

TOWN OF COLLIERVILLE

Preliminary Subdivision Plat Checklist

Planning Division
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Collierville, TN 38017

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GENERAL DESCRIPTION: The Preliminary Subdivision Plat and Subdivision Infrastructure Construction Plan process allows the Planning Commission, Board of Mayor and Aldermen, and Town Staff a process to ensure that the community has a coordinated layout with adequate provisions for traffic, light, air, recreation, transportation, water, drainage, sewer and other services and to promote a distribution of population and traffic, which will tend to create conditions favorable to health, safety, convenience and prosperity. The process allows the Town the ability to confirm that minimum standards are adhered to by developers of lands for residential, commercial, and industrial uses.

- Preliminary Subdivision Plats are reviewed and approved by the Planning Commission after a review by the Departmental Review Team (DRT).
- Subdivision Infrastructure Construction Plans are reviewed by the Town Engineer. The Board of Mayor and Aldermen (BMA) reviews and approves Development Agreements. Some agreements can be signed by the Mayor only.
- The Historic District Commission (HDC) must review and approve the lot layout, building envelopes, fencing, and any common open space if the subdivision is in the local Historic Overlay.
- The Design Review Commission (DRC) must review any common open spaces and fencing outside of the local Historic Overlay.

Submittal Requirements for a Preliminary Subdivision Plat

Staff (DRT) Review Phase:

- Completed General Application Form/Route Slip (see Preapplication Conference notes for how to complete form) – One (1) Copy
- Copy of this checklist initialed & signed by Individual Submitting Plat – One (1) Copy
- Disclosure of Interest Form (if applicable) – One (1) Copy
- Sketch Plat Waiver Form (if applicable) – One (1) Copy
- Homeowners' Association (HOA) documentation (if applicable) – One (1) Copy
- Electronic version of the entire submittal package (PDF Format)
- Response Letter – Ten (10) Copies – Addressing Sketch Plat or PD Outline Plan conditions of approval
- Cover Letter – Ten (10) Copies – Explain scope of project and any waiver requests
- Review Fee: \$1,000 base fee + \$100/lot (open space excluded) (includes HDC or DRC review, if needed)
- 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
- Full Size Set of Preliminary Plat and Subdivision Infrastructure Construction Plans – Two (2) Copies (see checklist for required content)
- Reduced Size (11"x17") Set of Preliminary Plat and Subdivision Infrastructure Construction Plans – Five (5) Copies (see checklist for required content)
- Completed Development Agreement Information Sheet (DAIS) Form. [Click here](#) for more information.
- 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
- Cover Letters – Provide separate letters for the PC (for Preliminary Plat), DRC/HDC (for common open space and fencing), and BMA (for Development Agreement) – Two (2) Copies – Explain scope of project and any waiver requests – Revisions to BMA letter may be needed after PC and DRC/HDC meetings
- Response letter – Two (2) Copies – Addressing conditions of approval from Staff (DRT) Review Phase
- Updated Traffic Generation Letter or Traffic Impact Analysis (TIA), as applicable – Two (2) Copies
- Updated Drainage Summary – Two (2) Copies Updated Development Agreement Information Sheet (DAIS) Form
- Corrected HOA/POA documentation (if applicable) – One (1) Copy
- Full Size Set of Preliminary Plat and Subdivision Infrastructure Construction Plans – Two (2) Copies (see checklist for required content)
- Fence Permit Application (if there will be any common area fencing) – only one (1)
- Sign Permit Applications (if applicable) – Separate applications for each sign
- 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)

Post-Approval Phase:

- A Development Agreement must be entered into before construction can occur. Submit corrected of Subdivision Infrastructure Construction Plans to address DRT comments Development Agreement.
- Preliminary Subdivision Plats do not subdivide land. A Final Subdivision Plat (Major) must be approved by the Planning Commission and recorded before the land can be divided and lots sold.

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.

PRELIMINARY SUBDIVISION PLAT 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.

A Sufficient Preliminary Subdivision Plat Consists of the Following Documents:

Initial	Item
	Existing Survey of Property: A survey of the subject property to be subdivided. 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.
	Subdivision Infrastructure Construction Plans: If a Sketch Plat application has not been filed for the subject property, provide with the Preliminary Plat: <ul style="list-style-type: none"> <input type="checkbox"/> a signed “Waiver Of The Sketch Plat Step For “Fast Track” Major Subdivisions” form (available online) <input type="checkbox"/> a Subdivision Infrastructure Construction Plan submittal to the Town Engineer along with a completed Development Agreement Information Sheet (DAIS) (see separate checklists/forms) Click here for more information about information the Engineering Division requires during plan review.
	If the Preliminary Plat contains jointly held common open space (COS), recreational facilities, or if any portion of the site is held in private ownership, the preliminary plat application must include Homeowners’ Association (HOA) documentation stating that a HOA will be established that is charged with maintaining said areas. The Town Attorney will review the HOA documentation as to form prior to Planning Commission approval. Such documentation shall be approved as part of the Preliminary Plat process.
	Cover Letters: At a minimum, a cover letter for a Preliminary Plat and Development Agreement should include the following: <ul style="list-style-type: none"> <input type="checkbox"/> current property owner; <input type="checkbox"/> future property owner (if applicant is not the current property owner);



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.

<ul style="list-style-type: none"> <input type="checkbox"/> current zoning; <input type="checkbox"/> size of subject property; <input type="checkbox"/> proposed total number of lots (and lots by phase if multiple phases are proposed); <input type="checkbox"/> total proposed gross residential density; <input type="checkbox"/> proposed land uses on the site (including total acreage by land use classification); <input type="checkbox"/> minimum setbacks if different than the normal base zoning; <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; <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 <input type="checkbox"/> a summary of any waivers being requested. 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”). <p>At a minimum, a cover letter for the DRC and HDC should include the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> amount and percentage of open space (all kinds) and usable open space; <input type="checkbox"/> description of any fences or walls; <input type="checkbox"/> description of any neighborhood signage; <input type="checkbox"/> HDC Items Only: How the subdivision addressed Chapter 2(B) of the Guidelines related to subdivision design, setbacks (front), and spacing between buildings (side setbacks); and, <input type="checkbox"/> a summary of any waivers being requested. Provide justification for any waivers to be requested.
Site Constraints Map (per Article V, Section 2, A.1) (note: prepared on sheets 24” x 36”)
Significant Features Map (per Article V, Section 2, A.2) (note: prepared on sheets 24” x 36”)
Grading, Drainage, and Stormwater Management Plan (per Article V, Section 2, A.3) (note: prepared on sheets 24” x 36”)
<p>Tree Survey/Conceptual Tree Preservation & Protection Plan (per Article IV, Section 2, A.4) (note: prepared on sheets 24” x 36”). See an example format for this plan on the Town’s website.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Current aerial photo depicting existing tree canopy cover and percent of site under existing tree cover with linework showing the extent of tree canopy cover; <input type="checkbox"/> Provide the standard Tree Preservation Data chart on the <u>Town’s website</u>; <input type="checkbox"/> Tree Save Area(s) with acreage labeled for each noncontiguous area; and, <input type="checkbox"/> The exact location, health, species, and size of all specimen trees (24” or larger DBH) and whether they will be preserved or removed. <input type="checkbox"/> Tree protection fencing shall be shown at the “Critical Root Zone (CRZ)” of all specimen trees in a tree protection zone, the perimeter of tree save areas, and trees used to meet the Overall Required Plantings. Use the Town’s standard tree protection fence detail. <input type="checkbox"/> OPTIONAL: If existing trees 2” or larger are to be used to demonstrate compliance with the Overall Required Plantings of § 151.268(E) of the Zoning Ordinance, their exact location, health, species, and size shall be provided.
Sewer and Water Plan (per Article V, Section 2, A.5) (note: prepared on sheets 24” x 36”)
Ecological and Environmental Factors Analysis (per Article V, Section 2, A.6)
Traffic Impact Analysis (per Article V, Section 2, A.7)
Water and Sanitary Sewer Analysis (per Article V, Section 2, A.8)

General Information

Initial	Item
	Applicant’s responses to Planning Commission and staff comments from sketch plat review (if applicable)
	Scale drawing of the property no smaller than one hundred (100) feet to an inch (smaller scale permitted for proposed lots larger than two acres)
	Plat prepared on sheets 20” x 24” in size and numbered sequentially if submitted in multiple pages (the first sheet including an index showing how all other sheets are organized)
	Plat prepared by a Registered Land Surveyor and Registered Professional Engineer licensed to practice in the State of Tennessee.
	Preliminary design certification from the land surveyor and engineer that the plat is accurate and 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.
	Date of the plat
	North arrow
	Scale
	Title of the subdivision

	Names of adjoining property owners
	Name and address of owner/developer
	Names and addresses of design professionals
	The zoning designation(s), existing land use(s), and Land Use Plan designation(s) of adjoining properties
	The most recent recorded instrument number or plat book and page number for each deed constituting part of the property being subdivided and platted
	Property tax map parcel numbers encompassing the proposed subdivision as recorded on the land tax maps of the county
	Vicinity map showing relation of the subdivision to all public ways, 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)
	The Town's Standard site data table containing specific information (an example can be found online here), including: <ul style="list-style-type: none"> • size of the original tract(s) being subdivided; • zoning classification(s) of tract(s) being subdivided; • proposed total number of lots (and lots by phase, if multiple phases are proposed); • total proposed gross density; • proposed land uses on the site (including total acreage by land use classification); • minimum setbacks and, if proposed, maximum setbacks or build-to requirements; • 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; and • the percentage of land area within the proposed subdivision (and within each phase, if multiple phases are proposed) to be disturbed.
	Sufficient data to determine readily and to reproduce on the ground the location, true or grid bearing and length of every street line, lot line, boundary line, block line, easement line, buffer line, and building line whether curved or straight. This shall include the location of the point of curvature (PC) and point of tangency (PT), the central angle, the radius, tangent distance, and chord distance for the centerline of curved streets and for curved property lines which are not bordering on a curved street. For property lines bordering on a curved street, the recorded distance shall be measured along the property line to PT. Where the computed arc distance along any curved property line exceeds the measured chord by more than five hundredths of a foot (0.05'), both the arc and the chord distance shall be recorded.
	Location and description of a clearly identified, competent, and verifiable point of beginning for the survey of the subdivision.
	Location and description of all permanently monumented survey points established or recovered within or on the boundary of the subdivision.
	Distances to the nearest one-hundredth of a foot (0.01') and angles or true or grid bearings to the nearest five seconds of arc (5")

Existing Features

Initial	Item
	Location of property with respect to surrounding properties and public way(s). Include entire subdivision (or phase if phasing is requested) 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).
	Name and lot patterns of adjoining developments along with the deed or book and page number of recordation within 250 feet of any perimeter boundary of the subdivision.
	The location and size of existing stormwater detention or retention areas.
	Location and dimensions of existing adjacent or internal water bodies, streams, and other prominent features, such as swamps, wetlands, ARAP streams, other environmentally or ecologically sensitive areas, railroads, buildings, parks, cemeteries, drainage ditches, sink holes, bridges, cultural resources, easements, instrument numbers as applicable, and other features as determined by Development Department staff or the Planning Commission.
	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").
	Distance and bearing of one of the corners of the boundary of the subdivision to the centerline of the closest dedicated road.
	Location of existing electric power lines and poles (note if lines are overhead or underground).
	Location of all streets, intersections, and driveway openings within two hundred-fifty (250) feet of each of the boundaries of the proposed subdivision.

Proposed Features

Initial	Item
	Location and width of all public rights-of-way and private streets and alleys
	Proposed names of all new public ways
	Dimensions and location of lot lines
	Location of building setback lines
	Location of lots in numerical order
	Dimensions and location of easements or any areas to be dedicated or reserved for public use or to be designated for other than residential use with notes stating their purpose and limitations (see Article V, Section 2 B. 20 regarding specific information required for sewer and drainage easements). Easements must be graphically shown on the plat in addition to any plat notes.
	Proposed electric power lines and equipment (note if lines are overhead or underground and note the type of equipment)
	Dimension and area (to the nearest square foot) of all proposed (and/or existing) lots
	Location and size of proposed stormwater detention or retention areas
	Location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
	Location and boundary of all open space with the proposed owner and designating the entity responsible for care, operation, and maintenance.
	For any parcel where an alternative sewer or water system is proposed, show: <ul style="list-style-type: none"> • the location of areas to be used for sewage disposal as approved by the Memphis and Shelby County Health department and proposed for approval by the Town of Collierville; and, • proposed (and existing) water wells
	For subdivisions with private streets, provide the following note: <i>All streets, drainage, water, sanitary sewer, streetlights, entrance gates, structures, walls and fences, common open spaces, located within this subdivision unless expressly dedicated as public are private. Maintenance of all private streets and appurtenances is the sole responsibility of the _____ Homeowners Association and its successors, if any, or lot owner(s). The Homeowners Association, as owner of the streets and appurtenances, agrees to release, indemnify, defend and hold harmless the Town of Collierville against any and all claims or suits for property damage or loss and/or personal injury, including death, to any and all persons, of whatsoever kind of character, whether real or asserted, arising out of or in connection with, directly or indirectly: A) the use of private streets, emergency access, utility easements, entrance gate or structure by the Town of Collierville; B) the condition of private streets, street lights, private entrance gates, structures, private walls or fences, private pedestrian access, private storm drains, and emergency access; or C) the use of the private streets or appurtenances of the subdivision by the officers, agents, servants, employees, contractors, subcontractors, licensees, or invitees of the Town of Collierville for any purpose related to the exercise of governmental function or service. This note shall be recorded with the deed when the lot is conveyed to the Homeowner.</i>
	For subdivisions with Single-family detached, duplex, or townhouse residential lots, the following note shall be added, based on the minimum requirements of the Zoning Ordinance: <i>Prior to the issuance of a Certificate of Occupancy, at least ___ trees of at least two (2) inches in caliper shall be installed on each lot. Existing viable trees may be counted towards this requirement. Homebuyers not desiring trees can submit a waiver request in writing to the Building Department; however, the Town of Collierville is not obligated to grant such a waiver.</i>
	For subdivisions for single family residential lots, the following note shall be added: <i>For single family lots greater than 1 acre in size, approval by the Development Department is required before healthy trees 8 inches or larger in diameter can be removed. For single family lots of 1 acre in size or smaller, the Town does not regulate tree removal.</i>

Additional items needed for DRC/HDC Review

Initial	Item
	<p>LANDSCAPE AND IRRIGATION PLAN (FOR COMMON AREA, BUFFER YARDS, AND STREET TREES):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Location of existing trees and proposed plant material (turf, groundcover, shrubs, trees, mulch types, boulders, planters or planter pots, and bed line) existing to be shown with a hidden line type or different symbol indicated in a legend. <input type="checkbox"/> Include the location of fencing, walls, retaining walls, planters/pots, tree grates, detention/retention facilities, and earth contouring. <input type="checkbox"/> Plant schedule displaying species (common and scientific), quantities, plant sizes, and spacing/notes. <input type="checkbox"/> Provide the Town’s standard data chart (available on Town website) for projects where an “Overall Required Planting” formula has been established. <input type="checkbox"/> Landscape installation details for each plant category (include staking plan for trees and a separate

	<p>detail for trees planted in trees grates).</p> <ul style="list-style-type: none"> <input type="checkbox"/> Submit cut sheets or details of all fencing, walls, ramps and railing, and trash enclosures including columns, veneer, gates, posts, base, and cap treatments; also include cut sheets or details of site features such as arbors, lattice, pergolas, trellis, gazebos or other structures, pools or water features, site furniture, signage, lighting, mailboxes, planters/pots, flagpoles, or other selected site features. <input type="checkbox"/> Irrigation layout plan showing irrigation head or fixture type, zones, piping, sleeves, valves, enclosures and vaults, control panels, water and electric meters, point of connection, drains, and location of backflow prevention devices. In lieu of full irrigation plans, the staff may accept a note on the landscaping plan that explains how irrigation is to be provided, and that an as-built irrigation plan will be provided before a CO is issued. <input type="checkbox"/> All landscape strips and buffers to be shown and labeled. <input type="checkbox"/> Existing and proposed utilities shall be shown and labeled. <input type="checkbox"/> Location of existing and proposed light poles shall be shown and labeled, as shown on lighting plan. <input type="checkbox"/> Calculations including the amount and percentage of open space (all kinds) and usable open space <input type="checkbox"/> Landscaping plans are to be sealed, signed and dated by professional(s) licensed in the state of Tennessee in accordance with State law. <input type="checkbox"/> Include the "Trees in the Post-Development Condition" data chart on the <u>Town's website</u> to demonstrate compliance with § 151.268(E) of the Zoning Ordinance, which requires a minimum number of trees per net acre of the site.
	<p>LIGHTING PLAN (FOR PARKING LOTS AND COMMON AREA):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Include on the plan the location of existing trees to remain, proposed trees, fencing, walls, retaining walls, planters/pots, tree grates, detention/retention facilities, earth contouring, mechanical and utility structures, vaults, site signage, light fixtures, site furniture, water features, hardscape features, and edging (indicated in a gray line type not to stand out against the light fixtures). <input type="checkbox"/> Lighting should be labeled on the plan by fixture and quantity. <input type="checkbox"/> Lighting schedule with quantity, manufacturer, model, mounting device, mounting height, and notes. <input type="checkbox"/> Lighting related notes. <input type="checkbox"/> Grid photometric plan indicating average, minimum, and maximum footcandles, photometric uniformity ratio, provide light corridors from the exit discharge for all non-residential sites plans (as required by the per Section 1006 of the 2003 International Building Code at light corridor) indicating photometric data throughout and 20' beyond the site. Provide photometric information with fixture labeling and a legend. <input type="checkbox"/> Lighting installation details for each fixture. <input type="checkbox"/> Provide manufacturer cut sheets and specifications for all site and building lighting identifying material, options, and finish color. Specifications for light fixtures should include (not limited to) non/cutoff, glare shields, lamps (type, model, options, poles/attachments, finish, wattage, and source), locations, and mounting heights. <input type="checkbox"/> Lighting plans are to be sealed, signed and dated by professional(s) licensed in the state of Tennessee in accordance with State law.
	<p>ARCHITECTURAL PLAN (FOR STRUCTURES IN COMMON OPEN SPACE):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Elevations must be provided for all sides of the building(s), including accessory structures. Show all views, openings, vertical dimensions and heights, and identify graphically all exterior materials and colors with either labels or keys to a finish legend. A finish legend, if provided, to include the following: <ul style="list-style-type: none"> <input type="checkbox"/> The TYPES of all exterior building materials to be used <input type="checkbox"/> The COLOR of all exterior building materials to be used <input type="checkbox"/> Include a schedule with a breakdown of percentages of each building material used on each façade to demonstrate compliance with § 151.006(D) of the Zoning Ordinance, noting which materials are used as the primary building materials and which ones are used for trim and accent on the "net façade area" of each facade. <input type="checkbox"/> OPTIONAL: MANUFACTURER'S SPECIFICATIONS of all exterior building materials <input type="checkbox"/> Provide a roof plan indicating articulation of roof lines, flashing, roof drains, vents, chimneys or other roof penetrations, utility or mechanical equipment. <input type="checkbox"/> Dimensioning shall include floor to floor heights, finished floor elevations, wall lines, rooflines, cornices, canopies, awnings, columns, porches and stoops, and major penetrations such as firewalls, chimneys, door and window openings. <input type="checkbox"/> Provide screening methods for all mechanical electrical, utility, and communications equipment. The location of any rooftop units shall be graphically shown and labeled on the elevation(s), or similar language, shall be provided on each sheet of the elevation(s), and completed as applicable to this development. <input type="checkbox"/> Colors and Exterior Materials: Provide the following, unless otherwise directed by the planning staff at the pre-application conference: <ul style="list-style-type: none"> <input type="checkbox"/> color renderings/elevations.

	<ul style="list-style-type: none"> <input type="checkbox"/> color and material samples for all façade veneer types, including base and cap treatments, trim, windows, doors, cornice treatments, building address, wayfinding, and other signage, spouting, vent covers, shingles, and flashing materials. <input type="checkbox"/> OPTIONAL: Details of Subdivision Signage (if applicable) – A separate Permanent Sign Permit Application is required prior to the installation of any permanent signs <input type="checkbox"/> Architectural elevations are to be sealed, signed, and dated by professional(s) licensed in the state of Tennessee in accordance with State law.
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I do hereby submit the attached Preliminary Subdivision Plat for review by the Collierville Planning Commission, along with any related Subdivision Infrastructure Construction drawings. The appropriate number of copies of the plat, drawings, 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.

Signature of Individual Submitting Plat

Print Name

Date