

# TOWN OF COLLIERVILLE

## Sketch Plat Review

Planning Division  
500 Poplar View Pkwy  
Collierville, TN 38017

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**GENERAL DESCRIPTION:** The Planning Commission's role in the Sketch Plat process is to review the application and submit its concerns to the applicant verbally and in writing (e.g., staff report, minutes of meeting). A Sketch Plat is not to be formally approved or denied. The comments by the staff or Planning Commission concerning the Sketch Plat are non-binding on any party and serve only to provide information and feedback. Based on the available information provided, the feedback, provided as a courtesy, will be representative of the types of comments/conditions that will be applicable to the formal Preliminary Subdivision Plat application. The Sketch Plat does not create any rights for the applicant, other than the ability to move forward in the subdivision process. For the purposes of Tenn. Code 13-4-304, Sketch Plat review and comments shall not be the initial consideration for approval or disapproval by the Planning Commission.

It is recommended, but not required, that the Sketch Plat be prepared and certified by a Registered Land Surveyor and Registered Professional Engineer licensed to practice in the State of Tennessee.

**PRE-APPLICATION CONFERENCES (OPTIONAL):** As a service to the prospective applicant/property owner, staff offers the opportunity for a Pre-application Conference with key staff. Pre-application Conferences are intended to be a "one-stop shop" for potential applicants to meet with all departments involved in the development process at the same meeting. They can prove to be very beneficial to both the applicant and staff, as the officials responsible directly for the review (Planning, Engineering, Codes, Fire, Public Services, Police, and Parks & Recreation, etc.) can be in attendance if requested.

The primary purpose of the meeting is for Staff to explain the applicable development processes, permits, and fees pertinent to the project prior to applicants submitting a formal rezoning application. These meetings also provide an opportunity for the developer to discuss his/her proposal with Town officials and get their input. Applicable rules and regulations will be discussed as they relate to the proposal, but the Pre-application Conference does not constitute an application nor are any preliminary staff comments binding. In addition to notes from the meeting taken by the Staff, other relevant information will be made available to the applicant at the end of the meeting (applications, checklists, forms, latest fee schedule, submittal calendar, etc.). Formal notes are taken during the meeting by staff and emailed to the potential applicant after the meeting for a record of what was discussed.

Pre-application Conferences are typically scheduled every Tuesday afternoon from 2:00 pm to 5:00 pm at the Development Department located at Town Hall. Each meeting is usually an hour long. A Pre-application Conference can be scheduled by contacting the Planning Division at 901-457-2360.

**PUBLIC NOTICE:** The Town of Collierville will mail postcard notices in advance of the PC and BMA meeting(s). Address labels will be furnished by the Town. The Town will also publish notices of the public meetings in a local newspaper and on the Town's website. The applicant is not responsible for public notices.

### Submittal Requirements for a Sketch Plat

#### 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: \$250
- Full Size Set of Plans – Two (2) 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
- 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)

**PC Sketch Subdivision Plat Application Checklist:** The following information shall be submitted along with the application form. Initial each item to verify completeness. A copy of this completed checklist must be included with the application.

**Sketch Subdivision Plat Application Documents/Plans** – The following information/documentation is required for a Sketch Plat:

Initial	Item
	<b>Sketch Plat</b>
	<b>Existing Features Plan/Survey</b>
	<b>Aerial Photograph: Depict site boundaries and areas of tree cover.</b>
	<b>Conceptual Grading Plan</b>
	<p><b>Cover Letter:</b> At a minimum, a cover letter for a Sketch Plat should include the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> current property owner;</li> <li><input type="checkbox"/> future property owner (if applicant is not the current property owner);</li> <li><input type="checkbox"/> current zoning;</li> <li><input type="checkbox"/> requested zoning (if it needs to change to allow for the development);</li> <li><input type="checkbox"/> size of subject property;</li> <li><input type="checkbox"/> proposed total number of lots (and lots by phase, if multiple phases are proposed);</li> <li><input type="checkbox"/> total proposed gross residential density;</li> <li><input type="checkbox"/> proposed land uses on the site (including total acreage by land use classification);</li> <li><input type="checkbox"/> minimum setbacks and, if proposed, maximum setbacks or build-to requirements;</li> <li><input type="checkbox"/> the percentage of land area within the proposed subdivision (and within each phase, if multiple phases are proposed) to be designated as common open space;</li> <li><input type="checkbox"/> the percentage of land area within the proposed subdivision (and within each phase, if multiple phases are proposed) to be disturbed; and</li> <li><input type="checkbox"/> a summary of any waivers that will be requested at the Preliminary Subdivision Plat and Subdivision Infrastructure Construction Drawing stage. Provide justification for any waivers to be requested. Any deviation(s) requested from the Subdivision Regulations must address the provisions of Article I, Section 10 (“Exceptions and Waiver of Conditions”).</li> </ul>

**Sketch Plat Requirements – General Information:**

Initial	Item
	Scale drawing of the property
	Prepared on sheets a minimum of 20” x 24” in size and numbered sequentially if submitted in multiple pages
	Scale no smaller than one hundred (100) feet to an inch
	Date, north arrow, and scale
	Names of the owners of adjoining property
	Name and address of owner
	Name of design professional(s) (if applicable)
	The zoning designation(s), existing land use(s), and Land Use Plan designation(s) of adjoining property
	<b>Vicinity map</b> showing relation of the subdivision to all public ways, railroads, and water courses in all directions to a distance of at least one-half mile from the perimeter of the project (suggested scale: one (1) inch to one thousand (1,000) feet)
	A site data block containing specific information is required (an example can be found online <a href="#">here</a> ).

**Sketch Plat Requirements – Proposed Features:**

Initial	Item
	Proposed phasing, if any
	Proposed roads, right-of-ways, and, for subdivisions including non-single family detached residential uses, building footprints and floor area totals
	Lot lines and size of lots to the nearest square foot
	Dimensions of typical lot
	Location of common open space areas, amenities, landscaping areas, and entry features

	It recommended, but not required, that a written certification from the applicant be included on any Sketch Plat. Such certification should indicate that such plat either fully complies with all provisions of the Town's Zoning Ordinance and Subdivision Regulations or that the plat complies with such provisions with specifically noted exceptions. This certification requirement is meant to provide the Town with assurance that the proposed plat can be accomplished within the current ordinances and regulations of the Town.
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**Existing Features:**

Initial	Item
	It is recommended, but not required, that a survey of the subject property to be subdivided be used to create the Existing Features Plan. 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.
	Prepared on sheets a minimum of 20" x 24" in size and numbered sequentially if submitted in multiple pages
	Scale no smaller than one hundred (100) feet to an inch
	Date, north arrow, and scale
	Name of design professional(s) (if applicable)
	Name and lot patterns of adjoining developments within 250 feet of any perimeter boundary of the subdivision
	The zoning designation(s), existing land use(s), and Land Use Plan designation(s) of adjoining property
	Notation of any existing legal rights-of-way or easements, structures, burial grounds, cultural resources from existing databases or other encumbrances affecting the property
	Water courses, streams and areas which may be affected by flooding, including the areas designated and delineated by FEMA, on the current NFIP FIRM, as "floodway" area(s), and "Special Flood Hazard Areas (SFHAs) Subject To Inundation By the 1% Annual Chance Flood" (SFHAs have been commonly referred to as "100-year flood zones"). The date and panel number(s) of the FEMA FIRM(s) on which the project is located will be shown on the sketch plat.
	Location of all streets, intersections, and driveway openings within two hundred-fifty (250) feet of each of the boundaries of the proposed subdivision
	Sizes and approximate locations of all utilities within the general area
	Outline of existing wooded areas
	Approximate topography of the site, at no more than two (2) foot intervals, extended one hundred (100) feet into adjacent properties.

**Conceptual Grading Plan Requirements – General Information:**

Initial	Item
	Use the Existing Features Plan as the base map (see requirements above)
	Scale drawing of the property
	Proposed roads, right-of-ways, and, for subdivisions including non-single family detached residential uses, building footprints and floor area totals
	Location of common open space areas, amenities, landscaping areas, and entry features
	A conceptual grading plan with approximate proposed topography of the site, at no more than two (2) foot intervals, extended one hundred (100) feet into adjacent properties (provided on a separate sheet)

I do hereby submit the attached Sketch Plat for review by the Collierville Planning Commission. The appropriate number of copies of the plat and accompanying documentation and information has been provided. I have reviewed the above checklists and do believe that all the information required has been presented. I understand that no plans will be reviewed until all information required is presented in a full and complete manner.

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Printed Name



## Town of Collierville Permit & Application Center

**Consider Applying Online or Using Dropbox:** Planning-related permits/development applications can be submitted through the online Permit & Application Center. 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 3.5% convenience fee. Otherwise, you can mail a check to Town Hall noting the case number and project. See this checklist for what needs to be uploaded. 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. 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. To be able to check on the status of your application and upload PDF revisions later, you will need a "Contractor Code" number that will be assigned when you apply for the first time. For those that submit to the Town often, you will use the same contractor code for all new applications. Please direct questions about submitting online Planning-related applications to [planning@colliervilletn.gov](mailto:planning@colliervilletn.gov) or 901-457-2300.

**Have you considered fast-tracking your subdivision?** Applicants may exercise their option to "fast track" the subdivision by skipping the Sketch Plat step and proceed to the Preliminary Plat without submitting a Sketch Plat, the Preliminary Plat application shall be reviewed concurrently with the construction plans for the project infrastructure, including plans for clearing and grading, road construction, water and sewer facilities, stormwater, and other utilities as may be applicable to meet the requirements of Article II, Section 4. Subdivision infrastructure construction drawings are a submittal requirement for the Preliminary Subdivision Plat to "fast track" and the application shall be considered insufficient without the subdivision infrastructure construction drawings.