

# TOWN OF COLLIERVILLE

## Planned Development (PD) Checklist (New or Major Amendment)

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**GENERAL DESCRIPTION:** A planned development (PD), as allowed by the Town of Collierville Code of Ordinances, provides the rules and regulations through which tracts of land may be developed through an overall unified approach rather than the traditional lot-by-lot treatment afforded by traditional zoning districts. A PD overlay is intended to provide a maximum of design freedom to create a better living environment, by making the best use of topography and land features and by permitting the developer an opportunity to more fully utilize the physical characteristics of the site through the reduction of lot sizes, the modification of yard and bulk requirements, and the planned mixing of uses. With the requirements of a PD, it is the intent that property will be developed through a unified design providing continuity between the various elements and ultimately leading to a better environment. Increased residential densities may be permitted if such increase can be substantiated on the basis that the superior design makes greater densities possible with no material adverse effects. A PD should not be utilized as a device for making increased densities more acceptable without corresponding benefits or as a means of circumventing the Town's development regulations.

**ROLE OF OUTLINE PLAN:** An Outline Plan is the recorded document that regulates the PD. As the regulating document, the Outline Plan is reviewed by the Planning Commission, by the Design Review Commission if there is a comprehensive signage plan or design standards, and approved in the form of a resolution by the Board of Mayor and Aldermen. The Outline Plan includes specific written documentation including a legal description of the total site, a statement of planning objectives, a development schedule, quantitative data, exceptions from the zoning and subdivision regulations, bulk requirements, a tabulation of uses and land areas, any conditions of approval, and references to supporting materials. The Outline Plan also includes drawings that depict the area of development, common open spaces, the circulation system (vehicular, pedestrian and bicycle), and perimeter treatment. Refer to the PD Outline Plan application checklist for a complete listing of required documents.

### Submittal Requirements for a PD (New or Major Amendment)

#### Staff Review Phase (apply at least 60 days in advance of PC Meeting):

- 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
- PD Checklist (this form) initialed by applicant – One (1) Copy
- Electronic version of the entire submittal package (PDF Format – on disk, flash drive, uploaded with online application, or emailed)
- Cover Letter – Two (2) Copies – See Table 1 for required content
- Written Justification of Planned Development and Requested Exceptions to Town Development Standards (separate from cover letter – see Table 1 for required content – Two (2) Copies
- Review Fee: \$2,500 (New PD or Major Amendment)
- Sewer Flow Comparison Study (if applicable) – Two (2) Copies
- Neighborhood Meeting Checklist initialed by applicant – One (1) Copy
- Traffic Generation Letter or Traffic Impact Analysis (TIA), as applicable – Two (2) Copies
- Drainage Narrative – 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
- Yield Plan (Optional) – Two (2) Copies
- Full Size Set of Outline Plan & Pattern Book – Two (2) Copies (see Tables 2, 3, and 4 for required content)
- Reduced Size (11"x17") Set of Outline Plan & Pattern Book – Two (2) Copies (see Tables 2, 3, and 4 for required content)
- Supplemental Color Images/Graphics – Two (2) Copies (see Table 4)
- 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 (see Preapplication Conference notes for guidance on how to complete form) – One (1) Copy
- Electronic version of the entire submittal package (PDF Format – on disk, flash drive, uploaded with online application, or emailed)
- Response letter – Two (2) Copies – Addressing comments of approval from Staff Review Phase
- Revised Cover Letter – Two (2) Copies
- Revised Written Justification of Planned Development and Requested Exceptions to Town Development Standards – Two (2) Copies
- Revised Traffic Generation Letter or Traffic Impact Analysis (TIA), as applicable – Two (2) Copies
- Written summary of required neighborhood meeting
- Revised Sewer Flow Comparison Study (if applicable) – Two (2) Copies
- Revised Drainage Narrative (as applicable) – Two (2) Copies
- Full Size Set of Revised Outline Plan & Pattern Book – Two (2) Copies (see checklist for required content)
- Reduced Size (11"x17") Set of Revised Outline Plan & Pattern Book – Fifteen (15) Copies (see checklist for required content)
- Revised Supplemental Color Images and Graphics – Fifteen (15) Copies

#### 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.
- All new or amended Outline Plans must be revised to address the conditions of approval and provided to the Development Department for signatures and recording with the Shelby County Register of Deeds. Recording fees will apply.

**ROLE OF SUPPORTING MATERIALS:** There are additional materials that shall be provided with a PD application but should not be included in the Outline Plan. These materials shall be referenced in the Outline Plan and include information such as: tabulations of floor areas, square footages, land area uses, streets, etc.; architectural design concepts or pattern books; a traffic analysis; a summary of the neighborhood meeting, and; feasibility and other studies as required by Town Staff or a board or commission. Refer to Table 4 and the listing of submittal requirements on Page 1 for a complete listing of required supporting materials.

**STEPS IN THE OUTLINE PLAN APPROVAL PROCESS:**

**1. Pre-Application Conference (Required) with Development Department Staff:** At least 60 days prior to filing any application for a PD, the prospective applicant must request a pre-application conference with the Department of Development. An Outline Plan should be submitted to the Planning Commission with the application for the PD within six months of the pre-application conference.

**2. Neighborhood Meeting (Required) after Application Submittal:** A neighborhood meeting is mandatory after the submission of an application for a PD Overlay and at least 14 days prior to the PC meeting. At the neighborhood meeting, the applicant shall explain the development proposal and application, answer any questions, and attempt to respond to concerns neighbors have about the application. See the separate Neighborhood Meeting Checklist for more information.

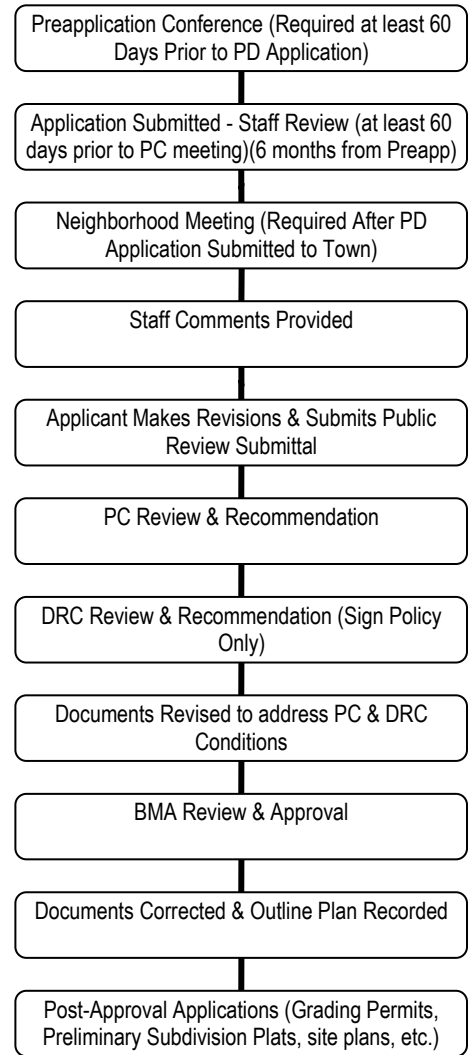
**3. Staff Review Phase:** At least 60 days prior to the Planning Commission meeting at which it is to be considered, the Outline Plan, Pattern Book, the completed application, and all other information required shall be submitted to the Planning Division (see Page 1 for submittal requirements). The staff will review the application and provide the applicant with comments prior to the Public Review Phase. The applicant will be given an opportunity to make corrections or provide additional information prior to the Public Review Phase.

**4. Public Review Phase:** Two or three public meetings will be required based on the scope of the project.

- o **Recommendation of the Planning Commission (PC):** Prior to the Planning Commission meeting at which it is to be considered, the Outline Plan and the updated information for Public Review must be submitted to the Planning Division (see Page 1 for submittal requirements). The Planning Commission will review and make a recommendation to the Board of Mayor and Aldermen on all proposed PDs and Major Amendments to PDs.
- o **Recommendation of the Design Review Commission (DRC):** In cases where a comprehensive sign policy is proposed, the Design Review Commission shall also review and make a recommendation to the Board of Mayor and Aldermen. Such policies are required of most PDs. In most cases, applicants write into their PD request that this policy will be submitted later as a Minor PD amendment (to be approved by the Town Planner after review by the DRC) to be submitted prior to issuance of the first sign permit.
- o **Review and Approval by the Board of Mayor and Aldermen (BMA):** Planned development Outline Plans are approved, and amended, by the Board of Mayor and Aldermen as a Resolution at a public hearing. This takes only one vote by the Board. A final, approved version of an Outline Plan shall be submitted to staff on Mylar for recording at the Shelby County Register of Deeds.

**5. Approval Process Following Outline Plan Approval:** After Outline Plan approval has been received, preliminary and final subdivision plats must be reviewed and approved. With lots created and legally recorded, a site plan or building permit application can be submitted. See the appropriate application forms and checklists for requirements for a subdivision plat or site plan approval.

**6. Reapplication if Denied:** If an application for a planned development is denied by the Board of Mayor and Aldermen, a reapplication pertaining to the same property and requesting the same or substantially similar planned development may not be filed within 18 months of the date final action was taken on the previous application, unless such reapplication is initiated by the Planning Commission or the Board of Mayor and Aldermen.



7. **Procedure for Amendment:** A planned development and the approved Outline Plan may be amended in accordance with the procedure which governed its approval. However, no such amendment is required if the applicant proposes only a minor modification from what has been previously approved, and the modification is determined by the Town Planner to be minor.

- **Minor Modification:** A minor modification is a slight variation or alteration to the Outline Plan that does not cause a change in the internal function of the site or its off-site impact. The Town Planner may authorize a minor modification when it is determined to be consistent with the Outline Plan. A request for a minor modification must be filed with the Department of Development Services stating the nature of the request and justification for same, as well as a proposed final site plan illustrating the proposed change, which shall be suitable for official recording in the land records of Shelby County. Do not use this checklist for Minor PD Amendments. See the separate checklist on the Town's website.
- **Major Modification:** If the Town Planner determines the proposed modification is not minor, the applicant may seek an amendment in accordance with procedure that governed the initial approval. Use this checklist for Major PD Amendments.

If a planned development has been subdivided, sold, or leased, all the owners of the subdivided, sold, or leased PD may jointly apply for an amendment to the Outline Plan, which shall be governed by the procedures and requirements in the Zoning Ordinance for the approval of the Outline Plan.

**THINGS TO KNOW ABOUT PLANNED DEVELOPMENTS:** Below are helpful tips for submitting a PD. Detailed information on the PD application procedure and the review criteria can be found in §§151.150 through 151.160 of the Zoning Ordinance.

**Single Ownership:** No tract of land may be considered for or approved as a new PD unless such tract is under the ownership of a single landowner. A landowner may be a person, partnership, corporation, association, or any other legal entity entitled to own property. The holder of a written option to purchase, a party purchaser to a contract for the sale of real property contingent upon the success of a PD application for the property or any governmental entity are also considered landowners. Unless otherwise provided as a condition of approval, the landowner of an adopted PD may divide and transfer parts of the development. The transferee shall complete each section and use and maintain it in strict conformance with the final development plan. If an existing planned development is subdivided, sold, or leased, all the owners of the subdivided, sold, or leased PD may jointly apply for an amendment to the Outline Plan, which shall be governed by the procedures and requirements in the Zoning Ordinance for the approval of the Outline Plan. No development may be undertaken in any part of the PD that is subdivided, sold, or leased that will violate the Outline Plan for the PD.

**Effect of Approval of the Outline Plan:** The approved outline plan binds the applicant, owner (including subsequent owners) and mortgagee, if any, and the Town of Collierville with respect to the contents of the Outline Plan. Outline Plan approval may be modified or terminated by the Town for inactive planned developments by a vote of the Board of Mayor and Aldermen.

**Recommendations and Deferrals:** The Planning Commission reviews the application for an Outline Plan and makes a recommendation to the Board of Mayor and Aldermen to approve, disapprove or approve the Outline Plan subject to conditions. The Planning Commission may also defer a decision or take the matter under advisement until the next meeting. The applicant may also choose to defer review of the application by the Planning Commission at any time during the review process. However, if notice of the Planning Commission review has been published and notices mailed to property owners, a deferral fee will apply.

**Public Hearing Required:** The Board of Mayor and Aldermen will hold a public hearing on the Outline Plan with notice of the public hearing published at least 15 days prior to the hearing and with written notice mailed to owners of all property within 500 feet of the subject property. Town staff will mail these notices.



*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.

**Rezoning Sometimes Needed:** A rezoning request often accompanies a PD Outline Plan request, as the Zoning Ordinance requires that the “base zoning” match the uses and densities described in the Outline Plan. In this case, the third reading of the rezoning and the Planned Development Outline Plan will be placed on the same Board of Mayor and Aldermen agenda for a final vote, but as two separate items.

**Development Schedule & Phasing:** A schedule of development shall be provided with the application. If multiple phases are proposed, the applicant must provide a phasing schedule with the application. The sequencing of phases is more important than noting the year of construction.

**Recording of Outline Plan Document with Register’s Office:** After receiving approval from the Board of Mayor and Aldermen, the Outline Plan shall be recorded at the Shelby County Register of Deeds office. The Outline Plan shall contain, at a minimum, the design elements by which the Planned Development shall be governed. See Table 3 for how most Outline Plans are generally organized. An example of a previously-recorded Outline Plan will be provided upon request. Before the Outline Plan is recorded, the text and graphics must be revised to address any BMA conditions of approval included in the resolution. Exceptions and waivers granted should be noted on the Outline Plan. This document should be recorded prior to approval of a Preliminary Subdivision Plat, a Final Subdivision Plat, or a Site Plan.

**Important Documents to Consider:**

- Zoning Ordinance
- Collierville 2040 Plan (including the Place Types, Maximum Gross Residential Density Map, and Small Area Plans)
- Design Guidelines (HDC or DRC as applicable)
- Major Road Plan
- Greenbelt Master Plan
- Subdivision Regulations (including Town’s Street Standards/Cross Sections)

**TABLE 1: Cover Letter and Justification**

Initial	Item
	<p>Cover letters should contain, at a minimum, the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of Project;</li> <li><input type="checkbox"/> Site Location;</li> <li><input type="checkbox"/> Site Acreage;</li> <li><input type="checkbox"/> Existing Use(s);</li> <li><input type="checkbox"/> Base/Underlying Zoning District(s);</li> <li><input type="checkbox"/> Proposed Use(s);</li> <li><input type="checkbox"/> PD Type (i.e. Residential, Commercial, Industrial, Sr. Housing, or Mixed Use);</li> <li><input type="checkbox"/> Applicable Land Use Plan policy statements (Place Types, Max Gross Residential Density, etc.); and,</li> <li><input type="checkbox"/> If an amendment to an existing PD, note when the PD was originally created, the area(s) of the PD being affected, and the reasons for the amendment.</li> </ul>
	<p>All PD applications must provide the following. It is recommended that it be separate from the cover letter:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Written justification of the proposed PD explaining why PD approval is justified as opposed to conventional approval, including how the project addresses the purpose and objectives, as well as the general review criteria and any applicable specific review criteria, as described in the PD provisions (§§ 151.150 – 151.160) of Collierville’s Zoning Ordinance.</li> <li><input type="checkbox"/> Requested exceptions to development standards indicating the section number of the Zoning Ordinance or Subdivision Regulations standard that the applicant is requesting an exception from. Include a: <ul style="list-style-type: none"> <li><input type="checkbox"/> description of the standard, including the section number of the Zoning Ordinance or Subdivision Regulations standard from which an exception is being requested (e.g. Section 151.036 D.2.a);</li> <li><input type="checkbox"/> description of the proposed standard; and</li> <li><input type="checkbox"/> explanation of how the modification or exception from the standard is justified and why it should be granted. Please note that a PD should not be utilized as a device for making increased densities more acceptable without corresponding benefits or as a means of circumventing the Town’s development regulations. The burden is on the applicant, not staff, to articulate why an exception is justified and the corresponding benefits to the community for granting an exception. Failure to provide justification for an exception could cause processing delays or be grounds for denial of a specific exception request or the entire PD application by the BMA.</li> </ul> </li> </ul>

**TABLE 2: Outline Plan Text (Written Documents to be on Recorded Mylar)**

Initial	Item
	Legal description of the total site proposed for development, including a statement of present and proposed

	ownership and present and proposed zoning
	A concise statement of planning objectives to be achieved by the PD through the particular approach proposed by the applicant, including a description of the character of the proposed development and the rationale behind the assumptions and choices made by the applicant
	Reference uses permitted in the PD by "area".
	Any exceptions/waivers from the Zoning Ordinance and Subdivision Regulations must be expressly listed on the Outline Plan.
	The proposed bulk requirements for each "area" of the PD: <ul style="list-style-type: none"> <li><input type="checkbox"/> Minimum lot size</li> <li><input type="checkbox"/> Minimum lot width</li> <li><input type="checkbox"/> Maximum building height</li> <li><input type="checkbox"/> Building setbacks</li> <li><input type="checkbox"/> Floor area ratio (nonresidential uses only)</li> <li><input type="checkbox"/> Maximum lot coverage (industrial only)</li> </ul>
	Quantitative data for the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> Maximum number and type of dwelling units</li> <li><input type="checkbox"/> Parcel size(s) for each type of development (residential types and non-residential uses)</li> <li><input type="checkbox"/> Proposed lot coverage of buildings and structures (except single family detached residential uses)</li> <li><input type="checkbox"/> Maximum gross and net residential densities by type of development and overall</li> <li><input type="checkbox"/> Total amount of open space to be provided, including separate figures for total amount, usable open space, and by phase. Indicate the minimum required amounts of open space.</li> <li><input type="checkbox"/> Maximum amount &amp; type of nonresidential construction (use separate figures for commercial or industrial facilities)</li> </ul>
	A development schedule indicating the approximate year when construction, or phases of construction, of the PD can be expected to begin and be completed. If the PD is proposed to be constructed in phases or units during a period extending beyond a single construction season, a development schedule shall include: <ul style="list-style-type: none"> <li><input type="checkbox"/> The approximant date when construction of the project can be expected to begin;</li> <li><input type="checkbox"/> The order in which the phases of the project will be built; and</li> <li><input type="checkbox"/> The minimum area and the approximate location of common open space and public improvements that will be required for each phase</li> </ul> <p>In lieu of dates, it is acceptable to provide milestones at which certain improvements (e.g., parkland dedication, right-of-way dedication, off-site improvements) will occur. Examples of appropriate milestones include phases, a certain number of dwelling units, a certain amount of nonresidential square footage, vehicle trips generated, or sewer flows generation.</p>
	For amendments to a previously-approved PD, include all original text and graphics that were originally recorded. Proposed changes shall be "clouded" with footnotes added to the new certificates. Notes summarizing the amendment may be needed to explain what has changed. A summary table of previous amendments noting the year approved and the resolution number (if applicable) should be provided for previously-approved PDs with more than two (2) amendments.
	Sufficient notations referencing supporting materials as listed below in Table 4 Additional Written Documentation and Drawings to ensure such materials are binding and enforceable documents
	Certificates for signature by the project team (engineer, landscape architect, etc.), Planning Commission Secretary, and Mayor.

**TABLE 3: Outline Plan Drawings (Site Plan and Maps to be included on Recorded Mylar)**

Drawings necessary to show the major details of the proposed PD must contain the following information.

Initial	Item
	<p>The basic format of an Outline Plan should generally be as follows:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Sheet with a graphic depiction of the limits of the PD, with the areas and acreages labeled. This sheet should include a location map.</li> <li><input type="checkbox"/> Sheet with a conceptual layout of subdivision and/or site showing lot lines, open spaces, and the public and private street network. This sheet should include a site data chart broken down by area. A common open space data chart should also be provided.</li> <li><input type="checkbox"/> One or more sheets with the following: <ul style="list-style-type: none"> <li><input type="checkbox"/> General Statement/Vision</li> <li><input type="checkbox"/> Permitted Uses (by Area)</li> <li><input type="checkbox"/> Waivers and Exceptions</li> <li><input type="checkbox"/> Bulk Requirements (by Area)</li> <li><input type="checkbox"/> Access and Circulation</li> <li><input type="checkbox"/> Landscaping, screening, and open space</li> <li><input type="checkbox"/> Design Standards</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Signage</li> <li><input type="checkbox"/> Sanitary Sewer</li> <li><input type="checkbox"/> Water</li> <li><input type="checkbox"/> Drainage Facilitates and Services</li> <li><input type="checkbox"/> Landscape/Buffer Plates and/or Road Cross Sections</li> <li><input type="checkbox"/> Sheet with Certificates</li> </ul>
	The location and size in acres or square feet of all areas to be conveyed, dedicated or reserved as common open spaces, public parks, recreational areas, school sites and similar public and semi-public uses
	General landscape plan for streetscapes, common open spaces, parking areas and medians. For large PDs, cross sections and landscape plates are acceptable with graphical depiction of buffers, tree save areas, etc.
	Landscape and screening plan(s) for the perimeter of the PD and between different land uses within the PD including materials and techniques used, such as screens, fences and walls

**TABLE 4: Additional Written Documentation and Drawings  
(to be referenced in Outline Plan but Not on Recorded Mylar)**

Initial	Item
	<p>Design guidelines (“Pattern Book”) to include a narrative, photographs, maps, architectural drawings and site drawings depicting how the proposed PD meets the Town’s expectations that the Outline Plan will deliver an exceptional quality community design. Pattern Books should be color, 11”x17”, and should generally be formatted as follows. It is intended to be in color and highly graphical, giving the design intent of the PD.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Vicinity map of site showing relation to all public ways (including public way names), notable landmarks, and other reference points in all directions to a distance of at least one-half (1/2) mile (suggested scale: one (1) inch to one thousand (1,000) feet)</li> <li><input type="checkbox"/> Pre-developed site analysis, including contours at two-foot intervals on-site, and extending a minimum of one hundred feet (100’) beyond property boundary, water courses, floodplains/floodways, unique natural features, limits of existing tree canopy, and existing building footprints</li> <li><input type="checkbox"/> Location of existing and proposed utility systems including sanitary sewers, storm sewers, water lines and drainage</li> <li><input type="checkbox"/> Zoning Map in Area (existing and proposed amendments related to PD)</li> <li><input type="checkbox"/> Applicable Collierville 2040 Plan Place Types</li> <li><input type="checkbox"/> Major Road Plan policies for the project vicinity</li> <li><input type="checkbox"/> Greenbelt Master Plan policies for the project vicinity</li> <li><input type="checkbox"/> Graphic depiction of the limits of the PD, with the areas and acreages labeled. This sheet should include a location map and a table listing the areas and acreages.</li> <li><input type="checkbox"/> Conceptual lot layout (concept plan) of subdivision and/or site showing lot lines, open spaces, and the public and private street network. Each land use type should be shown with a different color scheme and open space and drainage ponds should be differentiated. For nonresidential developments and attached dwellings, show the location of the building footprints, drives, and parking areas.</li> <li><input type="checkbox"/> Description of General Architectural Regulations, including example material samples for structures and fences/walls</li> <li><input type="checkbox"/> Residential Design Standards showing example lot layouts and front facades by “lot type”</li> <li><input type="checkbox"/> Nonresidential Design Standards showing example lot layouts and front facades by “lot type”</li> <li><input type="checkbox"/> Landscaping, Screening, and Open Space showing example images and Landscape/Buffer Plates</li> <li><input type="checkbox"/> Examples of proposed light fixtures to be used in the development</li> <li><input type="checkbox"/> Comprehensive Sign Policy (CSP) – Provide example images to comply with § 151.155(M) regarding a CSP. Any waivers from the Zoning Ordinance requirements for signage must be expressly noted on the Outline Plan (see Table 2). The DRC will review the CSP during the consideration of the Outline Plan and Pattern Book; however, some applicants request that DRC review occur after the BMA has approved the PD. Such post-approval reviews would be either major or minor amendments to the PD depending on their complexity and may require approval by the BMA.</li> <li><input type="checkbox"/> Proposed Road Cross Sections</li> </ul>
	<p>Pattern Books must also contain the following minimum information.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The location and floor area size of all existing buildings to remain.</li> <li><input type="checkbox"/> The proposed non-single family detached residential buildings, structures and other improvements, maximum heights, floor area ratios (for non-residential uses), types of dwelling units (for residential uses), and density per type (for residential uses)</li> <li><input type="checkbox"/> The existing and proposed circulation system of arterial, collector and local streets, including off-street parking areas, service areas, loading areas and major points of access to public rights-of-way (including major points of ingress and egress to the PD). Notations of proposed ownership, public or private, should be included where appropriate. (Detailed engineering drawings of cross sections and street standards shall be handled in the final site plan or final plat stage.)</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> The existing and proposed pedestrian and bicycle circulation system, including its interrelationship with the vehicular system indicating proposed treatments of points of conflict</li> <li><input type="checkbox"/> Proposed lot lines with related examples of plot plans including how buildings will be placed on the lots and how automobiles will be accommodated</li> <li><input type="checkbox"/> The location and floor area size of all existing buildings, structures and other improvements and proposed non-single family detached residential buildings, structures and other improvements, including maximum heights, floor area ratios (for non-residential uses), types of dwelling units (for residential uses), density per type (for residential uses)</li> <li><input type="checkbox"/> Map of proposed development and adjacent existing developments to indicate relationships between the proposed and existing developments</li> <li><input type="checkbox"/> Map illustrating the land uses within the proposed PD and the zoning classification and land use of each parcel adjacent to the development to indicate relationships between the proposed development and existing and proposed adjacent areas</li> <li><input type="checkbox"/> The location of subject property with respect to surrounding properties, public ways, and points of access to public rights-of-way. Include subject property and all land immediately adjacent (extending 250 ft) and all land directly opposite of the property (extending from the public way frontage of such opposite land)</li> </ul>
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**TABLE 5: Additional Documentation**

	<p><b>Traffic Impact Analysis (TIA):</b> A TIA is required, unless waived by the Town Engineer, to assess the impact that the proposed development or land use classification would have upon local road systems. If you have questions as to whether or not a TIA is required, schedule a Preapplication Conference at 457-2360 or contact the Town Engineer directly at 457-2340. Prior to preparation of a TIA beyond trip generation rates, the preparer should hold a methodology meeting with the Town Engineer.</p>
	<p><b>Sewer Flow Comparison Study:</b> A comparison of projected sewer flows compared to the existing zoning entitlements and/or land use plan policies for the property, as appropriate, shall be provided for review by the Public Services Department. Flows shall be estimated based on the single-family residential equivalency (ERUs) based on formulas determined by the Town Engineer. The Development Director may waive this requirement if the difference in the ERUs would be negligible.</p>
	<p><b>Yield Plan (Optional):</b> A conceptual lot layout, drawn to an engineering scale, could be provided to demonstrate the maximum number of lots or dwelling units that can be developed on a site by applying the minimum lot size, minimum lot width, and other dimensional requirements and other applicable provisions of the Zoning Ordinance for the <u>underlying zoning district</u> in which the subject property is located, and the Subdivision Regulations. For properties that are not currently zoned to match the recommendations of the Collierville 2040 Land Use Plan, the yield plan could be based upon the requested zoning district. For example, a property zoned FAR but the request is to rezone to R-1 to follow the Conventional Suburban Neighborhood Place Type polices, the yield plan would be based upon R-1 zoning requirements.</p>
	<p>Other studies as requested by Town staff or a board/commission, including but not limited, to:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Economic feasibility studies or market analysis</li> <li><input type="checkbox"/> Existing tree survey</li> <li><input type="checkbox"/> Arborist report</li> <li><input type="checkbox"/> Historical survey</li> <li><input type="checkbox"/> Archaeological survey</li> </ul>

**APPLICANT ACKNOWLEDGEMENT:** I do hereby submit the attached Planned Development Application for review by the Collierville Planning Commission and Board of Mayor and Aldermen. The appropriate number of copies of the Outline Plan and Pattern Book (if applicable) and accompanying documentation/information have been provided. I have held a Preapplication Conference with staff, reviewed the above checklists, and 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 of Preapplication Conference: \_\_\_\_\_

\_\_\_\_\_  
Signature of Individual Submitting PD

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date