

TOWN OF COLLIERVILLE

Final Site Plan (Major or Minor) Application Checklist

Planning Division
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GENERAL INFORMATION:

- Submittal Requirements (see table right)
- Final Site plan (major or minor) package shall include: (the Town will provide a sample set upon request)
 - Cover/Index Sheet
 - Master Index Site Plan Key Sheet (when applicable)
 - Existing Conditions/Survey & Aerial Photo Exhibit
 - Final Site Layout
 - Final Grading and Drainage Plan
 - Erosion Control Plan
 - Final Tree Survey and Protection Plan
 - Final Sewer Plan
 - Final Water Plan
 - Final Combination Utility and Paving Plan
 - Drawings Required when applicable
 - Road/Drive Aisle Plan and Profile Sheets (when applicable)
 - Sewer and Drainage Outfall Sheets (when applicable)
 - Striping and Signage Plan (when applicable)
 - Traffic Control Plan (when applicable)
 - Civil Details
 - Final Landscape and Irrigation Plan
 - Final Lighting Plan
 - Final Architecture Plans
- Basic formatting and information requirements:
 - Be drawn to a scale between 1" = 10' through 1" = 100'
 - All sheets shall:
 - Be drawn mechanically, numbered sequentially, titled, and dated including brief description and dates for all revisions; and
 - Include names, addresses, telephone numbers, emails, fax numbers, and seals (signed and dated) of all professionals participating in the design.
 - Include a north arrow, graphic scale, and a legend of symbols used.

Submittal Requirements for a Final Site Plan

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)
- Response Letter – Ten (10) Copies – Addressing Preliminary Site Plan conditions of approval
- Cover Letter – Ten (10) Copies – Explain the scope of the project and any waiver requests
- Review Fee:
 - Final Site Plan (major) = \$1,500
 - Final Site Plan (minor) = \$2,750 base fee + \$50/dwelling unit or \$0.05/square foot of new nonresidential construction
- 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 Plans – Two (2) Copies (see checklist for required content)
- Reduced Size (11"x17") Set of 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
- 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
- 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
- Full Size Set of Plans – Two (2) Copies (see checklist for required content)
- Fence Permit Application – only one (1)
- Sign Permit Application (if applicable) – Separate applications for each sign, excluding individual tenant signs for multitenant buildings
- 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:

- Submit corrected plans to address Development Agreement
- Conclude Final Subdivision Plat process (if applicable) and record Final Subdivision Plat
- Apply for building permit(s)

- ❑ Provide a vicinity map depicting a ½ to 1-mile radius in all directions depicting major roads and notable landmarks.
- ❑ [Click here](#) for more information about information the Engineering Division requires during plan review.

FINAL SITE LAYOUT:

- ❑ Same information as required with preliminary and compliance with any conditions of preliminary approval
- ❑ Proposed public and private greenbelts, trails, and parklands within or adjacent to the proposed development
- ❑ Building separation and fire safety access dimensions
- ❑ The Town’s standard site data table containing final information (an example can be found online).

EXISTING CONDITIONS/SURVEY: See Preliminary Site Plan Checklist for submittal requirements for this sheet, also a requirement for a Final Site Plan.

FINAL TREE SURVEY AND PROTECTION PLAN:

- ❑ 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;
- ❑ Provide the standard Tree Preservation Data chart on the [Town’s website](#);
- ❑ Tree Save Area(s) with acreage labeled for each noncontiguous area; and,
- ❑ The exact location, health, species, and size of all specimen trees (24” or larger DBH) and whether they will be preserved or removed.
- ❑ 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.
- ❑ **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.

FINAL GRADING AND DRAINAGE PLAN:

- ❑ Final proposed elevation contour lines at a vertical interval of one foot based on sea level with existing contours shown as dashed lines and proposed grading contours shown in solid lines (existing contours are to extend 100 feet beyond property line for currently developed properties, and 200 feet for currently undeveloped properties).
- ❑ Spot elevations including but not limited to hardscape surfaces, stairs, ramps, finished floor elevations, entrance and stoop elevations, high and low points, top and gutter curb locations, points where slope changes, bridges, culverts, drainage swales, inlets, pipes, and other drainage structures (include top, rim, gutter, and invert elevations), and storm drainage flow arrows.
- ❑ Slope to the one hundredth of a percent (for example 8.33% max.) of hardscape surfaces and drainage ways especially when located along handicap accessible routes.
- ❑ Ridgelines of existing contours dividing drainage basins.
- ❑ Final pipe layout including sizes, type, and slope.
- ❑ 100-yr flood elevation, floodway/floodplain limits shown graphically (if applicable), regulatory flood protection elevation as determined according to flood maps or flood studies, and Flood Insurance Rate Map community and panel numbers, effective date, and flood zones of the subject property.
- ❑ Drainage areas and easements entering and leaving site or offsite within 200 feet of the subject property.
- ❑ Existing and proposed drainage retention/detention areas with engineered stamped calculations demonstrating pre and post construction calculations and capacity of on site detention; indicate entity responsible for maintaining detention basins.
- ❑ If public drainage, RCP required with a 20-foot minimum easement which varies with structure type.
- ❑ Headwall protection around wing walls.
- ❑ Indicate if the site contains a TDEC Water of the State.
- ❑ If offsite grading is required, permission is needed from adjoining owner.
- ❑ Benchmark reference with datum located on site.



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.

- ❑ Drainage calculation summary for all drainage structures and detention included above and the square footage of all impervious areas (e.g., building footprint, sidewalks, parking areas).
- ❑ Separate written summary of the existing site drainage patterns and how grading will or will not impact it. Include a discussion on impact to adjacent properties and a discussion on how stormwater from the new construction will drain. Off-site drainage areas shall be shown on a USGS map and included with the drainage narrative.

FINAL EROSION CONTROL PLAN:

- ❑ Inlet protection, silt fence, and silt pond locations.
- ❑ Construction exit/cleanliness when leaving site.

FINAL SEWER PLAN:

- ❑ Location of existing and proposed sewer system (manholes, inverts, sewer lines, size, slope, inverts, connections, cleanouts and other service locations) existing to be shown with a hidden line type.
- ❑ If public sewer, 8" SDR 26 with easement based on depth.
- ❑ Show any pre-treatment (if necessary).
- ❑ Profile of proposed and existing sanitary sewers.
- ❑ Any existing or proposed private on-site disposal system.
- ❑ Town of Collierville sewer notes.
- ❑ If required, include TDEC Approval Block.
- ❑ 100-yr flood elevation, flood zone limits, and final finished floor elevation of any buildings.
- ❑ Where sanitary sewer is not available, the following:
 - ❑ Areas to be used for sewage disposal and their percolation results or any other acceptable data to show that the site can be served effectively by septic tanks.
 - ❑ Water wells (existing and proposed).
 - ❑ Rock outcroppings, marshes, springs, sinkholes, natural storm drains, and other outstanding topographical features.

FINAL WATER PLAN:

- ❑ Site plan information; check for conflict with trees or infrastructure.
- ❑ Location, dimensions, and description of existing and proposed water system (water mains, all other water lines, fire hydrants, PIV, water meters, water valves, water services, irrigation water meters, backflow preventers, etc.) existing to be shown with a hidden line type.
- ❑ When crossing other utility lines or structures check for adequate clearance.
- ❑ Location of any existing private wells either in service or abandon.
- ❑ If public water, 8" SDR 26 with 20' easement required.
- ❑ Town of Collierville standard water notes.
- ❑ If required, include TDEC Approval Block.
- ❑ Fire protection 40' from building and 8" min. line from main water line to serve fire protection.

FINAL COMBINATION UTILITY AND PAVING PLAN:

- ❑ All site plan information from grading and drainage plan, sewer plan, and water plan.
- ❑ Location of gas lines, meters, or other related structures.
- ❑ Location of overhead and underground utility lines, including electric, telephone, cable television, or other communication lines or equipment.
- ❑ Show light duty and heavy-duty paving areas with cross section detail.

ROAD PLAN AND PROFILES SHEETS:

- ❑ Vertical curves and sufficient site distance.
- ❑ Proposed road and drive aisle grade.
- ❑ Road/Drive aisle typical section (as may be applicable).
- ❑ Plan over Profile.
- ❑ Scale 1"=5 Vertical 1"=50' Horizontal.

SEWER AND DRAINAGE OUTFALL SHEETS:

- ❑ Off-street parking plan over Profile.
- ❑ Scale 1"=5 Vertical 1"=50' Horizontal.

STRIPING AND SIGNAGE PLAN:

- ❑ All proposed traffic striping & regulatory signage.

- All striping and signage designed according to current MUTCD Standards.

TRAFFIC CONTROL PLAN:

- All proposed traffic control.
- Traffic Control Plan designed according to current MUTCD Standards.

FINAL LANDSCAPE AND IRRIGATION PLAN:

- Landscaping plans are to be sealed, signed, and dated by professional(s) licensed in the state of Tennessee in accordance with State law.
- Calculations including the amount and percentage of pervious/impervious area.
- Include the "Trees in the Post-Development Condition" data chart on the Town's website to demonstrate compliance with § 151.268(E) of the Zoning Ordinance, which requires a minimum number of trees per net acre of the site.
- 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.
- Include the location of fencing, walls, retaining walls, planters/pots, tree grates, detention/retention facilities, and earth contouring.
- Plant schedule displaying species (common and scientific), quantities, plant sizes, and spacing/notes.
- Landscape installation details for each plant category (include staking plan for trees and a separate detail for trees planted in trees grates).
- 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.
- 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.
- All landscape strips and buffers to be shown and labeled.
- Existing and proposed utilities shall be shown and labeled.
- The location of existing and proposed light poles shall be shown and labeled, as shown on the lighting plan.

FINAL LIGHTING PLAN:

- 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 (this information should be indicated in a gray line type not to stand out against the light fixtures).
- Lighting should be labeled on the plan by fixture and quantity.
- Lighting schedule displaying quantity, manufacturer, model, mounting device, mounting height, and notes.
- Lighting related notes.
- 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 including fixture labeling and a legend.
- Lighting installation details for each fixture.
- 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.
- Lighting plans are to be sealed, signed, and dated by professional(s) licensed in the state of Tennessee in accordance with State law.

FINAL ARCHITECTURAL PLAN:

- 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:
 - The TYPES of all exterior building materials to be used.
 - The COLOR of all exterior building materials to be used.
 - 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.

- OPTIONAL: MANUFACTURER’S SPECIFICATIONS of all exterior building materials to be used.
- Provide a roof plan indicating articulation of roof lines, flashing, roof drains, vents, chimneys or other roof penetrations, utility or mechanical equipment.
- 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.
- 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.
- Colors and Exterior Materials: Provide the following, unless otherwise directed by the planning staff at the pre-application conference:
 - color renderings/elevations.
 - 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.
- Signage Permit Application (submitted separately from Final Site Plan)– any new finalized sign plans that differ from the preliminary sign plan.
- Architectural elevations are to be sealed, signed, and dated by professional(s) licensed in the state of Tennessee in accordance with State law.

DEVIATIONS FROM FINAL SITE PLAN CHECKLIST:

- The Development Director (or designee) may require information, studies, or exhibits not listed on the checklist that are deemed to be necessary to evaluate the proposal; or waive certain requirements of the checklist if they are deemed to be unnecessary to evaluate the proposal
- Infrastructure Impacts – the following information may be required as determined by the Development Director:
 - Traffic Flow – Results of an analysis of impact that this proposed development has on existing roads and intersections. The analysis shall look at the traffic within 1-air mile of the closest part of the development. **See town website for Traffic Study Requirements**
 - Any offsite sewer, water, drainage, and ingress/egress easement that may be necessary to provide service to the site. A copy of the executed easement needs to be provided by the property owner
 - Off-site improvements such as roads, traffic signals, etc.
 - Permit required if applicable:
 - Any TDOT permit
 - TDEC ARAP permit
 - Army Corps of Engineers permit
 - Railroad permit
- Planned Development Site Plans shall provide the following:
 - A copy of the Recorded Outline Plan. The purpose of this information is to further document compliance with outline plan conditions of approval placed on PDs by Board of Mayor and Aldermen (BMA)
 - Note on the site plan, preferably in the site data chart, any modifications of standards approved with the outline plan that would impact the bulk requirements
 - Cover letters for PD site plans shall contain a summary describing the history of the PD and any previous sections or phases, previously approved