

TOWN OF COLLIERVILLE

Major Road Plan Amendment Checklist

Planning Division
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GENERAL DESCRIPTION: Those seeking to amend the Major Road Plan (MRP) should be aware of the following:

- ❑ MRP Amendments can be initiated by the staff, PC, BMA, or by an applicant. The scope of amendments vary from comprehensive to limited updates. Limited updates are usually related to development applications.
- ❑ MRP Amendments require the approval of the Planning Commission (PC) and are not formally acted upon by the Board of Mayor and Aldermen (BMA). Work sessions with the BMA are sometimes helpful to gain their support for MRP amendments, especially if they related to pending development applications.
- ❑ Applications should first be submitted to the Planning Division for review. Before an application is made, a methodology meeting should be held with the Town Engineer.
- ❑ MRP Amendments are generally a 30-60 day process. They could be longer if related to a development application or a BMA work session is needed.
- ❑ Town staff may have a third party consulting traffic engineer to review and comment on your request. This could lengthen the time for processing a MRP amendment by the staff and PC.

Role of Methodology Meeting: Prior to preparation of a MRP Amendment application, the preparer should hold a methodology meeting with the Town Engineer. The Town Engineer will recommend the limits and extent of the analysis based on the proposed scope of the amendment and the existing conditions. Following the meeting with the Town Engineer to determine the methodology and scope, the MRP Amendment application and supporting analysis may be prepared and submitted for review. Additional analysis may be requested after review of the analysis if determined to be warranted by the Town Engineer. Failure to hold a methodology meeting with the Town Engineer to decide the methodology and scope and/or failure to provide proper traffic information will constitute an insufficient MRP Amendment application and cause delays.

VICINITY MAP: For staff to analyze the request and to prepare the necessary exhibits, provide a vicinity map drawn to scale showing the subject roadway segment and all other parcels within 500 feet of the outer boundary of the parcel(s). Such vicinity map shall show any and all streets, roads, and alleys and shall indicate the owner's names and dimensions of each parcel shown on the map.

COVER LETTER: At a minimum, a cover letter for a MRP Amendment request should include the following:

- ❑ Current property owner and future property owner (if applicant is not the current property owner);
- ❑ General overview of the applicant's future plans for the property adjoining the road segment proposed for amendment;
- ❑ Relationship of the proposed amendment to other applications (e.g. rezonings or planned development);
- ❑ Description of how existing or future conditions have changed, thereby making the amendment valid;
- ❑ Existing traffic counts on the roadway segment, when they were collected, and the source;

Submittal Requirements for a Major Road Plan Amendment

Public Review Phase:

- ❑ Completed general application form (see Preapplication Conference notes for guidance on how to complete form) – One (1) Copy
- ❑ Disclosure of Interest Form (if applicable) – One (1) Copy
- ❑ Electronic version of the entire submittal package (PDF Format)
- ❑ Cover Letter – Two (2) Copies (see instructions on Page 2 for required content)
- ❑ Review Fee: \$500
- ❑ Traffic Generation Letter or Traffic Impact Analysis (TIA), as applicable – Two (2) Copies
- ❑ Vicinity Map (see instructions on Page 2) – Two (2) Copies
- ❑ Any Supplemental Exhibits (see instructions on Page 2)– Two (2) Copies
- ❑ Other Information that was specifically requested at the Preapplication Conference (recent survey, photographs of the site, etc.)

Post-Approval Phase:

- ❑ Varies based on the specific request. Consult the notes in the Preapplication Conference and the "Next Steps" in the PC Staff Report.
- ❑ For some projects, a rezoning and/or Planned Development is needed. For others, subdivision and/or site plan applications are required.

- Description of any associated changes to MRP, including the existing and proposed street classification system designation existing streets (i.e. arterial, collector, local street), the existing and proposed number of lanes, whether a center turn lane or a median is proposed, the pavement width, and whether bike lanes or “sharrows” will be included; and
- The future adjacent land uses (residential, commercial, industrial, etc.) based on the Collierville 2040 plan.

SUPPLEMENTAL EXHIBITS: Any supplemental exhibits provided to the Town are not binding if the amendment is approved. Separate applications (rezonings, planned development, site plans, subdivision plats, building permits, etc.) would be required to authorize construction and the subdivision of land. Supplemental exhibits can be helpful to the staff and PC in understanding the applicant’s reasons for requesting the amendment to the Major Road Plan. Feedback received during the rezoning process on such exhibits could prove helpful to the applicant for the next stages of development.

PUBLIC NOTICE: The Town of Collierville may provide mailed postcard notices in advance of the PC meeting(s) to property owners impacted by the proposed amendment. Address labels will be furnished by the Town. At a minimum, the Town will publish notice of the public meetings in a local newspaper and on the Town’s website.