

TOWN OF COLLIERVILLE

Overview of Site Plan Process

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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 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 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 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.

Submittal Requirements: The latest Preliminary and Final Site Plan Checklists can be found online at:

<http://collierville.com/departments/development/planning/regulations-forms/applications-and-forms>

<https://www.colliervilletn.gov/home/showpublisheddocument/2001/637586571891900000>

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. To avoid coming into Town Hall, feel free to use the green “Development Department Dropbox” on the east side of Town Hall next to the Codes Division entrance. Site Plans can also be submitted online through the Online Permit & Application Center. Go to the following link to get started: <https://collierville.portal.iworq.net/portalhome/collierville> In most cases, paper copies will still be needed of application materials in addition to PDFs submitted online.

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>

<https://www.colliervilletn.gov/government/public-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>

<https://www.colliervilletn.gov/home/showpublisheddocument/2111/637586651698870000>

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.

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

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

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.

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. The applicant may request in writing a one-time extension of the effective period of the Preliminary Site Plan approval from the BMA. For the effective period of Final Site Plan approvals, consult the terms within the Development Agreement for when construction should commence.