

TOWN OF COLLIERVILLE

Rezoning Request

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

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Website: www.colliervilletn.gov



GENERAL DESCRIPTION: A rezoning is a formal request to change the official zoning map for the Town of Collierville. The Town of Collierville can initiate a rezoning request, but they are typically requested by the owner of the subject property or a potential buyer of the subject property. Rezonings require the approval of the Board of Mayor and Aldermen (BMA) based on a recommendation from the Planning Commission (PC). The PC and BMA will make their decision based on how the request addresses the Grounds for a Zoning Map Amendment.

Applications should be submitted to the Planning Division for review. Rezonings are generally a 60-90 day process but could be longer if they are related to a new Planned Development (PD) or a PD Amendment.

Rezonings should generally be consistent with the Town's Land Use Plan, which is formally known as the Collierville 2040 Plan, and includes Small Area Plans for certain parts of Town (Downtown Collierville, I-269 area, etc.).

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.

COVER LETTER: At a minimum, a cover letter for a rezoning request should include the following:

- Current property owner;
- Future property owner (if applicant is not the current property owner);
- Current Zoning;
- Requested Zoning;
- Size of subject property;
- General overview of the applicant's future plans for the property; and
- the applicant's response to the Grounds for a Zoning Map Amendment (see Table on Page 2).

Submittal Requirements for Rezoning

Public Review Phase:

- Completed general application form (see Preapplication Conference notes for guidance on how to complete form)
- Disclosure of Interest Form (if applicable)
- Electronic version of the entire submittal package (PDF Format - on disk, flash drive, or emailed)
- Cover Letter – Two (2) Copies (see instructions on Page 2 for required content)
- Review Fee: 5 acres or less = \$2,000. More than 5 acres = \$3,000
- 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
- Legal description of each property (or portion of property) proposed for rezoning
- Vicinity Map (see instructions on Page 2)
- Any Supplemental Exhibits – 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, only a building permit is needed. For others, subdivision and/or site plan applications are required.

VICINITY MAP: For staff to analyze the request and to prepare the necessary ordinance and exhibits, provide 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 the ordinance to rezone the property.

SUPPLEMENTAL EXHIBITS: Except for the legal description and map(s) that will be attached to the ordinance to rezone the property, any supplemental exhibits provided to the Town are not binding if the rezoning is approved. Separate applications (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 rezoning. 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.



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.

Grounds for a Zoning Map Amendment:

1. The amendment is in agreement with the Comprehensive Plan and Land Use Plan for the Town (subject to Item 4 below);
2. It has been determined that the legal purposes for which zoning exists are not contravened;
3. The proposed amendment shall be consistent with the intent and purposes of this Ordinance;
4. If not in conformance with the adopted Comprehensive Plan and Land Use Plan, the proposed amendment shall be necessary because of substantially changed or changing conditions in the area and districts affected, or in the Town generally;
5. It has been determined that there will not be a material adverse effect upon adjoining property owners unless such adverse effect can be justified by the overwhelming public good and welfare;
6. It has been determined that no one property owner or small group of property owners will benefit materially from the change to the detriment of the general public;
7. It has been determined that public infrastructure (i.e. transportation and utilities) are adequate to serve the full range of permitted and conditional uses of the proposed zoning classification.