

# TOWN OF COLLIERVILLE

## Preliminary Site Plan Application Checklist

Planning Division  
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### GENERAL INFORMATION:

- Submittal Requirements (see table right)
- Preliminary Site Plan Package shall include:
  - Cover Sheet
  - Existing Conditions
  - Tree Survey/Conceptual Tree Preservation & Protection Plan
  - Preliminary Site Layout
  - Preliminary Grading and Drainage Plan
  - Preliminary Utility Plan
  - Preliminary Landscaping and Lighting Plan
  - Preliminary Architectural Plan
- Basic formatting and information requirements for site plans:
  - Be drawn to a scale between 1" = 10' through 1" = 100'
  - All sheets of a Preliminary Site Plan Package shall be clearly labeled "Preliminary- Not for Construction"
  - All sheets shall:
    - be drawn mechanically, numbered sequentially, titled, and dated including brief description and dates for all revisions
    - include names, addresses, telephone numbers, and email addresses of all professionals participating in the design.
    - Include a North arrow, graphic scale, and a legend of symbols used
  - Provide a vicinity map depicting a ½ to 1-mile radius in all directions depicting major roads and notable landmarks
- Color Images and Graphics Required: Collierville uses PowerPoint presentations in all public meetings, and colorized versions of vicinity maps, site plans, landscape plans, and architectural elevations/renderings are required for the presentation. With each updated version of the application, new electronic files must be provided to staff in (JPEG format) are required for certain submittals, and should be submitted on a CD with the required PDF drawings:
  - Color Site Plan/Landscaping Plan (Example: color trees, show open space as green, show building footprints, pavement and concrete should be gray)
  - Color Architectural Rendering/Illustrations (if applicable)

### EXISTING CONDITIONS:

- Existing Survey of Property:** Provide a survey of the subject property to be developed.

### Submittal Requirements for a Preliminary 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)
- Cover Letter – Ten (10) Copies – Explain the scope of the project and any waiver requests
- Review Fee: \$2,000 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)
- 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 Narrative – Two (2) Copies
- Full Size Set of Plans – Two (2) Copies (see checklist for required content)
- 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 - on disk, flash drive, or emailed)

#### Post-Approval Phase:

- Submit application for Final Site Plan and Development Agreement
- Consult the notes in the Preapplication Conference and the "Next Steps" in the PC and BMA Staff Reports for additional steps unique to the project.

- ❑ 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.
- ❑ The survey shall be prepared by a licensed Tennessee Surveyor and be less than one (1) year old from the date of application submittal, abstracted, signed, and sealed.
- ❑ An as-built survey may be required, as needed.
- ❑ A notarized affidavit may be required stating that no changes have been made to the property since the date of the survey.



*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.

- ❑ Plan must show all property lines of subject property and adjacent properties.
- ❑ Existing contours shown as dashed lines at a vertical interval of two foot based on sea level. These contours must extend 100 feet beyond property line for currently developed properties, and 200 feet for currently undeveloped properties.
- ❑ Show all existing rights-of-way, roads, medians/openings, sidewalks and curb cuts.
- ❑ Show all existing public and private easements.
- ❑ Show existing greenbelts trails and parkland within or immediately adjacent to the property.
- ❑ Zoning classification of property and adjoining tracts.

**TREE SURVEY/CONCEPTUAL TREE PRESERVATION & 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.

**PRELIMINARY SITE LAYOUT:**

- ❑ Location and labeled dimensions of; proposed (public and private) rights-of-way, roads, medians/openings, traffic lanes, curb cut, driveways, building setbacks (required and provided), easements (ingress/egress, utility, and drainage, etc), property/lot/phase lines, building footprints, utility structures, fencing/walls, curb layout, parking striping, parking islands, sidewalk/hardscape elements, greenbelts/trails, and landscape areas/buffers.
- ❑ Proposed location and dimensioning for proposed outdoor display and/or storage areas, service areas, loading areas, and solid waste management including enclosures for garbage containers, dumpsters, or compactors and the screening for these site elements.
- ❑ The Town's standard site data block containing specific information is required (an example can be found online).

**PRELIMINARY GRADING AND DRAINAGE PLAN:**

- ❑ Proposed elevation contour lines at a vertical interval of two feet 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).
- ❑ Ridgelines of existing contours dividing drainage basins. Show acres where flows are leaving and entering site and proposed acreages of new flows.

- ❑ 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 (FIRM) community and panel numbers, effective date, and flood zones of the subject property.
- ❑ 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.

**PRELIMINARY UTILITY PLAN:**

- ❑ Location of overhead and underground utility lines, including electric, telephone, cable television, or other communication lines or equipment.
- ❑ Preliminary sewer line information:
  - ❑ Location of existing and proposed sewer system (manholes, sewer lines, size, cleanouts, and other service locations) existing to be shown with a hidden line type.
- ❑ Preliminary water line information:
  - ❑ Location, dimensions, and description of existing and proposed water system (water mains, all other water lines, fire hydrants, water meters, water valves and water services) existing to be shown with a hidden line type.
  - ❑ Proposed Fire protection and Fire Plans approved by Fire Marshal.

**PRELIMINARY LANDSCAPING AND LIGHTING PLAN:**

- ❑ General location of existing trees and proposed plant material (turf, groundcover, shrubs, trees, planters, or planter pots).
- ❑ Include the preliminary location of fencing, walls, detention/retention facilities, and water features.
- ❑ Whether ground or rooftop mounted, the location of the HVAC units must be shown and labeled on both the landscaping plan and the architectural elevations.
- ❑ Show and label the sight triangles for intersections of drive aisles, streets, and parking areas.
- ❑ Approximate locations of existing landscaping materials (trees, shrubs) to remain must be shown and labeled.
- ❑ Location, details (showing color, and height of light fixtures and poles including bases) with symbols indicated in a legend.
- ❑ 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.

**PRELIMINARY ARCHITECTURAL PLAN:**

- ❑ Preliminary Colors and Exterior Materials Samples: Provide the following for conveying to the DRC the proposed color and exterior materials. It is understood that there may be minor changes between the Preliminary and Final Site Plan stage:
  - ❑ color renderings/elevations; and
  - ❑ 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.
- ❑ Provide preliminary exterior design (architecture): information about the proposed building(s) in at least one of the following ways. Option 1 is ideal for multi-phased projects, while Option 2 is often selected for high-profile projects (like Conditional Uses or projects in the Historic District) or by applicants that want to “fast track” the review of their Final Site Plan:
  - ❑ OPTION 1 (conceptual information only): Provide color renderings, elevations, or perspectives for each proposed building type; or
  - ❑ OPTION 2 (detailed information):
    - ❑ Full Architectural Elevations: Provided elevations 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, shall 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 and colors to be used
- ❑ Signage: If signage is proposed in any form with the application, there are two options:

- ❑ Conceptual Signage: A master sign plan showing the dimensions, locations, and envelopes of all signage (ground-mounted and on buildings), using fictitious business names if necessary. Once approved with the Preliminary Site Plan by the DRC, the staff can approve any sign applications administratively; however, conceptual signage is not required for a Preliminary Site Plan.
- ❑ Formal Sign Application: Near the end of, or after, the Final Site Plan stage, applicants can submit sign applications for administrative review. Consult the sign application and apply accordingly.

**DEVIATIONS FROM PRELIMINARY 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.