development Department will issue formal correspondence with the applicant to state if the application is either complete/sufficient or insufficient. Insufficient applications will not be processed.
- **DRT Review/Meeting:** Members of the DRT will review the application and meet to discuss the application. Correspondence will be provided to the applicant according to the calendar attached to this checklist (no later than 5 business days following DRT meeting) informing the applicant of one of two possible outcomes:
 - **Revisions/More Information Needed:** In some cases, substantive revisions or additional information is needed before the Final Site Plan application can proceed to a Development Agreement (see Step 3B). The correspondence with specifically describe the changes/information needed and the applicant's next steps.
 - **Notice to Proceed (NTP):** If no changes, only minor revisions or additional information is needed, and any conditions of approval for the Preliminary Site Plan stage (if applicable) have been addressed, the applicant will receive Notice to Proceed on to the Development Agreement process (see Step 3B). The correspondence with specifically describe any changes/information needed and the *applicant's* next procedural steps.

Step 3B: Development Agreement: After the Final Site Plan has received Notice to Proceed Development Director during Step 3A, pursuant to § 151.311 of the Zoning Ordinance, developer(s) shall enter into a Development Agreement with the Town for all required public improvements and/or fees assessed for development of a project. There are two types of Development Agreements, with those for larger scale projects requiring more time, as they must be approved by the BMA:

- **Small-scale Projects:** Development Agreements associated with site plans for projects with less than \$10,000 of public improvements and less than \$10,000 of total Development Fees (including the Building Development Privilege Tax) may be executed by the Mayor and need not be placed on the BMA agenda as full BMA authorization is not required.
- **Large-scale Projects:** After the Development Director confirms that the final site plan meets the Town's regulations, guidelines, and any conditions of Preliminary Site Plan approval, the BMA may authorize the Mayor to execute the development agreement between the town and the applicant. The Final Site Plan application will be formally placed on the agenda of the Board of Mayor and Aldermen.

All Development Agreements shall cover 100% of the required public improvements by the developer(s) and shall include any and all fees associated with the development project as well as a surety (cashiers check, irrevocable letter of credit, etc) for such improvements. The Development Agreement may also include provisions relevant to any required private improvements given consideration as part of the approval of the Final Site Plan, including such surety as may be required to guarantee such improvements are installed accordingly. For more information on Development Agreements contact the Engineering Division at 901-457-2340.

STEP 4: Building Construction Plan Review: Before building permits can be issued for new construction, plans must be reviewed and approved by the Codes Enforcement Division (901-457-2310), which is open Monday through Friday from 7am-4pm. The Codes Enforcement Division is responsible for the administration and implementation of the Town's adopted construction codes, Zoning Ordinance and Town Code. Certified plans examiners and inspectors monitor the design and construction of all structures to insure the built environment meets design standards for life safety and property protection. Related to Final Site Plans, the following are the most important to things to note about the construction plan review phase:

- Step 4 can begin before Step 3 is completed, as the Codes Division will provide a non-binding courtesy review of construction plans to expedite the permitting process.
- The Codes Division will insure that the construction plans match the Final Site Plan approved in Step 3 (building placement, architecture, lighting, etc).
- A Preconstruction Meeting must occur before a Building Permit is issued. Certain building permit and plan review fees will be applicable at that point and are in addition to the Site Plan review fees paid earlier in the process.

Once permits are issued, construction can commence and inspections by the Town begin to occur. The Development Agreement (Step 3B) will stipulate several things that must occur before a Certificate of Occupancy (CO) can be issued (construction must match the approved plans, as-built plans provided, letters from landscaping architects and lighting engineers that sites were constructed properly, etc). Once the project is "Substantially Complete," the site may be eligible for reductions in the letter of credit amount and a one-year warranty period begins. Once the warranty period ends and

inspections find the site to be consistent with the approved plans and terms of the Development Agreement, the project is released. The Codes Enforcement Division conducts periodic inspections to insure sites remain in compliance with the approved plans (landscaping, architecture, parking, etc).

THINGS TO KNOW ABOUT SITE PLANS

Detailed information on the Site Plan procedure and the review criteria is established in §151.311 of the Zoning Ordinance.

Complete Site Plan Applications: Within three (3) business days of a Site Plan Application deadline the Staff will review the application for completeness. The attached review calendar and checklists summarize what constitutes a complete site plan application. A complete application constitutes the following, unless otherwise noted or waived by Staff:

- ❑ Site Plan Package (see the attached checklists for specific sheets that comprise this package formatting requirements for Preliminary and Final Site Plan Applications)
- ❑ A certain quantity of full size sets (24"x36") and a certain quantity of reduced size sets (11"x17")
- ❑ Cover Letters/Response Letters
- ❑ Color Images and Graphics (JPEGs)
- ❑ Electronic Submittals (PDFs)
- ❑ Mailing Labels
- ❑ Disclosure of Ownership Forms
- ❑ Other information as required (traffic studies, material/color samples, etc)

Tier 1/Minor Site Plans can skip directly to the Final Site Plan Stage; however, Tier 2/Major Site Plans must go through the Preliminary Site Plan stage before they can submit a Final Site Plan application.

Administrative Review: There are two types of site plans in Collierville, which are distinguished by the anticipated impact to the community or the level of public review that may have already gone into a development application (Planned Development, Variance Request, Conditional Use Permit, Certificate of Appropriateness in Historic District, etc):

- **Tier 1 - Minor Site Plans (administrative staff review only):** Tier 1/Minor Site Plans can skip directly to the Final Site Plan Stage. 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 administrative as Tier 1/Minor Site Plans. There are circumstances when this is not the case, particularly when there is a potential for off-site impacts.
- **Tier 2 - Major Site Plans (public review required):** Tier 2/Major Site Plans must go through the Preliminary Site Plan stage before they can submit a Final Site Plan application. 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.

See the table in §151.311(E) of the Zoning Ordinance for more information on what constitutes a Tier 1 or Tier 2 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.

Minor Revisions to Existing Sites: 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 Alteration Application Checklist for additional information.

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.

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.

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

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).

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 the PC and BMA meetings. Final Site Plans are reviewed administratively without mailed notice, but reports are published monthly in the newspaper and posted online of administrative applications received. 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. Certain conditions are applicable to a CUP that must be reviewed on a case-by-case basis to promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity, or general welfare. There are two levels of questions asked of any CUP application by the Town, the 6-prong “general standards” test and the “specific criteria” test. 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:

- (1) 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;
- (2) That the proposed development is in compliance with the applicable base district and overlay districts; and
- (3) 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 **be no larger than 4MB** and shall include all sheets of the plan combined in a single file and be delivered on CD-rom or DVD. The disk must be labeled with the submittal date, project name, and the applicant’s name. This submittal requirement may be waived by the Development Director, or his designee, for documents which were created solely by hand drafting methods and do not exist in digital format, or in cases where strict adherence to this policy is impractical or creates an undue hardship on the applicant. Applicants may choose to submit preliminary CAD drawings; however, submitting preliminary CAD drawings or PDF files will not relieve the applicant from the requirement to provide final CAD drawings as required by the development agreement at the project release stage. 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 12:00 noon 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 (see attached) 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: <http://www.collierville.com/departments-mainmenu-7/development/commissions>

Attachments: The following are attachments provide detailed information about the Site Plan process:

- Preliminary Site Plan Checklist
- Final Site Plan Checklist
- Site Data Chart Template
- Preliminary and Final Site Plan Submittal Calendar

PRELIMINARY SITE PLAN APPLICATION CHECKLIST

GENERAL INFORMATION:

- Completed Application Form, Acknowledgement, and Disclosure of Ownership Forms (see also the Common Submittal Requirements publication for requirements of plan quantity and sizes, mailing labels, electronic file format, etc)
- 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:

- Aerial photo and existing survey of property:
 - It is recommended that the survey be prepared by a registered Tennessee 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 dimensions of: proposed (public and private) rights-of-way, roads, medians/openings, traffic lanes, curb cut, driveways, setbacks, 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/buffer
- 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
- A site data block containing select information is required (an example will be provided by the Town).

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.

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.

FINAL SITE PLAN APPLICATION CHECKLIST

GENERAL INFORMATION:

- Completed Application Form, Acknowledgement, and Disclosure of Ownership Forms (see also the Common Submittal Requirements publication for requirements of plan quantity and sizes, mailing labels, electronic file format, etc)
- Site plan 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 Tree Survey and Protection Plan
 - Final Grading and Drainage Plan
 - Erosion Control 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.

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
- Building separation and fire safety access dimensions
- A site data block containing final information

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.
- 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).
- 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.

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 including existing trees; 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.
- Fire Marshall's signature block.

FINAL COMBINATION UTILITY AND PAVING PLAN:

- All site plan information from grading and drainage plan, sewer plan, water plan, tree protection plan, proposed trees indicated on the landscape 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.

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.

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.

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

Site Data Chart Example		
PROJECT NAME:		
Site Plan Type:	<i>Preliminary or Final Site Plan</i>	
SUBDIVISION (include phase/section):		
LOT NUMBER:		
PROPERTY ADDRESS:		
CITY, COUNTY, STATE:		
PARCEL ID #:		
EXISTING ZONING AND APPLICABLE OVERLAYS:		
ACREAGE OF SITE:		
MINIMUM REQUIRED SETBACK LINES:	Minimum Required	Provided
Yard fronting on any street:		
Side yard:		
Rear yard:		
OWNERSHIP:		
Address:		
Phone No.:		
Fax No.:		
E-mail address:		
Contact Name:		
APPLICANT/DESIGN PROFESSIONAL:		
Address:		
Phone No.:		
Fax No.:		
E-mail address:		
Contact Name:		
PROPOSED USES (list all as defined by Zoning Ord §151.021 or applicable Outline Plan)		
BUILDING HEIGHT(S) (all buildings):		
NONRESIDENTIAL BUILDING SQUARE FOOTAGE (any existing on site and proposed):	Existing	New/Addition
RESIDENTIAL DWELLINGS	Maximum Density	Density and Dwellings Provided
FLOOR AREA RATIO (FAR):	Maximum Limit	Provided
OPEN SPACE PERCENTAGE (% PERVIOUS AREA/GREENSPACE):	Minimum Required	Provided
PARKING	Minimum Required/ Maximum Limit	Provided
	/	

2012 SUBMITTAL DEADLINES, REQUIREMENTS, AND MEETING DATES FOR THE FOLLOWING APPLICATION TYPE:

The following schedule applies to the following development application type in the Town of Collierville:

- Preliminary Site Plan ^[1]

Departmental Review Team (DRT) Review Phase				Boards/Commissions Submittal Phase				
Submittal Requirements:				Submittal Requirements (only <u>one</u> submittal at column left for all three public meetings):				
<input type="checkbox"/> Completed Application Form <input type="checkbox"/> Cover Letter <input type="checkbox"/> Review Fees: \$2,750 + \$250 ^[2] <input type="checkbox"/> 5 Full Size Sets of Plans (folded) <input type="checkbox"/> 5 Reduced Size (11x17) Sets of Plans (folded) <input type="checkbox"/> Electronic Submittal (PDF Format - on disk)				<input type="checkbox"/> Cover Letter <input type="checkbox"/> 5 Full Size Set of Plans (folded) <input type="checkbox"/> 30 Reduced Size (11x17) Sets of Plans (folded) <input type="checkbox"/> Electronic Submittal (PDF Format - on disk) <input type="checkbox"/> One set (1) of mailing labels (adhesive) including the names and mailing addresses of all property owners within five hundred (500) feet of the limits of the development application.				
Complete ^[3] Admin Applications Received between:		...will be discussed at the DRT Meeting of:	...and either a Notice to Proceed ^[3] or a requests for revisions ^[3] will occur by:	...and you submit plans/info ^[3] per Step 2B on or before this date:	...your application will be heard at the 6:00pm PC Meeting scheduled for:	...and either the 5:00pm DRC Meeting scheduled for (outside the Historic District):	...or the 5:00pm HDC Meeting scheduled for (inside the Historic District):	...and the 6:00pm BMA ^[1] Meeting scheduled for:
August Cycle	5/16/12 to 5/31/12	6/26/12	6/27/12	7/17/12	8/2/12	8/9/12	8/16/12	8/27/12
	6/1/12 to 6/15/12	7/10/12	7/11/12					
September Cycle	6/16/12 to 6/30/12	7/24/12	7/25/12	8/21/12	9/6/12	9/13/12	9/20/12	9/24/12
	7/1/12 to 7/15/12	8/14/12	8/15/12					
October Cycle	7/16/12 to 7/31/12	8/28/12	8/29/12	9/18/12	10/4/12	10/11/12	10/18/12	10/22/12
	8/1/12 to 8/15/12	9/11/12	9/12/12					
November Cycle	8/16/12 to 8/31/12	9/25/12	9/26/12	10/16/12	11/1/12	11/8/12	11/20/12*	11/26/12
	9/1/12 to 9/15/12	10/9/12	10/10/12					
December Cycle	9/16/12 to 9/30/12	10/23/12	10/24/12	11/20/12	12/6/12	12/13/12	12/18/12*	12/26/12*
	10/1/12 to 10/15/12	11/13/12	11/14/12					
January Cycle	10/16/12 to 10/31/12	11/27/12	11/28/12	12/18/12	1/3/13	1/10/13	1/17/13	1/28/13
	11/1/12 to 11/15/12	12/11/12	12/12/12					
February Cycle	11/16/12 to 11/30/12	1/15/13*	1/16/13*	1/22/13	2/7/13	2/14/13	2/21/13	2/25/13

* This date has been adjusted from the normal schedule to avoid conflicts with Town holidays.

^[1] Preliminary Site Plans are automatically set for the 2nd BMA meeting of the month to expedite the process. Upon the request of the applicant, or if a BMA meeting is canceled, the application will be moved to the next available BMA meeting.

^[2] Consult your Project Planner and/or the latest Fee Schedule published on the Town's website for the most accurate fees.

^[3] Complete applications that address Town regulations usually receive an NTP, with conditions, after only one (1) DRT review cycle, and are able to proceed on to next PC, DRC/HDC, and BMA meetings shown in the schedule above. Please note that delays of 30 days or more could occur in the review process if the plans are incomplete or need redesign to correct violations of Towns regulations. Incomplete plans will be rejected at the sufficiency review stage and miss a full DRT cycle. If the DRT review generated several staff comments, another DRT review cycle will likely be needed.

2012 SUBMITTAL DEADLINES, REQUIREMENTS, AND MEETING DATES FOR THE FOLLOWING APPLICATION TYPES:

The following schedule applies to the following development application type in the Town of Collierville:

- Final Site Plan ^[2]

	Departmental Review Team (DRT) Review Phase			Development Agreement Phase (if applicable)		
	Submittal Requirements: <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Cover Letter <input type="checkbox"/> Review Fees: \$2,000 (plus \$250 Electronic Fee for Final Site Plans, but only if a new project) ^[1] <input type="checkbox"/> Development Agreement Worksheet ^[3] in PDF or Paper Format <input type="checkbox"/> 5 Full Size Sets of Plans (folded) <input type="checkbox"/> 5 Reduced Size (11x17) Sets of Plans (folded) <input type="checkbox"/> Electronic Submittal (PDF Format - on disk)			Submittal Requirements: <input type="checkbox"/> Pay Development ^[3] Agreement Preparation Fee and Engineering Plans Review Fee <input type="checkbox"/> 10 Reduced Size (11x17) Sets of Plans (folded)		
	Complete ^[2] Final Site Plan Applications	...will be discussed at the DRT Meeting of:	...and either a Notice to Proceed or a requests for revisions ^[2] will occur by:	Next available BMA Meeting (6:00pm) dates ^[2,3]		
July Cycle	5/16/12 to 5/31/12	6/26/12	6/27/12	7/9/12	7/23/12	8/13/12
August Cycles	6/1/12 to 6/15/12	7/10/12	7/11/12	7/23/12	8/13/12	8/27/12
	6/16/12 to 6/30/12	7/24/12	7/25/12	8/13/12	8/27/12	9/10/12
September Cycles	7/1/12 to 7/15/12	8/14/12	8/15/12	8/27/12	9/10/12	9/24/12
	7/16/12 to 7/31/12	8/28/12	8/29/12	9/10/12	9/24/12	10/8/12
October Cycles	8/1/12 to 8/15/12	9/11/12	9/12/12	9/24/12	10/8/12	10/22/12
	8/16/12 to 8/31/12	9/25/12	9/26/12	10/8/12	10/22/12	11/12/12
November Cycles	9/1/12 to 9/15/12	10/9/12	10/10/12	10/22/12	11/12/12	11/26/12
	9/16/12 to 9/30/12	10/23/12	10/24/12	11/12/12	11/26/12	12/10/12
December Cycles	10/1/12 to 10/15/12	11/13/12	11/14/12	11/26/12	12/10/12	1/14/13
	10/16/12 to 10/31/12	11/27/12	11/28/12	12/10/12	1/14/13	1/28/13
January Cycles	11/1/12 to 11/15/12	12/11/12	12/12/12	1/14/13*	1/28/13	2/11/13
	11/16/12 to 11/30/12	1/15/13*	1/16/13*	1/28/13	2/11/13	2/25/13

* This date has been adjusted from the normal schedule to avoid conflicts with Town holidays.

^[1] Fees vary by application type. Consult your Project Planner and/or the latest Fee Schedule published on the Town's website for the most accurate fees.

^[2] Complete applications that address Town regulations usually receive an NTP, with conditions, after only one (1) DRT review cycle, and are able to proceed on to one of the BMA meetings shown in the schedule above (depending on the need for information needed by the BMA to make a final decision). Please note that delays of 30 days or more could occur in the review process if the plans are incomplete or need redesign to correct violations of Towns regulations. Incomplete plans will be rejected at the sufficiency review stage and miss a full DRT cycle. If the DRT review generated several staff comments, another DRT review cycle will likely be needed.

^[3] Almost all Final Site Plans require a Development Agreement before permits can be issued or construction can commence; however, some Development Agreements may be eligible for administrative approval, and not require approval by the BMA. Please note that delays of two (2) to four (4) weeks or more could occur in the Development Agreement being processed if the following are not completed/provided to the Engineering Division (457-2340):

- Development Agreement Worksheet;
- Development Agreement Preparation Fee and Engineering Plans Review Fee
- Signed Development Agreement; and
- Any other information requested in the NTP (additional plan sets, PDFs, response letters, special exhibits, details, etc)

Town of Collierville
Development Agreement Information Sheets

After receiving final subdivision or site plan approval by the Planning Commission, the Developer shall provide the information on the attached pages to the Engineering Division. The Development Agreement Information Sheets (DAIS) must be completed entirely and submitted by application deadline for this item to be placed on a BMA agenda. The information provided is used to prepare the Development Agreement which will go before the Board of Mayor and Aldermen for approval.

The Town of Collierville Board of Mayor and Aldermen meet on the 2nd and 4th Mondays of each month, unless otherwise designated. The DAIS **must be submitted** at least **twenty-one (21) calendar days before** the BMA meeting **along with required fees: Plans Review Fee (calculated based on project size) and Development Agreement Preparation Fee (\$500.00)**. A copy of BMA Submittal Deadlines and Meeting Dates can be provided.

Two (2) original Development Agreements will be sent to the Developer for signature prior to the meeting. **The Developer shall sign and return both copies of the agreement prior to the BMA meeting.** Copies of the agreement shall be included with packets for distribution to the Board of Mayor and Aldermen. If the signed agreements are not received by the designated deadline, the request may be removed from the agenda and rescheduled for a future meeting.

Following approval by the Board of Mayor and Aldermen and signature of the Town Clerk, Town Attorney and Mayor, one original will be returned to the Developer and one retained with the Town of Collierville. All required development fees, security documents, and insurance certificates must be submitted to the Town Engineer's office at least fourteen (14) calendar days prior to scheduling the preconstruction meeting.

If you have any questions concerning this process, please contact the Engineering Division at 901.457.2340.

By signing below, I hereby acknowledge that the information provided on the Development Agreement Information Sheets is accurate and will be used by the Town of Collierville to prepare the Development Agreement and calculate project development fees.

Developer: _____ **Phone #** _____ - _____

Owner: _____ **Phone #** _____ - _____

Form Completed

By: _____ **Date** _____

DEVELOPMENT AGREEMENT INFORMATION SHEET

1. # of Acres: _____ # of Residential Lots (all others see #6): _____ Zoning: _____
Tax Parcel Number: _____

2. **Name of the Developer as it is to appear on the Agreement:**

Type of entity (for example, corporation, LLC) _____ State entity formed: _____

Address of Developer:

Street (P. O. Box): _____

City, State, Zip: _____

Phone #: _____ Ext: _____ Fax #: _____

Contact Person: _____ E-mail : _____

Contact information if different from above:

Name: _____ Phone #: _____

E – mail address: _____ Ext: _____

3. **Name of the Owner (if applicable) as it is to appear on Agreement, if different from the Developer’s name.**

Type of entity (for example, corporation, LLC) _____ State entity formed: _____

Address of Owner:

Street (P. O. Box): _____

City, State, Zip: _____

Phone #: _____ Ext: _____ Fax #: _____

Contact Person: _____ E-mail : _____

Contact information if different from above:

Name: _____ Phone #: _____

E – mail address: _____ Ext: _____

4. (a.) Planning Commission final approval date: _____

OR

Design Review Team (DRT) final approval date: _____

(b.) Design Review Commission approval date: _____

(c.) Preferred Board of Mayor and Aldermen meeting date: _____

NOTE: All Conditions of Approval must be met prior to submittal for the Board of Mayor and Aldermen. Town Staff will determine eligibility for meeting date requested.

5. Performance Security Calculations: **Itemized cost estimates must be submitted with this application.**

Security calculations for public improvements. ONSITE: _____ OFFSITE: _____
 Security calculations for private improvements. ONSITE: _____ OFFSITE: _____

6. For apartments and non-residential developments, **the Developer must provide estimated average daily sewer flows (ADF) in gallons per day (GPD) (NOT PEAKED), including documentation for the basis of these design flows, which will be converted into “Equivalent Residential Units (ERUs)”**. See Attachment A for procedure for determining Average Daily Flows.

GPD: _____ *ERUs are calculated by dividing the ADF for the project by 350.*

7. Street light fees will be based on the preliminary construction estimate prepared by MLG&W and will be determined by the type and cost of the project lights. Final cost will be provided by MLG&W upon completion of installation.

8. Building Development Privilege Tax (Ordinance 2003 – 04).
 Please fill in the number of lots or square feet at the appropriate type of facility:

Type of Facility	Fee	# of Units or Sq. Ft.
Residential	\$300/Single family unit	_____
Multi-family Apartment	\$100/per Apartment	_____
Hotels & Motels	\$100/per Room	_____
Retail Buildings	15¢/per sq. foot	_____
Office Bldg. & Office Portions in Industrial Building	10¢/per sq. foot	_____
Warehouse & Storage Areas/Industrial Building	1¢/per sq. foot	_____

9. When the Parkland Fee in Lieu of Dedication is required, payment is calculated as stated in Ordinance 2003-07.

10. Anticipated Project Duration to reach Substantial Completion following start of project construction:

_____ months

11. **NOTE: Additional fees are required by other Town departments relative to building construction and are separate from the fees required by the Development Agreement. Contact the departments listed below for further information concerning their respective fees.**

Department of Public Services	Building Department	Fire Department
Bill Kilp, Director	Building Official	Buddy Billings, Fire Marshal
901.853.3215	901.457.2310	901.853.3290

ATTACHMENT A

The Town is in the process of defining and adopting a standard procedure for the calculation of ERUs. Currently accepted methods include the following American Water Works Association (AWWA) Table to equate meter size with ERU's for the purpose of calculating Water and Sewer Development Fees for non-residential projects:

Meter Size	ERU Equivalent
¾"	1
1"	2.5
2"	8
3"	15
4"	25
6"	50
8"	80

As an alternate method, The Town will also consider the Tennessee Department of Environment & Conservation (TDEC) Sewer Design Table shown below as the basis for calculating the ERUs. Please note that the Table recommends using actual flow data to calculate sewer flows when possible to determine a more accurate estimate of the ERUs.

Table for
DESIGN BASIS FOR NEW SEWAGE WORKS

Discharge Facility	Design Units	Flow (gpd)	BOD (lb/day)	TSS (lb/day)	Flow Duration (hrs)
Dwellings	per person	100	0.17	0.2	24
School with showers and cafeteria	per person	16	0.04	0.04	8
School without showers and with cafeteria	per person	12	0.025	0.025	8
Boarding School	per person	75	0.2	.2	16
Motels at 65 gal/person (rooms only)	per person	130	0.26	.26	16
Trailer courts at 3 persons/trailer	per person	225	0.6	0.6	24
Restaurants	per person	40	0.2	0.2	16
Interstate or through highway restaurant	per person	180	0.7	0.7	16
Interstate rest areas	per person	5	0.01	0.01	24
Service stations	per vehicle serviced	10	0.01	0.01	16
Factories	per person per 8 hr shift	25	0.05	0.05	8
Shopping center (no food)	per 1,000 sq ft of floor	150	0.01	0.01	12
Hospitals	per bed	300	0.6	0.6	24
Nursing home (add 75 gals for laundry)	per bed	120	0.3	0.3	24
Homes for the Aged	per bed	60	0.2	0.2	24
Child Care Center	per child & adult	10	0.01	0.01	8
Laundromats, 9 to 12 machines	per machine	250	0.3	0.3	16
Swimming pools	per swimmer	10	0.001	0.001	12
Theaters, auditorium type	per seat	5	0.01	0.01	12
Picnic areas	per person	5	0.01	0.01	12
Resort camps, day & night with limited plumbing	per campsite	50	0.05	0.05	24
Luxury camps with flush toilets	per campsite	100	0.1	0.1	24
Churches (no kitchen)	per seat	3	.005	0.005	

NOTE: In all cases, use actual data from similar facilities when possible. Note variations due to factors such as age, water conservation, etc. Submit all design data used.

For multi-family developments, a 1 bedroom unit is counted as 1/3 ERU, a 2 bedroom unit is counted as 2/3 ERU, and 3 or more bedroom units are counted as 1 ERU