

TOWN OF COLLIERVILLE

Land Use Plan Amendment Checklist

Planning Division
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GENERAL DESCRIPTION: A Land Use Plan Amendment application is a formal request to change the Collierville 2040 Plan. "Collierville 2040" was the name given to the general update to the Town's Land Use Plan in 2012. Those seeking to amend the Town's Land Use Plan should be aware of the following:

- ❑ It serves as the Town's general plan of development, which, as outlined in Tennessee Code Annotated 13-4-203, is to serve as a guide for "accomplishing a coordinated, adjusted and harmonious development and redevelopment of the municipality which will, in accordance with existing and future needs, best promote public health, safety, morals, order, convenience, prosperity and the general welfare, as well as efficiency and economy in the process of development."
- ❑ It is intended to serve as a blueprint for the development patterns and design qualities that should be encouraged in the community. The Land Use Plan is the Town's adopted position on future land use, growth of the community, and community character. The plan provides guidance to the Town for future development, providing a basis for rational decisions regarding zoning, subdivision control, redevelopment, and related issues.
- ❑ It also includes Small Area Plans for certain parts of Town (Downtown Collierville, I-269 area, etc.).
- ❑ It was the result of extensive work and visioning by numerous citizens and interested parties and the town.
- ❑ The Plan should be interpreted as dynamic in nature and in no way vests specific development rights to specific parcels until they successfully complete the normal procedures and approval processes of the Town.
- ❑ Land Use Plan Amendments require the approval of the Planning Commission (PC) and Board of Mayor and Aldermen (BMA) by resolution. The PC and BMA each consider separate resolutions. The PC and BMA must adopt identical versions of the amendment for it to become effective.
- ❑ Applications should first be submitted to the Planning Division for review.
- ❑ Land Use Plan Amendments are generally a 60-90 day process but could be longer if they are related to a rezoning or a new Planned Development (PD) or a PD Amendment.

Submittal Requirements for Land Use 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
- ❑ For applications submitted 12/1/23 or after, a completed Water and/or Sewer Availability Request application must be on file with the Development Department
- ❑ 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 and BMA Staff Reports.
- ❑ For some projects, a rezoning and/or Planned Development is needed. For others, subdivision and/or site plan applications are required.

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.


VICINITY MAP: For staff to analyze the request and to prepare the necessary ordinance and exhibits, provide a vicinity map drawn to scale showing the subject property 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. A recent property survey is recommended, but not required. Staff will develop from this information formal attachments to resolutions to amend the Land Use Plan.

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

- Current property owner;
- Future property owner (if applicant is not the current property owner);
- Size of subject property;
- General overview of the applicant's future plans for the property;
- Relationship of the proposed amendment to other applications (e.g. rezonings or planned development);
- Description of the standard and identification of the section of the Land Use Plan, Land Use Map or any adopted special/small area plan that the request is to amend;
- Description of how existing conditions have changed, thereby making the amendment valid;
- Description of how the proposed amendment will be consistent with the desired land use patterns for the area;
- Description of any associated text changes to the Land Use Plan or special area policies, including the proposed text and image revisions or additions for the Land Use Plan;
- Description of how the proposed amendment furthers the objectives of the Collierville 2040 Plan, including the guiding principles ("Visions"); and
- Description of how the proposed amendment will support the growth management policies ("Strategies and Action Steps") of 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, PC, BMA, and public in understanding the applicant's reasons for requesting the Land Use Plan Amendment. 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 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. Please note that State Law requires that amendments to the Land Use Plan be advertised at least 30 days in advance of a public hearing on the request in a newspaper of local circulation. This advertising deadline affects how soon an application can be placed on PC and BMA meeting agenda for consideration.



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 or 901-457-2300.