

### Pre-Application Conference Offered/Project Planner Assigned:

Prior to submitting any application for review by the PC, it is suggested, but not required, that the prospective applicant meet with Development Department staff for a "Preapplication Conference". The primary purpose of the meeting is for Staff to explain the applicable submittal requirements, deadlines, meeting dates, applicable permits, public notice requirements, and applicable review fees prior to the applicant submitting a PC application. Pre-application Conferences are typically scheduled every Tuesday afternoon from 1:00 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. The planner you meet with during the Pre-application Conference will likely be your "Project Planner," who will be your liaison through the process.

**When and Where?** Complete applications (and properly folded plans) shall be submitted to the Planning Division located at 500 Poplar View Parkway by the close of business on the day of the deadline. Applications can also be submitted here: <https://collierville.portal.iworq.net/portalhome/collierville>

**Sufficiency Reviews:** Within three (3) full business days of the application, staff will perform a sufficiency review and notify the applicant as to whether or not the application was complete/sufficient for review and placement on a public meeting agenda. (See table right).

**Staff Reports are Posted Online:** A staff report will be posted online typically by 5pm on the Friday before the scheduled meeting at: <https://www.colliervilletn.gov/government/fe-test-twocolreversetemplate>

**Withdrawals/Deferrals:** Applicants must notify the Project Planner in writing if they wish to defer or withdraw the item. After an item has been published in the newspaper and notices sent out, deferral fees will apply. There is no charge for deferring/withdrawing an item before it is advertised.

**Public Meeting Times:** PC meetings and work sessions **will be held at 6:00pm** on the **FIRST** Thursday of each month (**except in July PC Meeting will be held on the first Tuesday**) in the James H. Lewellen Board Chambers of Town Hall at 500 Poplar View Parkway, unless otherwise advertised. Meeting dates, times, and application deadlines are subject to change. For additional information, applications, review fees, or to confirm deadlines and meeting dates, call 901-457-2360.

**Deadlines:** Most cases going before the PC will have already been reviewed in some way prior to the deadline dates shown in the table (right). Preliminary Site Plans, Preliminary Subdivision Plats, and Sketch Plats must undergo full Staff (DRT) review before applying for PC review. Submit to the DRT far enough in advance of the PC to make any revisions before the PC deadline. Land Use Plan Amendments require advertisement 30 days prior to the PC meeting and must be submitted 45 days in advance of the PC meeting to allow for proper notice. Planned Developments (New) or Planned Development Amendment (Major) must be submitted 60 days prior to the PC meeting to allow time for affected departments to review the application and also require a neighborhood meeting before they can be placed on a PC agenda. Conditional Use Permit (CUPs), Final Subdivision Plats (Major or Minor) without any new infrastructure, and Rezoning can be submitted on this date as they do not undergo Full Staff (DRT) review.

### 2024 PC Application Deadlines, Submittal Requirements, and Meeting Schedule

#### Submittal Requirements:

Consult the appropriate application checklist and application form(s) found online at this location:

<https://www.colliervilletn.gov/government/town-departments/development/planning/regulations-forms-and-deadlines/applications-checklists-and-forms>

#### PC Application

<u>Submittal Deadline *</u>	<u>Meeting</u>
11/28/23	1/4/24
12/27/23	2/1/24
1/30/24	3/7/24
2/27/24	4/4/24
3/26/24	5/2/24
4/30/24	6/6/24
5/24/24	7/2/24*
6/25/24	8/1/24
7/30/24	9/5/24
8/27/24	10/3/24
10/1/24	11/7/24
10/29/24	12/5/24
11/26/24	1/2/25
12/31/24	2/6/25

\*NOTICE: This is the date to apply for the next available PC agenda. See more to the left.