

TOWN OF COLLIERVILLE

Grading Permit Request (from Planning Commission)

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

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GENERAL DESCRIPTION: It shall be unlawful to remove any tree or to commence any grading, earthmoving or changing of elevation of property without first having applied for and received a grading permit, per §151.269 of the Zoning Ordinance. The majority of grading permits in Collierville are approved through either the:

- Site Plan Process (via a Final Site Plan and Development Agreement), or
- Subdivision Process (via a Preliminary Subdivision Plat, Subdivision Infrastructure Construction Plan, and Development Agreement).

When neither of these procedural steps have occurred and a property owner wants to proceed with grading, earthmoving, changing of elevation of property that will cause removal of 15% or more of trees eight inches or greater in a diameter at a point four and one-half feet above the ground level, §151.270 and §151.271 state that the Planning Commission (PC) may approve a grading permit. The PC will want to see how the property owner plans to develop the property as they consider if it is appropriate to remove some or all of the existing trees. If trees are to be removed the PC will want the property owner to commit to replacing the trees that are removed. Some exceptions may be possible for tree removal related to agriculture.

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.

Submittal Requirements for a Grading Permit

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 – See Page 2 for needed content
- Review Fee: \$500
- Drainage Narrative – Two (2) Copies
- 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.
- 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 – See Page 2 for needed content
- 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)
- 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.

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.

PLANS – The following information/documentation is required:

- ❑ **Vicinity Map** - Show all property owners within five hundred (500) feet of each property line
- ❑ **Non-binding Conceptual Site Layout & Environmental Impacts** - See requirements below (pages 1-2).
- ❑ **Tree Survey/Conceptual Tree Preservation & Protection Plan:** This plan shall contain the following information along with utilities, rights-of-way, easements, and grading contour lines:
 - ❑ 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;
 - ❑ 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 and the perimeter of tree save areas. Use the Town's standard tree protection fence detail.
 - ❑ OPTIONAL: Existing trees (2" or larger) that will remain and be counted towards meeting the minimum tree planting requirements of the Zoning Ordinance during the later stages of development may also be shown. Since a landscaping plan is not required for a Grading Permit approved by the PC, existing trees to remain that are less than 24" DBH do not need to be shown at this time. If these trees are to be used to demonstrate compliance with the Overall Required Plantings of § 151.268(E) of the Zoning Ordinance, they will be shown with the Site Plan or Subdivision Infrastructure Construction Plan application. The exact location, health, species, and size of existing trees to remain must be provided to be eligible for credit.
- ❑ **Grading and Drainage Plan** - Show the nature and extent of the proposed grading, earth-moving or change in elevation.
- ❑ **Erosion Control Plan** – Show the management of on-site generated sedimentation, erosion and runoff. A copy of TDEC approval shall be submitted and the permit number shall be written on all sheets of the grading plan
- ❑ **Stormwater Management** – Existing and proposed topography based upon mean sea level shall be denoted on plan. The general location and size of required stormwater detention structure(s) shall also be delineated on plan. Stormwater calculations may be required by Town Engineer upon submittal of a plan depicting general location and size of required stormwater detention system, general routing of storm sewer lines, and location(s) of discharge point(s).
- ❑ **Water and Sewer Flow Projections** – Applicant shall provide an estimate of the water system pressure and flows required by the development as well as the average and peak sewer flows generated by the development.
- ❑ **Water and Sanitary Sewer Mains** – General routing of sanitary sewer mains and water distribution piping to serve the development.
- ❑ **Non-Binding Conceptual Site Layout Requirements** - The site layout shall be prepared by a registered professional engineer and shall conform, at a minimum, to the following requirements and include the following information:
 - ❑ Be drawn to a scale between 1" = 10' through 1" = 60'.
 - ❑ North arrow
 - ❑ Site plan shall be prepared on 24" x 36" sheet. All other plans shall be on sheets no larger than 24" x 36" and numbered sequentially if submitted in multiple pages and shall include a Master Index Sheet. All lettering shall be at least 0.1 in size relative to drawing scale and shall be mechanically drawn (no hand lettering permitted).
 - ❑ Show existing and proposed public and private greenbelts, trails and parklands within or immediately adjacent to the proposed development
 - ❑ Neighboring properties, a minimum of 100' from property lines of subject property
 - ❑ Existing and proposed (public and private) rights-of-way and roads



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.

- Geometry of site (foot print of building both existing and proposed, location of building, curb layout, parking spaces, location of islands, etc.)
- Typical dimensions (building to property lines, curb to property lines, drive aisle, etc.)
- Public and private ingress and egress easements
- Public and private utility and drainage easements
- Outline of existing and proposed outdoor display and/or storage areas
- Landscape areas and easements/buffers
- Flood elevation with graphic limits denoted on plan document for base flood elevation, floodplain, and floodway
- Name of property owner and property tax map I.D. number of all adjoining property parcels
- Zoning classification and land use of all adjoining tracts of land
- Vicinity map depicting a minimum of a 1-mile radius in all directions around site including major roads and notable landmarks
- Show area reserved for storm water detention, label, and dimension. Include preliminary calculations to show that area is large enough to accommodate pond.
- Pretreatment requirements for sanitary waste (if required)
- Setback information both graphic and table form (front, rear, and side yards)
- Proposed location of sewer tie-in
- Proposed location of water tie-in
- Include the following information in the **title block**:
 - Site plan name including proper phase number, if applicable
 - Project design firm, address, phone number and fax number
 - Name and address of property owner and/or applicant/developer
 - Scale
- A **Site Data Block** is required. Use Subdivision or Site Plan data chart on the Town's website as a guide.
- If existing buildings are located on the site and will remain, information regarding those buildings should also be noted in the site data block for FAR, total building area, etc.
- Environmental Impacts** – If applicable, environmental impacts shall be noted on the site layout or as a separate drawing. Such impacts include, but are not limited to:
 - Aquatic Resource Alteration Permit designations
 - Base flood elevation, floodplain, and floodway delineation
 - Wetlands
 - Wellhead protection zone(s)
 - Abandoned wells and septic fields
 - Underground storage tanks
 - Archeological features including cemeteries, historic monuments, etc.

NEW TREE PLANTINGS PROVIDED LATER: A landscape plan is not required with Grading Permit applications that required PC approval. As a part of a Site Plan or Subdivision Infrastructure Construction Plan, a landscaping plan that demonstrates how vegetation will be planted on a development site must be submitted. This plan will demonstrate compliance with the Overall Required Plantings of § 151.268(E) of the Zoning Ordinance. When new trees are required to meet the minimum tree planting requirements of the Zoning Ordinance, a landscaping plan shall be provided pursuant to §151.311 Site Plan Review. This plan must indicate the location, species, health, and size of new trees and existing trees to be preserved.

SUPPLEMENTAL EXHIBITS: Except for the grading plan, any supplemental exhibits provided to the Town are not binding if the grading permit is approved. Separate applications (site plans, subdivision plats, building permits, etc.) would be required to authorize vertical 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 grading permit. Feedback received during the grading permit 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.