

# SUBDIVISION REGULATIONS

## TOWN OF COLLIERVILLE, TENNESSEE



Town of Collierville Planning Commission

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[www.collierville.com](http://www.collierville.com)

(including amendments through May 1, 2024)

# TABLE OF CONTENTS

<b>ARTICLE I. GENERAL PROVISIONS</b>	<b>5</b>
<b>SECTION 1 - TITLE</b>	<b>5</b>
<b>SECTION 2 – POLICY AND PURPOSE</b>	<b>5</b>
<b>SECTION 3 - AUTHORITY</b>	<b>7</b>
<b>SECTION 4 - JURISDICTION</b>	<b>7</b>
<b>SECTION 5 – INTERPRETATION, CONFLICT, AND SEVERABILITY</b>	<b>7</b>
A. Interpretation	7
B. Conflict with Public and Private Provisions	7
C. Severability	8
<b>SECTION 6 – SAVING PROVISION</b>	<b>8</b>
<b>SECTION 7 – PREVIOUSLY PRELIMINARILY APPROVED SUBDIVISIONS OR FINALLY APPROVED SUBDIVISIONS</b>	<b>8</b>
<b>SECTION 8 – AMENDMENTS</b>	<b>8</b>
<b>SECTION 9 – CONDITIONS</b>	<b>9</b>
<b>SECTION 10 – EXCEPTIONS AND WAIVER OF CONDITIONS</b>	<b>9</b>
A. General	9
B. Conditions	9
C. Procedures	10
<b>SECTION 11 – ENFORCEMENT, VIOLATIONS, AND PENALTIES</b>	<b>10</b>
A. General	10
B. Penalties for Violation	12
C. Civil Enforcement	12
<b>SECTION 12 – APPEALS</b>	<b>12</b>
<b>ARTICLE II. PROCEDURES FOR PLAT APPROVAL, BONDING, AND CONSTRUCTION</b>	<b>14</b>
<b>SECTION 1 - GENERAL PROCEDURE</b>	<b>14</b>
A. Plat Approval Requirements	14
B. Official Submission Date	14
C. Pre-Application Conference and Classification of Subdivision	14
D. Plat Review Procedure	15
<b>SECTION 2 - SKETCH PLAT (MAJOR SUBDIVISIONS ONLY THAT ARE NOT BEING “FAST TRACKED”)</b>	<b>16</b>
A. General	16
B. Application Procedure and Requirements	16
C. Optional Preliminary Design Certification	17

<b>SECTION 3 - PRELIMINARY PLAT AND SUBDIVISION INFRASTRUCTURE CONSTRUCTION PLANS (MAJOR SUBDIVISIONS ONLY)</b>	<b>17</b>
A. General	17
B. Application Procedure and Requirements	18
C. Preliminary Design Certification	18
D. Review of Preliminary Plat and Infrastructure Construction Plans	19
E. Effective Period of Approval	19
F. Application of Zoning Ordinance and Subdivision Regulations	21
G. Changes to Approved Preliminary Plats	21
<b>SECTION 4 – SUBDIVISION INFRASTRUCTURE CONSTRUCTION PLANS (MAJOR SUBDIVISIONS ONLY)</b>	<b>22</b>
A. General	22
B. Procedure and Requirements	22
C. Preparation and Content	23
D. Review and Approval	23
E. Dispute Resolution	23
<b>SECTION 5 - DEVELOPMENT AGREEMENT REQUIRED PRIOR TO CONSTRUCTION</b>	<b>23</b>
<b>SECTION 6 - FINAL PLAT (MINOR AND MAJOR SUBDIVISIONS)</b>	<b>24</b>
A. General	24
B. Application Procedure and Requirements	25
D. Notations and Certifications	26
E. Hearing and Decision on Final Plat	26
F. Effective Period of Approval	26
G. Changes to Final Plat	27
<b>SECTION 7 - SECURITY REQUIREMENTS</b>	<b>27</b>
<b>SECTION 8 - SIGNING AND RECORDING OF SUBDIVISION PLAT</b>	<b>28</b>
A. Signing of Plat	28
B. Recording of Plat	29
<b>SECTION 9 - ISSUANCES OF BUILDING PERMITS FOR NON-RESIDENTIAL (SINGLE-FAMILY DETACHED) PROJECTS</b>	<b>29</b>
<b>SECTION 10 – CONVERSION OF SECURITY</b>	<b>29</b>
<b>SECTION 11 - COMPLETION OF IMPROVEMENTS</b>	<b>29</b>
<b>SECTION 12 - FAILURE TO COMPLETE IMPROVEMENTS</b>	<b>29</b>
<b>SECTION 13 - DEFERRAL OR WAIVER OF REQUIRED IMPROVEMENTS</b>	<b>29</b>
<b>SECTION 14 - INSPECTION OF IMPROVEMENTS</b>	<b>30</b>
<b>SECTION 15 - SUBMITTAL OF CONSTRUCTION AND RECORD DRAWINGS</b>	<b>30</b>
<b>SECTION 16 - MAINTENANCE OF IMPROVEMENTS</b>	<b>30</b>
<b>SECTION 17 - FINAL ACCEPTANCE OF STREETS AND OTHER IMPROVEMENTS AND RELEASE OF SECURITY</b>	<b>30</b>

<b>ARTICLE III. GENERAL DESIGN AND IMPROVEMENT REQUIREMENTS</b>	<b>31</b>
<b>SECTION 1 - GENERAL DESIGN CONCEPTS</b>	<b>31</b>
A. External Factors	31
B. Land Use	31
C. Natural Environment and Historic Resources	31
D. Internal Details	32
E. Concurrent Development	32
F. Storm Water Management	32
<b>SECTION 2 – SUITABILITY OF LAND</b>	<b>32</b>
<b>SECTION 3 – PLANNED UNIT DEVELOPMENTS</b>	<b>33</b>
<b>SECTION 4 – OPEN SPACE, PARKLAND DEDICATION, AND EASEMENTS</b>	<b>33</b>
A. Conformity to Land Use Plans	33
B. Open Space for Control of Storm Water Runoff	33
C. Easements for Open Channel Drainage	33
D. Easements for Utilities	34
E. Landscaped Buffers and Screens	34
F. Conservation and Preservation of Community Assets	34
G. Ownership of Open Space	34
H. General Design Standards for Open Space Areas	36
I. Preservation of Open Space	37
J. Mandatory Parkland Dedication	37
<b>SECTION 5 – BLOCKS AND LOT LAYOUT</b>	<b>40</b>
A. Blocks	40
B. Lot Layout	41
C. Minimum Size of Lots	41
D. Building Setback and Yard Requirements	41
E. Large Tracts or Parcels	42
F. Lot Drainage and Grading	42
<b>SECTION 6 – CONNECTIVITY</b>	<b>42</b>
<b>SECTION 7 – STREET DESIGN AND IMPROVEMENTS</b>	<b>45</b>
A. General Street Layout	45
B. Classification of Streets	46
C. Right-of-way widths	47
D. Access and Circulation	48
E. Dedication of Additional Right-of-Way and Improvements to Existing Streets	49
F. Access Limitations	49
G. Street Alignment, Grades, and Storm Water Drainage	50
H. Street Grades	50
I. Curves	50
J. Intersections	51
K. Sight Distance	51
L. Tangents	52
M. Corner Radii	52
N. Cul-de-Sacs and Other Dead End Streets	53
O. Private Streets and Reserve Strips	54
P. Street Names	54
Q. Traffic Control Signage	54
R. Street Improvements	55

S.	Driveways and Curb Cuts	55
T.	Private Drives	58
U.	Sidewalks, Curbs, and Curb Ramps	60
<b>SECTION 8 – SURVEY CORNER MONUMENTS</b>		<b>62</b>
A.	Permanent Corner Monuments	62
B.	Semi-permanent Monuments	63
<b>SECTION 9 – ENVIRONMENTAL PROTECTION AND PRESERVATION</b>		<b>63</b>
A.	Erosion Control	63
B.	Preservation of Trees and Grading Activity	64
<b>SECTION 10 – INSTALLATION OF UTILITIES AND SANITARY SEWERS</b>		<b>64</b>
A.	Water System	64
B.	Sanitary Sewer Extension	64
C.	Electrical, Telephone, and Television Lines	66
<b>SECTION 11 – SCREENING AND LANDSCAPING</b>		<b>67</b>
<b>SECTION 12 – PREREQUISITES TO FINAL ACCEPTANCE</b>		<b>67</b>
<b>SECTION 13 – TECHNICAL SPECIFICATIONS INCLUDED</b>		<b>68</b>
<b>ARTICLE IV. SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED</b>		<b>69</b>
<b>SECTION 1 - SKETCH PLAT APPLICATION</b>		<b>69</b>
<b>SECTION 2 - PRELIMINARY SUBDIVISION PLAT APPLICATION</b>		<b>70</b>
<b>SECTION 3 - CONSTRUCTION DRAWINGS SUBMITTAL</b>		<b>77</b>
<b>SECTION 4 - FINAL SUBDIVISION PLAT APPLICATION</b>		<b>79</b>
<b>SECTION 5 - DEVELOPMENT AGREEMENT</b>		<b>87</b>
<b>ARTICLE V. DEFINITIONS</b>		<b>88</b>
<b>SECTION 1 - USAGE</b>		<b>88</b>
<b>SECTION 2 – WORDS AND TERMS DEFINED</b>		<b>88</b>
<b>ARTICLE VI. ADOPTION AND EFFECTIVE DATE</b>		<b>99</b>
<b>SECTION 1 – ENACTMENT</b>		<b>99</b>
<b>APPENDICES</b>		<b>100</b>
<b>APPENDIX A TECHNICAL SPECIFICATIONS ADOPTED BY REFERENCE</b>		
<b>APPENDIX B CONTRACT REFERENCE DOCUMENTS</b>		
<b>APPENDIX C SUBDIVISION DESIGN ILLUSTRATIONS</b>		
<b>APPENDIX D STREET CROSS SECTIONS</b>		
<b>APPENDIX E AMENDMENT HISTORY SUMMARY</b>		

## **ARTICLE I. GENERAL PROVISIONS**

### **SECTION 1 - TITLE**

These regulations shall officially be known, cited, and referred to as the Subdivision Regulations of the Town of Collierville, Tennessee.

### **SECTION 2 – POLICY AND PURPOSE**

Pursuant to the establishment of land use and zoning, land subdivision is the first step in the process of community development. Once land has been allocated by appropriate action as streets, lots and blocks and publicly recorded, the correction of defects is costly and difficult. Subdivision of land sooner or later becomes a public responsibility, in that public infrastructure must be maintained and various public services customary to urban areas must be provided. The welfare of the entire community is thereby affected in many important respects. It is therefore to the interest of the public, the developer and the future owners that subdivisions be conceived, designed and developed in accordance with sound rules and proper standards.

The following subdivision regulations guiding the Planning Commission are designed to secure a coordinated layout with adequate provisions for traffic, light, air, recreation, transportation, water, drainage, sewer and other services and to promote a distribution of population and traffic which will tend to create conditions favorable to health, safety, convenience and prosperity.

The following regulations set forth the minimum standards to be adhered to by developers of lands for residential, commercial and industrial uses, and to provide a guide for the Planning Commission and other town officials exercising their duties pertaining to the review, approval and administration of land subdivision development within the jurisdiction of the Town of Collierville.

It shall be the policy of the Planning Commission to encourage subdivision development which enhances the health, safety and welfare of the community and that optimizes the use of the land while providing a prudent balance between the economic considerations of the developer and the public interest. Conversely, it shall be the policy of the Planning Commission to disapprove proposed subdivision development which is deemed to be inefficient use of land, inconsistent with the needs and character of the community, economically untimely, or otherwise not in the public interest.

Further, it shall be the policy of the Planning Commission to consider each proposed subdivision development on its merits in context with existing or future anticipated land use, population and traffic distribution, and the needs and best interest of the community; consequently, the mere compliance with the minimum standards set forth in these regulations does not grant to the developer an implicit or explicit right to subdivision approval; accordingly, the Planning Commission may require that a proposed subdivision development exceed the minimum standards to satisfy site peculiar conditions or to conform to the existing neighborhood.

These regulations are adopted for the following purposes:

- A. To promote the public health, safety, and general welfare of the Town of Collierville.
- B. To guide development of the Town of Collierville in accordance with the Land Use Plan.
- C. To provide for adequate light, air, and privacy; to secure safety from fire, flood, and other dangers; and to prevent overcrowding of the land and undue congestion of population.
- D. To enhance the character and economic stability and encourage the orderly, beneficial development of the Town of Collierville.
- E. To conserve the value of land, buildings, and improvements throughout the Town of Collierville and to minimize detrimental conflicts among the uses of land and structures.
- F. To guide public and private policy and action providing for transportation, water, sewerage, schools, recreational areas, and other public requirements and facilities.
- G. To provide for the most beneficial relationship between the uses of land and buildings and the circulation of traffic throughout the Town of Collierville, having particular regard to the avoidance of congestion in the streets and highways and the pedestrian traffic movements appropriate to the various uses of land and buildings, and to provide for the proper location and width of streets and appropriate building lines.
- H. To establish reasonable standards of design and procedures for subdivisions and resubdivisions; to further the orderly layout and use of land; and to insure proper legal descriptions and proper monumenting of subdivided land.
- I. To insure that public facilities are available and will have sufficient capacity to serve all lots, common areas, or tracts created by the proposed subdivision and that land-locked lots or tracts are not created.
- J. To prevent pollution of air, streams, and ponds; to assure adequacy of drainage facilities; to safeguard the water table; and to preserve the integrity, stability, beauty, and value of land within the Town of Collierville.
- K. To preserve the natural beauty and topography of the Town of Collierville and to ensure appropriate development with regard to these natural features.
- L. To protect and preserve historic and cultural resources.
- M. To provide for open spaces through efficient design and layout of the land, while preserving the density of land as established in the Zoning Ordinance.
- N. To encourage subdivision design that would maximize conservation of all forms of energy.

- O. To ensure that the proposed subdivision will create buildable lots that meet or exceed the minimum bulk requirement of the Zoning Ordinance or lots/tracts that can be further subdivided; and that these lots and tracts can be sold and purchased in the marketplace and prospective owners have a reasonable expectation that they will be able to obtain needed permits.

### **SECTION 3 - AUTHORITY**

These subdivision regulations and the procedures and standards set forth herein are adopted by the Planning Commission under authority granted by Tennessee Code Annotated, Sections 13-4-301 through 13-4-309. The Planning Commission has fulfilled the requirements set forth in these statutes as prerequisite to the adoption of such standards, having a certified copy of the Major Road Plan recorded in the Office of the Shelby County Register.

### **SECTION 4 - JURISDICTION**

These regulations shall govern all subdivision of land lying within the corporate limits of the Town of Collierville, Tennessee, as now or hereafter established. Within these regulations, the term "subdivision" means the division of a tract or parcel of land into two (2) or more lots, sites or other divisions requiring new street or utility construction, or any division of five (5) acres or less for the purpose, whether immediate or future, of sale or building development, and includes resubdivision and when appropriate to the context, relates to the process of resubdivision or to the land or area subdivided. The term "utility construction" contained in the foregoing sentence does not include the mere extension of individual service pipes or lines for the purpose of directly connecting a single lot, site or other division to existing utility mains. No land shall be subdivided within the corporate limits of the municipality until the subdivider submits necessary subdivision infrastructure construction plans and plats as required by these regulations, obtains Town approval of such plans and documents, constructs improvements in accordance with the Town's regulations, and records the approved Final Plat with the Shelby County Register, and otherwise complies with all requirements herein.

### **SECTION 5 – INTERPRETATION, CONFLICT, AND SEVERABILITY**

#### **A. Interpretation**

In their interpretation and application, the provisions of these regulations shall be held to be the minimum requirements for promotion of the public health, safety, and general welfare. These regulations shall be construed broadly to promote the purposes for which they are adopted.

#### **B. Conflict with Public and Private Provisions**

##### **1. Public Provisions**

These regulations are not intended to interfere with, abrogate, or annul any other ordinance, rule, or regulation, statute, or other provision of law. Where any provision of these regulations imposes restrictions different from those imposed



by any other ordinance, rule, regulation, or other provision of law, whichever provisions are more restrictive or impose higher standards shall control.

2. Private Provisions

These regulations are not intended to abrogate any easement, covenant, or other private agreement or restriction; provided, that where these regulations are more restrictive or impose higher standards than such easement, covenant, or other private agreement or restriction, the requirements of these regulations shall govern. Where any private provision exceeds the standards set forth herein, such shall be considered a private contract between the parties of interest, and, as such, is beyond the jurisdiction of the Town of Collierville.

C. Severability

If any part or provision of these regulations or application thereof to any person or circumstances is adjudged invalid by any court of competent jurisdiction, such judgment shall be confined in its operation to the part, provision, or application directly involved in the controversy where such judgment shall have been rendered and shall not affect or impair the validity of the remainder of these regulations or the application thereof to other persons or circumstances. The Planning Commission hereby declares that it would have enacted the remainder of these regulations without any such part, provision, or application.

**SECTION 6 – SAVING PROVISION**

These regulations shall not be construed as abating any action now pending under, or by virtue of prior Subdivision Regulations, or as discontinuing, abating, modifying, or altering any penalty accruing or about to accrue, or as affecting the liability of any person, firm, or corporation, or as waiving any right of the municipality under any section or provision existing at the time of adoption of these regulations, or as vacating or annulling any rights obtained by any person, firm, or corporation by lawful action of the governing body, except as expressly provided for in these regulations.

**SECTION 7 – PREVIOUSLY PRELIMINARILY APPROVED SUBDIVISIONS OR FINALLY APPROVED SUBDIVISIONS**

Previously approved (and unexpired) Preliminary and Final Plats in Major Subdivisions may be vested in accordance with §151.313 of the Zoning Ordinance and T.C.A. § 13-4-310, as said statute may be amended from time to time.

**SECTION 8 – AMENDMENTS**

The procedures, policies, design standards, requirements and restrictions set forth in these regulations may from time to time be amended, supplemented, changed, or rescinded by the Planning Commission. Before adoption of any amendment a public hearing thereon shall be held by the Planning Commission in accordance with Section 13-4-303, Tennessee Code Annotated.

At least fifteen (15) days notice of the time and place of such hearing shall be published in a newspaper of general circulation in the Town.

## **SECTION 9 – CONDITIONS**

Regulation of the subdivision of land and the attachment of reasonable conditions to land subdivision are exercises of valid police power delegated by the state to this municipality. The developer has the duty of compliance with reasonable conditions imposed by the Planning Commission for design, dedication, improvement, and restrictive use of the land so as to provide for the physical and economical development of the municipality and for the safety and general welfare of the future lot owners in the subdivision and of the community at large.

The Planning Commission shall not require an owner of private property to dedicate real property to the public or pay money to a public entity in an amount that is determined on an individual and discretionary basis, unless there is an essential nexus between the dedication or payment and a legitimate local governmental interest (see *Nollan v. California Coastal Commission*) and the dedication or payment is roughly proportional both in nature and extent to the impact of the proposed use or development of the property (see *Dolan v. City of Tigard*). An owner of private property required to make dedication or pay money in violation of this subdivision may seek relief through a common law writ of certiorari in chancery court.

## **SECTION 10 – EXCEPTIONS AND WAIVER OF CONDITIONS**

### A. General

Where the Planning Commission finds that extraordinary hardships or practical difficulties may result from strict compliance with these regulations and/or that the purposes of these regulations may be served to a greater extent by an alternative proposal, it may approve exceptions or a waiver of conditions to these Subdivision Regulations so that substantial justice may be done and the public interest secured, provided that the exception or waiver conditions shall not have the effect of nullifying the intent and purpose of these regulations; and further provided the Planning Commission shall not approve exceptions or waiver of conditions unless it shall make findings based upon the evidence presented to it in each specific case that:

1. The granting of the exception or waiver of conditions will not be detrimental to the public safety, health, or welfare, or injurious to other property;
2. The conditions upon which the request is based are unique to the property for which the relief is sought and are not applicable generally to other property;
3. Because of the particular physical surroundings, shape, or topographical conditions of the specific property involved, a particular hardship (not self-imposed) to the owner would result, as distinguished from a mere inconvenience, if the strict letter of these regulations were carried out;

4. The relief sought will not in any manner alter provisions of the Land Use Plan, the Major Road Plan, or the Zoning Ordinance, except that those documents may be amended in the manner prescribed by law.

B. Conditions

In approving exceptions or a waiver of conditions, the Planning Commission may impose such conditions as will, in its judgment, secure substantially the objectives, standards, and requirements of the regulations.

C. Procedures

A petition for an exception or waiver of conditions shall be submitted in writing by the subdivider at the time when the Preliminary Plat is filed for consideration of the Planning Commission and the associated subdivision infrastructure construction plans are submitted for review by the Departmental Review Team (DRT). The petition shall state fully the grounds for the application and all of the facts relied upon by the petitioner. Any exception or waiver of conditions approved by the Planning Commission shall be noted on subsequent plats, including the Final Plat.

**SECTION 11 – ENFORCEMENT, VIOLATIONS, AND PENALTIES**

A. General

1. Authority

These regulations are in accordance with the provisions of Chapter 4, Title 13, Tennessee Code Annotated, which grants to the Planning Commission the powers to regulate the subdivision of land within the Town of Collierville. In accordance with Section 13-4-103, Tennessee Code Annotated, the Planning Commission, its members and employees, in the performance of its work, may enter upon any land and make examinations and surveys and place and maintain necessary monuments and marks thereon. The code further provides that, in general, the Planning Commission shall have powers as may be necessary to enable it to perform its purposes and to promote municipal planning.

2. Enforcement

The enforcement of these regulations is provided for by State law in the authority granted by public acts of the State of Tennessee.

a. *Submission of Subdivision Plat for Recording.* No plat of a subdivision of land within the Town of Collierville shall be received or recorded by the Shelby County Register until such plat shall have received approval from the Town of Collierville in accordance with these regulations, and such approval has been endorsed in writing on the plat by the Secretary of the Planning Commission.

b. *Use of Unapproved Plats.* Pursuant to Section 13-4-306, Tennessee Code Annotated, no owner or agent of the owner of any land shall convey such land contrary to the provisions stated herein.

- c. *Public Streets and Utilities.* Pursuant to Section 13-4-307, Tennessee Code Annotated, the Town of Collierville shall not nor shall any public authority accept, lay out, open, improve, grade, pave, or light any public street, lay or authorize the laying of water mains or sewers, or construct or authorize the construction of other facilities or utilities in any public street located within the Town's jurisdiction unless such street shall have been accepted, opened, or otherwise received the legal status of a public street prior to the attachment of the Planning Commission's subdivision jurisdiction, or unless such street corresponds in its location and lines to a street shown on a subdivision plat approved by the Planning Commission or on a street dedication plat approved by the Planning Commission; provided that the Board of Mayor and Aldermen may locate and construct or may accept any other street, provided that the Ordinance or other measure for such location and construction or for such acceptance be first submitted to the Planning Commission for its approval, and if disapproved by the Planning Commission, be passed by a majority vote of the entire membership of the Board and Mayor and Aldermen after disapproval by the Planning Commission, and then same shall have the status of an approved street as fully as though it had been originally shown on a subdivision plat approved by the Planning Commission or on a plat made and adopted by the Planning Commission.
- d. *Building Permits.* No building permit shall be issued for construction of any building or structure located on a lot or tract subdivided or sold in violation of any provision of these regulations.
- e. *Unlawful Structures.* Any building erected or to be erected in violation of these regulations shall be deemed an unlawful structure, and the Building Inspector or the Town Attorney of the Town of Collierville or other official designated by the Board of Mayor and Aldermen may bring action to enjoin such erection or cause it to be vacated or removed as provided in Section 13-4-308, Tennessee Code Annotated and/or other applicable law.
- f. *Access to Lots by Public Way or Private Easement.* No building permit shall be issued and no building shall be erected on any lot within the Town of Collierville unless the street giving access to the lot upon which said building is proposed to be placed shall have been accepted or opened as or shall have otherwise received the legal status of a public street prior to the adoption of these regulations or unless such street corresponds in its location and lines with a street shown on a subdivision plat made and adopted by the Planning Commission, or with a street located or accepted by the Board of Mayor and Aldermen as provided in Section 13-4-308, Tennessee Code Annotated or in accordance with the following exceptions:

- (i) A lot or tract created for conservation or preservation purposes; or
- (ii) A lot or tract created for the purpose of providing jointly held landscaped areas, entry features, or similar amenities, provided that access for maintenance to said lot or tract is provided via an ingress/egress easement approved by the Planning Commission; or
- (iii) Any instance where a permanent ingress/egress easement is used to provide access to a lot or tract of land having been or being separated by plat from other property, the width of such easement requiring approval of the Planning Commission. Where a permanent easement is proposed to provide access to more than one (1) lot or tract of land, an access way shall be constructed within the easement which will meet or exceed the standards for design and construction of public streets as set forth in these regulations, and the Planning Commission shall act to insure that the responsibility for future maintenance of any such access way lying within a permanent easement remains solely with the benefited parties and that in no event shall the maintenance of such access way become a public responsibility.

g. *Complaints Regarding Violations.* Whenever a violation of these regulations occurs, or is alleged to have occurred, any person may file a written complaint stating fully the causes and basis thereof. Such complaint shall be filed with the Town Administrator, who shall record properly such complaint, investigate, take necessary action within his or her authority or refer the complaint to the Town Attorney or other official designated by the Board of Mayor and Aldermen. A report of all violations of these Regulations and action taken shall be included in the minutes of a regular meeting of the Planning Commission.

B. Penalties for Violation

The penalties for the filing or recording of a plat, transfer or sale of land, and/or erection of a building, in violation of these regulations, are provided for by the State law in the authority granted by Public Acts of the State of Tennessee.

C. Civil Enforcement

Appropriate actions and proceedings may be taken in law or in equity to prevent any violation of these regulations, to prevent unlawful construction, to recover damages, to restrain, correct, or abate a violation, or to prevent illegal occupancy of a building, structure, or premises. These remedies shall be in addition to the penalties described in these regulations.

## SECTION 12 – APPEALS

- A. For matters falling within the scope of the regulating powers granted to the Planning Commission by the Charter of the Town and provisions of state law, and except as provided in (B) below, any person or persons, or any board, taxpayer, or department of the Town aggrieved by any decision, finding or interpretation of the Planning Commission may seek review by a court of record of such decision, finding or interpretation, in the manner provided by the laws of the State of Tennessee. Decisions, findings and interpretations of the Planning Commission with regard to the standards and extent of improvements required for subdivision approval shall in all instances be final administrative decisions. Other appeals shall be as follows:
- B. Board of Mayor and Aldermen  
Matters submitted to the Planning Commission pertaining to the widening, narrowing, relocation, vacation, change in use, acceptance, acquisition, sale or lease of any street, public way, ground, place, property, or structure may upon disapproval by the Planning Commission be overruled by the Board of Mayor and Aldermen by a majority vote of its membership.

## ARTICLE II. PROCEDURES FOR PLAT APPROVAL, BONDING, AND CONSTRUCTION

### SECTION 1 - GENERAL PROCEDURE

#### A. Plat Approval Requirements

Before any lot is sold and before any permit for erection of any structure in a proposed subdivision shall be granted, the owner or his authorized agent shall apply for and secure approval of the proposed subdivision of a subject property into rights-of-way, lots, common areas, and/or tracts in accordance with the following procedures described in this Article, which include one (1) principal step for a proposed subdivision classified as a minor subdivision and one (1) optional step followed by three (3) principal steps for a proposed subdivision classified as a major subdivision:

1. Minor Subdivision:
  - a. Final Plat approval
2. Major Subdivision:
  - a. Sketch Plat review (if applicable)
  - b. Preliminary Plat and subdivision infrastructure construction plan approval
  - c. Final Plat approval

#### B. Official Submission Date

For the purposes of determining the time requirements of Section 13-4-304, Tennessee Code Annotated, for both major and minor subdivisions, the date of the meeting of the Planning Commission at which the public hearing on approval of a preliminary or final subdivision plat, including any adjourned date thereof, is closed, shall constitute the official submission date of the plat at which the statutory period for formal approval, conditional approval, or disapproval of the respective preliminary or final subdivision plat shall commence to run.

#### C. Pre-Application Conference and Classification of Subdivision

##### 1. Pre-Application Conference Required

Before submitting an application for subdivision approval, an applicant shall schedule a pre-application conference with the affected members of the Town's Departmental Review Team (DRT) to discuss the procedures, standards, and regulations required for approval in accordance with this development code.

##### 2. Conceptual Drawing provided prior to Pre-Application Conference

The applicant shall submit a conceptual scaled drawing of the proposed subdivision to the office of the Town Planner for review at, or before, the pre-application conference. This drawing should, in simple form, show the proposed layout of streets, lots, stormwater facilities and other features in relation to existing conditions.

3. Classification of Subdivision

The subdivision proposal shall be classified as either a minor subdivision or a major subdivision as defined herein and a determination shall be made whether a Sketch Plat application or review is required for a major subdivision.

With a major subdivision, the applicant has the option to bypass the Sketch Plat step provided the subdivision's subdivision infrastructure construction plans are submitted concurrently with the Preliminary Plat application and both sets of documents are in accordance with the requirements stated herein.

The applicant may be required to submit whatever supplemental information is necessary to make this determination and the classification is determined at the sole discretion of the Town.

D. Plat Review Procedure

The applicant shall follow the procedure described below in order to secure plat approval.

1. Minor Subdivision

- a. Following the pre-application conference and classification of the proposed subdivision as a minor subdivision, the applicant shall submit to the office of the Town Planner a final subdivision plat prepared in accordance with the specifications in Article IV, Section 4 ("Final Subdivision Plat Application") and the design standards contained in Article III for approval by the Planning Commission.
- b. When a subdivision plat is presented that involves a minor lot line adjustment to a property line, combining lots or divides a single tract into no more than two lots or tracts which involves adjusting building setback lines, easements, or other similar changes and does not involve street or public utility construction to serve such lot(s) that exceeds \$10,000 in public improvements as reflected in the infrastructure construction plans and \$10,000 in total development fees, the approval may be endorsed in writing on the plat by the Secretary of the Planning Commission upon certification by the Development Director or designee that the subdivision complies in all respects with these regulations and all other adopted ordinances and policies of the Town of Collierville. No plat may be approved under this provision if such plat involves a request for a deviation from these regulations or if such plat is not in total compliance with all applicable ordinances or policies.
- c. Although this provision classifies the division of a single tract into two lots or tracts as a Minor Subdivision, the Minor Subdivision process should not be used multiple times for the original subject property. It is not the intent of this provision to subdivide the original subject property into one tract or lot at a time in order to avoid filing an application for a Major Subdivision.



- d. If the subject property is within the limits of the Historic Overlay, a Certificate of Appropriateness by the Historic District Commission (HDC) is required before the plat may be endorsed by the Secretary of the Planning Commission for recording.
- e. Any person authorized to endorse approval in writing on the final plat, as provided in subpart (b) above, may refuse to endorse approval of the plat and request consideration of the plat by the Planning Commission at the next regularly scheduled meeting of the body.

2. Major Subdivision

- a. Following the pre-application conference and classification of the proposed subdivision as a major subdivision (and a Sketch Plat is determined to be required), the applicant shall submit to the office of the Town Planner a Sketch Plat prepared in accordance with Article IV, Section 1 (“Sketch Plat Application”) and Article III herein, for Planning Commission review and comment.
- b. Submittal of a Preliminary Subdivision Plat prepared in accordance with Article IV, Section 2 (“Preliminary Subdivision Plat Application”) and Article III herein, for Planning Commission approval; and
- c. Subdivision Infrastructure Construction Plans, prepared in accordance with Article IV, Section 3 “Subdivision Infrastructure Construction Plans”), the Town of Collierville Construction Manual, and Article III herein.
- d. Submittal of the Final Subdivision Plat, prepared in accordance with Article IV, Section 4 (“Final Subdivision Plat Application”) and Article III, herein, for Planning Commission approval.

**SECTION 2 - SKETCH PLAT (MAJOR SUBDIVISIONS ONLY THAT ARE NOT BEING “FAST TRACKED”)**

A. General

If required under Section 1C(3), the applicant shall submit a Sketch Plat to the Planning Commission for review and comment. The Sketch Plat is to be a concept plan for design purposes and should be used to discover all factors which may have an impact on the proposed development and to advise the applicant of various possibilities before substantial amounts of time and money have been invested in a very detailed proposal which may contain elements contrary to these regulations.

B. Application Procedure and Requirements

A completed Sketch Plat application shall be reviewed by the DRT and forwarded to the Planning Commission. The Sketch Plat shall be prepared in accordance with Article IV, Section 1 (“Sketch Plat Application”) and Article III, and:

1. Shall be presented at the office of the Town Planner on or before the scheduled deadline as established by the Town for consideration at a regular (officially opened) meeting of the DRT and Planning Commission.
2. Shall be accompanied by forms that are required by the Town of Collierville Development Department and fully completed by the applicant.
3. Shall be accompanied by the number of copies required by the DRT and Planning Commission for review and required application fee.
4. The Sketch Plat application shall be reviewed by the DRT, with review comments forwarded to the applicant and the Planning Commission.
5. The Planning Commission shall review the sketch plat and submit its concerns to applicant verbally and in writing. The sketch plat shall not be formally approved or denied. Although a formal vote shall not be taken on a Sketch Plat, each Planning Commissioner should provide feedback to the applicant as to whether they believe the application should proceed to the Preliminary Plat and Subdivision Infrastructure Construction Plan Stage. The comments by the Planning Commission concerning the sketch plat shall be non-binding on any party and serve only to provide information and feed-back. The sketch plat is not binding on consideration of the preliminary or final plat application. Acceptance of the sketch plat shall not create any rights for the applicant, other than the privilege to move forward in the approval process. For the purposes of Tenn. Code Annotated § 13-4-304, sketch plat review and comments shall not be the initial consideration of the application for approval or disapproval by the Planning Commission.

C. Optional Preliminary Design Certification

It is recommended, but not required, that a written certification from the applicant accompany any Sketch Plat submitted under authority of these regulations. Such certification should indicate that such plat either fully complies with all provisions of the Town's Zoning Ordinance and Subdivision Regulations or that the plat complies with such provisions with specifically noted exceptions. Any deviation(s) requested from these regulations shall conform to the provisions of Article I, Section 10 ("Exceptions and Waiver of Conditions"). This certification requirement is meant to provide the Town with assurance that the proposed plat can be accomplished within the current ordinances and regulations of the Town.

<b>SECTION 3 - PRELIMINARY PLAT AND SUBDIVISION INFRASTRUCTURE CONSTRUCTION PLANS (MAJOR SUBDIVISIONS ONLY)</b>
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A. General

Preliminary Plats submitted to the Planning Commission are intended to provide an analysis of each site's features and the design engineer's response to those features. A

Preliminary Plat is required for all major subdivisions as this forms the basis of the design process for open space, house locations, street alignments, drainage patterns and facilities, water and sewer installations, easements, and lots lines. An applicant has the option of either submitting the infrastructure construction plans concurrently with the Preliminary Plat or submitting them once the Planning Commission has approved the Preliminary Plat.

Applicants are encouraged to submit infrastructure construction plans concurrently with the Preliminary Plat, as this will ensure that the subdivision is well-planned and functional and that future development on the lots and tracts will be able to meet the requirements of the zoning code, have roadway accessibility, and be served with adequately sized central utilities (as may be applicable) and stormwater facilities.

B. Application Procedure and Requirements

The applicant shall file with the Planning Commission a Preliminary Plat. Following the determination that the application is sufficient and after technical review by the DRT, the Preliminary Plat application shall be forwarded to the Planning Commission.

1. Be presented at the office of the Town Planner on or before the scheduled deadline as established by the Town for consideration at a regular (officially opened) meeting of the Planning Commission.
2. Be accompanied by forms that are required by the Town of Collierville Development Department and fully completed by the applicant.
3. Be accompanied by the number of copies required by the Planning Commission for review and required application fee.
4. Be accompanied, if the preliminary plat proposes jointly held common open space (COS), recreational facilities, or if any portion of the site is to be held in private ownership, by documentation for approval by the Planning Commission stating that a Homeowners' Association (HOA) or Property Owners' Association (POA) will be established that is charged with maintaining said areas. The Town Attorney will review the documentation as to form prior to Planning Commission approval. Such documentation shall be approved as part of the preliminary plat process and shall be recorded concurrently with the Final Plat.

C. Preliminary Design Certification

Written certification from the applicant shall accompany any preliminary plat submitted under authority of these regulations. Such certification shall indicate that such plat either fully complies with all provisions of the Town's Zoning Ordinance and Subdivision Regulations or that the plat complies with such provisions with specifically noted exceptions. Any deviation(s) requested from these regulations shall conform to the provisions of Article I, Section 10 ("Exceptions and Waiver of Conditions"). This certification requirement is meant to provide the Town with assurance that the proposed plat can be accomplished within the current ordinances and regulations of the Town.

D. Review of Preliminary Plat and Infrastructure Construction Plans

The Planning Commission shall review the completed preliminary plat application. The Planning Commission shall hold a public hearing and shall either approve, approve with conditions, or deny the preliminary plat application. Said action shall occur no later than sixty (60) calendar days after the initial consideration of the preliminary subdivision plat by the Planning Commission. Failure of the Planning Commission to act upon a plat within the prescribed time shall be deemed approval of the preliminary plat and a certificate to that effect shall be issued by the Planning Commission on demand. The applicant, however, may choose to waive the time requirement set in this subsection and consent to an extension or extensions of the applicable time period.

If the applicant has exercised their option to “fast track” the subdivision by skipping the Sketch Plat step, and proceed to the Preliminary Plat without submitting a Sketch Plat, the Preliminary Plat application shall be reviewed concurrently with the construction plans for the project infrastructure, including plans for clearing and grading, road construction, water and sewer facilities, stormwater, and other utilities as may be applicable to meet the requirements of Article II, Section 4. Subdivision infrastructure construction drawings are a submittal requirement for the Preliminary Subdivision Plat of a “fast track” and the application shall be considered insufficient without the subdivision infrastructure construction drawings.

If the applicant has filed a Sketch Plat in accordance with Article II, Section 2 (“Sketch Plat”), the construction plans for the project infrastructure, including plans for clearing and grading, road construction, water and sewer facilities, stormwater, and other utilities as may be applicable to meet the requirements of Article II, Section 4, may be reviewed concurrently with, or any point after, a sufficient Preliminary Plat application for review by the DRT and forwarding to the Planning Commission.

The Preliminary Plat may also be reviewed concurrently with plans to landscape (and irrigate) any common areas, which shall be made part of the construction plan set for the project infrastructure. Any proposed construction of subdivisions walls, entry features shall also be included in the construction plan set, with any amenity centers or other community facilities included at an applicant’s option. All of these items are subject to the review and recommendation of the Design Review Commission or Historic District Commission (HDC), as appropriate.

The Design Review Commission or Historic District Commission (HDC), as appropriate, shall also provide review and recommendation for a subdivision, or any phase thereof, requiring a tree mitigation plan.

E. Effective Period of Approval

1. A development agreement is required to authorize construction of the project infrastructure. The Planning Commission’s approval of a Preliminary Subdivision

Plat shall expire after three (3) years if the applicant fails to obtain approval of a Development Agreement.

The Development Agreement shall also contain provisions for the application and recording of the Final Plat. The purpose of a multi-phase project is to coordinate the construction of infrastructure with the recordation of lots, meaning that each construction phase has a geographical component associated with it.

7. A Preliminary Plat set may include a geographical phasing plan in which the general layout of lots, rights-of-way, drainage facilities, etc. for future phases is depicted, but where full subdivision infrastructure construction plans for all future phases are not provided. This option shall be utilized in order to ensure that:
  - a. infrastructure being installed in the first phase (in which full subdivision infrastructure construction plans have been provided) is adequately sized; and
  - b. adequately sized future infrastructure facilities, such as roads, central water and sewer, drainage ditches and ponds, electrical facilities, trails, parks, and recreational facilities, will be designed, engineered, and constructed as part of a specified future phase.

This is intended to ensure that the timing of infrastructure installation is concurrent with the impact of the new development. Any such geographical phasing plan for a Preliminary Plat may be included as an exhibit to a Development Agreement, but it is understood that future phases or phase lines will not necessarily be depicted on a Final Plat, as any specified lot/tract is required to have infrastructure facilities stubbed to it.

8. Preliminary Plats approved by the Planning Commission that do not have associated subdivision infrastructure construction plans (or development agreements) are valid for a period of two years from the date of Planning Commission approval, during which time a Final Plat application shall be filed, approved and the Final Plat recorded. Failure of the applicant to obtain approval and record the Final Plat within the two-year period shall nullify and void the Preliminary Plat, unless an extension is granted by the Planning Commission.

F. Application of Zoning Ordinance and Subdivision Regulations

Every Preliminary Plat shall conform to existing Zoning Ordinance provisions and Subdivision Regulations applicable at the time that the proposed Preliminary Plat is submitted for the approval of the Planning Commission, or as otherwise allowed for vested projects pursuant to §151.313 of the Zoning Ordinance and T.C.A. § 13-4-310.

G. Changes to Approved Preliminary Plats

Changes to an approved preliminary plat as a result of unforeseen conditions associated with a particular site shall not be implemented and no construction associated therewith

shall be initiated until a revised preliminary plat and infrastructure construction plans have been submitted to the office of the Town Planner.

1. Minor Revisions

After review by the DRT, the Town Planner may approve changes that involve minor revisions to the preliminary plat including, but not limited to:

- a. Minor shifts in the location of lot lines, streets, or open space, or
- b. minor reductions in lot or unit count, or redistribution of less than ten (10) percent of the total number of dwelling units among unit types, or
- c. other changes which do not significantly alter the overall layout of the plan and its basic development concept.

2. Major Revisions

Major revisions or amendments, including those listed below, shall require the approval of the Planning Commission and an amendment to the development agreement:

- a. An increase in total lot or unit count, or
- b. modification(s) to the pattern of streets or street connections, internal and external to the project area, that decrease connectivity or significantly alter traffic patterns, excepting changes that result directly from discovery of topographical or environmental obstacles that could not reasonably have been known at the time of initial subdivision approval, or
- c. changes affecting ten (10) percent or more of the open space, including but not limited to its area, location, accessibility, or degree of contiguity, or
- d. reduction in dedications to the public, or
- e. changes to subdivision boundaries that exceed five (5) percent of the area of initial approval, or
- f. changes which will increase the area of disturbance of slopes of twenty-five (25) percent or greater or increase the area of manipulation of the floodplain, or
- g. any change that significantly alters the overall layout of the plan and its basic development concept.

**SECTION 4 – SUBDIVISION INFRASTRUCTURE CONSTRUCTION PLANS (MAJOR SUBDIVISIONS ONLY)**

A. General

The subdivision infrastructure construction plans are the fully engineered design of the proposed subdivision in sufficient detail for the DRT to determine that the improvements to be installed or constructed for said subdivision meet the required standards, provide adequate protection of the public's health and safety and the surrounding community, and do not create or aggravate potential hazards to life or property.

B. Procedure and Requirements

Subdivision infrastructure construction plans, also referred to herein as “construction drawings,” shall be presented concurrent with, or at any point after, a sufficient Preliminary Plat application. Construction drawings shall contain the information required by and be prepared in accordance with Article IV, Section 3 (“Subdivision Infrastructure Construction Plan Submittal”), Article III, and the Town of Collierville Construction Manual, and shall:

1. Be presented at the office of the Town Engineer,
2. include the entire subdivision and the entire phase or phases for which final approval will be sought, and
3. extend infrastructure (i.e. roads, central utilities, and stormwater) to all lot(s) and/or tract(s) being created with Final Plat recordation.

C. Preparation and Content

Subdivision infrastructure construction plans shall be prepared, submitted, and certified and sealed by a Tennessee Licensed Engineer engaged in the practice of civil engineering. At a minimum such plans shall conform to the applicable provisions of the Town, including the Town of Collierville Construction Manual, which is hereby made an appendix to these regulations.

D. Review and Approval

The DRT, under the final determination made by the Town Engineer (or his/her designee), shall review the subdivision infrastructure construction drawings to ensure they are sufficient and in substantial compliance with the provisions of these regulations and other applicable Town ordinances.

Once the Town Engineer (or his/her designee) has found the construction drawings have been determined to be substantially correct and substantially complete, they shall be included as an exhibit to a development agreement that the Board of Mayor and Aldermen shall consider for approval, and upon approval, be stamped as the approved plan set.

E. Dispute Resolution

In the event that a dispute should arise concerning interpretation or application of these regulations to the information contained within construction drawings, the Planning Commission shall act to resolve such dispute.

The applicant shall submit an appeal in writing specifying the basis of the appeal to the office of the Town Planner on or before the scheduled deadline as established by the Town for consideration at a regular (officially opened) meeting of the Planning Commission.

**SECTION 5 - DEVELOPMENT AGREEMENT REQUIRED PRIOR TO CONSTRUCTION**

A. Procedure

After the Preliminary Plat or Final Plat is approved by the Planning Commission, and the construction drawings have been determined to be substantially correct and substantially complete, the developer and owner, if applicable, must enter into a development agreement with the Town of Collierville according to the process outline in §151.311(L) of the Zoning Ordinance relative to all required public and private improvements, payment of fees, required securities and certificate of insurance.

A draft development agreement shall be prepared by the Town of Collierville. The draft agreement shall reference the design incorporated within the proposed subdivision infrastructure construction plans, landscape plans, or other plans for improvements to proposed common areas (e.g. entry features) which have been reviewed by the DRT and by the DRC/HDC as may be applicable and shall be sufficient in form to assure the proposed construction methods and materials meet or exceed minimum standards established by the Town.

The development agreement, addresses the payment of development fees, the provision of security and certificate of insurance, and instructions for application of the Final Plat. The development agreement shall reference approved construction drawings and plans and work may begin following the pre-construction meeting. The development agreement may also include provisions relevant to any required private improvements given consideration as part of the approval of the subdivision and/or common open space, including such surety as may be required to guarantee such improvements are installed accordingly.

B. Effective Period of Approval

Approval of a Development Agreement related to a Minor Final Subdivision Plat shall expire after three (3) years if the applicant has not commenced construction as defined in § 151.313 VESTING. A Development Agreement related to a Major Subdivision shall expire five (5) years from the Planning Commission's approval of the Preliminary Subdivision Plat if the applicant has not commenced construction as defined in § 151.313 VESTING.



## SECTION 6 - FINAL PLAT (MINOR AND MAJOR SUBDIVISIONS)

### A. General

The final plat is the culmination of the land subdivision process. When approved and duly recorded as provided by law, the final plat becomes a permanent public record of the survey of the lots or parcels, public and private rights-of-way, private amenities such as common open space, easements, and public lands. As such, it serves as a vital instrument in the sale and transfer of real estate, in the dedication of rights-of-way, easements and public lands, and in future land survey of the properties contained in or adjoining the subdivision.

Final plat approval is intended to be a ministerial act. Therefore, all substantive planning of the subdivision and the preparation of required documents should be accomplished prior to submission of the final plat for Planning Commission review.

### B. Application Procedure and Requirements

The applicant shall file with the Development Department a Final Plat. Following the determination that the application is sufficient and the review of the DRT (major subdivisions) or Town Planner (minor subdivisions), the completed Final Plat application shall be forwarded to the Planning Commission or Town Planner (as applicable). The Final Plat shall be prepared by individuals licensed in the State of Tennessee to perform the necessary design services and shall be prepared in accordance with Article IV, Section 4 (“Final Subdivision Plat Application”) and Article III, and shall:

1. Include the entire subdivision, or phase thereof, for which final approval is sought (Note: In any instance where a final plat involves only a portion of the land contained within an approved preliminary plat such phasing shall have been approved with the preliminary plat and shall have received construction drawing approval), and
2. be accompanied by forms that are required by the Town of Collierville Development Department and fully completed by the applicant, and
3. be accompanied by the number of copies required by the Planning Commission for review and the required application fee, and
4. in the case of major subdivisions, substantially conform to the approved Preliminary Plat and its associated conditions of approval and DRT comments, and
5. be presented at the office of the Town Planner on or before the scheduled deadline as established by the Town for consideration at a regular (officially opened) meeting of the Planning Commission, and

6. include all relevant plat certificates as per Article IV, Section 4 (“Final Subdivision Plat Application”) including an owner’s certificate which includes the owner’s dedication of all easements and all rights-of-way, streets, alleys, walks, parks, and other public areas as noted on the plat (Improvements within the right-of-way and easements shall not be accepted by the Town through recordation of the Final Plat until completion in accordance with Article II, Section 17), and
7. in the case of minor subdivisions, be accompanied, if the final plat contains jointly held common open space (COS), recreational facilities, or if any portion of the site is held in private ownership, by documentation for approval by the Planning Commission stating that a Homeowners’ Association (HOA), or a Property Owners Association (POA), will be established that is charged with maintaining said areas. The Town Attorney will review the documentation as to form prior to Planning Commission approval.

If a major subdivision, the documentation approved during the preliminary plat process shall be provided.

Filing and recordation of HOA or POA documents shall take place prior to, or concurrent with the recordation of the Final Plat. The Final Plat shall reference the official record and page of the private covenants, conditions, and restrictions (CC&Rs) to be enforced by the HOA or POA.

C. Self-Imposed Restrictions

If the applicant places CC&Rs or other restrictions on any of the land contained in the subdivision greater than those required by the Zoning Ordinance or these regulations, such restrictions or reference thereto shall be required to be recorded and referenced on the Final Subdivision Plat.

D. Notations and Certifications

The notations and certifications as required by Article IV, Section 4 (C) of these regulations shall be provided. All required certificates shall bear the signature and stamp (if applicable) of the approving or authorizing agent at the time of application for final plat approval, except that the form for endorsement of the Planning Commission and Board of Mayor and Aldermen’s approval for recording shall appear unsigned at the time of application.

E. Hearing and Decision on Final Plat

The Planning Commission shall hold a hearing as required by Section 13-4-304, Tennessee Code Annotated, on each final plat brought before it. The Planning Commission shall hold a public hearing and shall either approve, approve with conditions, table, or deny the final plat application. The Planning Commission must approve, approve with conditions, or disapprove the final subdivision plat within sixty (60) days after the initial consideration of the final subdivision plat by the Planning Commission. Failure of the Planning Commission to act upon a plat within the prescribed

time shall be deemed approval of the plat and a certificate to that effect shall be issued by the Planning Commission on demand. The applicant, however, may choose to waive the time requirement set in this subsection and consent to an extension or extensions of the applicable time period.

In any instance where special conditions are attached to plat approval, the Planning Commission shall set forth in detail such conditions. If a final plat is disapproved specific reasons for such action shall be noted in the minutes of the meeting where such action is taken.

F. Effective Period of Approval

Approval of a Final Subdivision Plat by the Planning Commission or Town Planner, as applicable, shall expire after three (3) years; however, if construction has commenced as defined in § 151.313 VESTING within five (5) years of the Planning Commission's approval of the Preliminary Subdivision Plat, the expiration of the Final Subdivision Plat extends to ten (10) years for a single-phase development and up to fifteen (15 years) for a multi-phase development.

G. Changes to Final Plat

Changes to an approved final plat as a result of unforeseen conditions associated with a particular site shall not be implemented and no construction associated therewith shall be initiated until a revised final plat and construction drawings have been submitted to the office of the Town Planner. The Town Planner, upon consultation with the Town Engineer, may approve changes that involve minor shifts in the location of lot lines, easements, building lines, streets, open space, notes or similar matters. Otherwise, Planning Commission approval of said revised plat shall be required.

**SECTION 7 - SECURITY REQUIREMENTS**

A. General

In order to ensure that the work will be completed in accordance with approved construction drawings and applicable specifications, all public and private improvement proposed in conjunction with any subdivision must be covered by adequate security.

The applicant shall post approved security with the Town of Collierville. The approved security shall include the types of security specified herein. Approved security shall be accompanied by a development agreement whereby the applicant agrees to make and install the improvements in accordance with the approved construction drawings and applicable specifications also to ensure completion of the work.

B. Types of Security

Subject to the standards and requirements of this Article and acceptance by the Town of Collierville, the following types of security may be accepted for purposes of: guaranteeing completion of public and private improvements required by these regulations; to warranty public improvements required and installed under by these

regulations; and to ensure that sufficient funds are available to ensure that an abandoned construction site can be properly secured and stabilized.

1. Irrevocable Standby Letter of Credit

The letter of credit shall be obtained at a financial institution acceptable to the Town Attorney and show the Town of Collierville as beneficiary. The letter of credit shall be effective for one (1) year and automatically renewable for one-year periods with no effort on the part of the Town. Should the financial institution decide not to renew the letter of credit, the institution shall notify the Town in writing ninety (90) days prior to its expiration date by certified mail return receipt requested at which time the Town can draw up to the full face value of the letter of credit. Any litigation concerning this letter of credit shall be held before a Court of appropriate jurisdiction in Shelby County, Tennessee. (See Appendix for an example of an approved letter of credit.)

A Letter of Credit may be revised during the contract period when approved by the Board of Mayor and Aldermen.

2. Cash that will be deposited in a liability account.
3. Assignment of Certificate of Deposit that is to be held by the Town as collateral to assure completion of project.

C. Amount of Security

1. The development agreement requires a \$150,000 security to ensure that sufficient funds are available to ensure that an abandoned construction site can be properly secured and stabilized. If the total estimated cost of public and private improvements is less than \$150,000, this security amount may be reduced to an amount equal to the estimated cost of the improvements.
2. Upon the applicant reaching a level of “Substantial Completion” as defined in the development agreement, and as a condition of Final Plat approval and a requirement prior to the Final Plat recording, the existing \$150,000 security shall be converted to an amount sufficient to ensure the completion of the remaining public and/or private improvements.
3. Upon the applicant reaching a level of “Final Acceptance”, the security shall be converted to an amount sufficient to provide a one-year warranty on the cost of any remaining improvements and a portion of the road improvements. At this juncture, there still may be additional public or private improvements that may be required, such as, but not necessarily limited to landscape, entry features, amenities, or sidewalks. The amount of the security shall be sufficient to ensure completion (100% cost) of any remaining public and/or private improvements.

## **SECTION 8 - SIGNING AND RECORDING OF SUBDIVISION PLAT**

### **A. Signing of Plat**

In order for a plat to be recorded, the plat must be signed by the Town Planner, Town Engineer, Secretary of the Planning Commission and the Mayor. Prior to signing, the applicant must convert the existing security, as provided in Article II, Section 7, to insure the completion of the remaining on-site public and/or private improvements.

If there are any off-site public improvements, sufficient security shall be retained to insure the correction of defects that are discovered during the warranty period, prior to project acceptance and release of said security.

The Town Engineer shall determine the security conversion provisions and submit these to the Board of Mayor and Aldermen at a scheduled meeting for approval. Upon approval by the Board of Mayor and Aldermen, the Secretary of the Planning Commission and the Mayor or their designees, shall endorse approval on the final plat.

### **B. Recording of Plat**

It shall be the responsibility of the Town of Collierville to record all approved final plats with the Shelby County Register's Office. The applicant shall provide to the Town the appropriate filing fees. Upon recording the plat for single-family detached residential uses, lots may be sold and building permits issued.

## **SECTION 9 - ISSUANCES OF BUILDING PERMITS FOR NON-RESIDENTIAL (SINGLE-FAMILY DETACHED) PROJECTS**

Building permits for non-residential projects may be issued after completion of all public improvements, recording of the plat, and approval by the Engineering and Planning Divisions and other Town departments, boards, or commissions, as required.

## **SECTION 10 – CONVERSION OF SECURITY**

The surety instruments guaranteeing installation of improvements may be increased or decreased from time to time as shown below:

- Plat recording
- Beginning of one-year warranty period
- At other points as may be determined from time to time by the Town Engineer

As a general rule, the security will not be reduced below fifteen (15) percent of the total estimated cost of the required improvements.

## **SECTION 11 - COMPLETION OF IMPROVEMENTS**

All required improvements shall be completed in accordance with these regulations, the Development Agreement, and the approved construction drawings. The Town Engineer may

specify that the final asphalt on streets be completed if the lack of final asphalt is presenting maintenance or safety problems.

#### **SECTION 12 - FAILURE TO COMPLETE IMPROVEMENTS**

The amount of security is not a limit on the developer's obligations and liability to complete the required public improvements. All collection expenses, court costs, and attorney's fees incurred by the Town in connection with collection under the security shall be paid by the developer and such obligation shall be secured by the security. The Town may charge a reasonable administrative fee in connection with collecting under the security. If the Town performs any of the developer's obligations under the contract, the Town shall be entitled to recover the cost thereof plus interest thereon of 10% per annum until reimbursed.

#### **SECTION 13 - DEFERRAL OR WAIVER OF REQUIRED IMPROVEMENTS**

The Board of Mayor and Aldermen may defer or waive at the time of development agreement approval, subject to appropriate conditions, the provision of any or all such improvements as, in its judgment, are not requisite in the interest of the public health, safety, and general welfare, or which are inappropriate, because of inadequacy or lack of connecting facilities.

Whenever it is deemed necessary by the Board of Mayor and Aldermen to defer construction of any improvement required herein because of incompatible grades, future planning, inadequate or lack of connecting facilities, or other reasons, the developer shall make payment in-lieu of the costs of the future improvements with the execution of the development agreement. The proposed amount of any payment in-lieu will be submitted by the developer's engineer and approved by the Town Engineer.

#### **SECTION 14 - INSPECTION OF IMPROVEMENTS**

The Town is vested with the right of periodic inspections, final approval, and to issue stop work orders, as deemed necessary. It is understood and agreed that the Town is not and could not be expected to over-see, supervise, and/or direct the construction of improvements covered under this agreement. If it is found upon inspection that any of the required improvements have not been constructed in accordance with the approved construction drawings and applicable specifications, the developer shall be responsible for completing such improvements to required standards. The fact that the Town inspects the facilities in no way relieves the developer from designing or installing such facilities in accordance with the provisions of these regulations and the established development agreement.

#### **SECTION 15 - SUBMITTAL OF CONSTRUCTION AND RECORD DRAWINGS**

As required by the Town prior to plat recording, a registered land surveyor or registered engineer shall submit record drawings that have been sealed reflecting as-built conditions. Additionally, electronic copies of the record drawings are to be included with the submittal. The applicant shall also provide the Town with an electronic copy of the subdivision infrastructure construction plans.

## **SECTION 16 - MAINTENANCE OF IMPROVEMENTS**

Irrespective of the date the Final Plat is recorded, the applicant shall be required to maintain all improvements for one year after the final surface has been installed. A portion of the applicant's security shall be retained to guarantee said maintenance. The amount retained shall be as forth in Article II, Section 10 ("Conversion of Security").

## **SECTION 17 - FINAL ACCEPTANCE OF STREETS AND OTHER IMPROVEMENTS AND RELEASE OF SECURITY**

Irrespective of the date the Final Plat is recorded, acceptance of streets and other public improvements for public maintenance shall be by action of the Board of Mayor and Aldermen through the final release of the security, which shall constitute Final Acceptance of the subdivision.

## **ARTICLE III. GENERAL DESIGN AND IMPROVEMENT REQUIREMENTS**

### **SECTION 1 - GENERAL DESIGN CONCEPTS**

Land Subdivision design is a compromise among competing and often conflicting objectives. Users of these regulations should recognize that land subdivision is far more than a means of marketing land; it is primarily the first step in the process of building a community. Once land has been divided into lots, streets established, utilities installed and buildings constructed, correction of defects is costly and difficult. Moreover, the development pattern is permanently ingrained upon the community and unlikely to be changed. Ultimately, subdivided land becomes a public responsibility requiring the maintenance of improvements and the provisions of public services. Additionally, for the sake of future owners and the community, subdivided lands should not only be presently marketable, but should remain competitive with future developments, thereby presenting a stable and liquid investment. Therefore, the interests of the public, the developer, and future owners are served by adherence to sound concepts and standards of design. To achieve the desired objectives, all subdivisions within the Town of Collierville must conform to the following six (6) basic design concepts:

A. External Factors

Subdivision design must provide for external factors of community wide concern, including the proper extension of rights-of-way, major streets, extensions of utilities, preservation of major drainage channels and of related flood lands, and the reservation of needed school and park sites. Other external factors to be considered include proximity to local, community, and regional shopping centers; to places of employment; to educational and recreational facilities; and to public transportation. The Planning Commission and Board of Mayor and Aldermen may consider the proposed subdivision's effect on off-site traffic as a factor in the approval process.

B. Land Use

Subdivision design must be related to proposed and existing land uses. Layout of a subdivision is inseparable from the use to which the land is to be put. Moreover, adjacent

land use patterns must be considered. Some uses, such as parks, certain institutional uses, and bodies of surface water, may be used in the design to create value. Others, such as railroads, power lines and associated easements, poorly subdivided lands, and unsightly strip commercial developments, may require special design techniques to minimize their depreciatory effect on property values.

C. Natural Environment and Historic Resources

Subdivision design must give due consideration and protection to the natural environment and historic resources, including National Register-listed properties and properties eligible for listing on the National Register. Areas of natural beauty, such as fine stands of trees and prominent terrain, should be conserved by the design. Low areas subject to flooding or areas of unsuitable soil or ground water conditions should not be put to use except as open or natural areas that are only to be developed minimally.

D. Internal Details

Subdivision design must give attention to internal design details including the proper layout of the streets, utilities, needed open space, lots, and adjustment of the design to topography and soil capabilities of the land. A major aspect of internal detailing is careful attention to drainage.

E. Concurrent Development

In evaluating a proposed subdivision, either the Planning Commission or Board of Mayor and Aldermen may consider whether adequate public facilities and services are available concurrent with the proposed development and whether existing public infrastructure will have a sufficient capacity to serve the proposed development. The Town may deny or approve with specific conditions a proposed development if the Town's current infrastructure, including but not limited to road existence, road width, sewage treatment capacity, water treatment capacity, public school capacity, or utility capacity, is not yet, or will not be, adequate to serve the proposed development.

F. Storm Water Management

Storm water drainage is a major aspect of land subdivision design; however, it should not dominate over other important design considerations. The current policies and guidelines as set forth in the Town Storm Water Ordinance (Chapter 152 of the Town Code) shall be applied to all drainage design for all projects within the Town of Collierville.

## **SECTION 2 – SUITABILITY OF LAND**

The Planning Commission shall not approve the subdivision of any land where it has been found that, in the public interest, the land is not suitable for subdivision development of the type proposed. Any land within a proposed subdivision which is unsuitable for the intended use shall be reserved for open space or other compatible uses which will not be endangered by any inherent hazard of the site. Conditions which would cause land to be regarded as being unsuitable include, but are not limited to, the following:



- A. Any land use which may result in increased upstream or downstream flooding, endangering health, life or property, or aggravate downstream erosion, sedimentation or pollution.
- B. Land which is subject to flooding or which has unsuitable soil or ground water conditions shall not be subdivided for any type of use except as open or natural areas that are only to be developed minimally.
- C. Lots or tracts intended for use as building sites shall not be permitted where any natural or man-made condition on or adjacent to such lots or tracts, may endanger the integrity of any building or structure erected on the site.
- D. Land areas having conditions which would otherwise endanger health, life, property, historical or environmental resources.

### **SECTION 3 – PLANNED UNIT DEVELOPMENTS**

A Planned Unit Development approach may be applied to a development per the Collierville Zoning Ordinance. The purpose of the Planned Unit Development concept is to provide for maximum innovation and design variation while meeting the requirements of the Collierville Zoning Ordinance, and unless specifically waived or modified by the Planning Commission, all requirements of these Subdivision Regulations shall be adhered to.

### **SECTION 4 – OPEN SPACE, PARKLAND DEDICATION, AND EASEMENTS**

No single aspect of subdivision design contributes more to the attractiveness and value of a subdivision development than the effective use of open space. The provision of open space and easements, preferably designed for multiple uses, is an essential consideration in the planning and design of both residential and non-residential subdivisions.

- A. Conformity to Land Use Plans  
When a park, greenbelt trail, playground or access to water frontage, shown on an official land use map or plan adopted by the Town of Collierville, is located wholly or partially within the proposed subdivision, the Planning Commission may require the reservation of needed open space within the tract being subdivided, which shall be indicated on the final plat; however, such reservation shall not exceed twenty-five (25) percent of the gross area of said tract.
- B. Open Space for Control of Storm Water Runoff  
Where necessary, design of permanent and temporary storm water management and control features, including but not limited to detention, retention and siltation control basins, shall be an integral part of subdivision design. Such designs shall consider opportunities to create open space and landscaped areas, which include open water areas for storm water management as well as other purposes. Such designs shall also identify and consider dual/multiple uses, such as public neighborhood parks and playgrounds or private use recreational areas. Features to be considered for use include fountains and other aeration methods to reduce water stagnation in basins.

C. Easements for Open Channel Drainage

Open channels and associated appurtenances, natural or constructed, may be designated as a “drainage feature” by the Town Engineer during the subdivision review process. Such features so designated may be required to be within a public easement of a width sufficient to accommodate major runoff events. Such easements shall also provide adequate width for operation of construction and maintenance activities and equipment, erosion control, insect control, landscaping, and operation and maintenance of any water level flow control structures. All such easements shall be located within common areas of the subdivision and not on private property. These areas may be maintained by the Homeowner or Property Owners' Association, as applicable. If no such association exists, the lot owner(s) shall maintain such facilities. Exceptions from this requirement must be approved by the Town Engineer.

D. Easements for Utilities

Utility easements include, but are not limited to, easements for the installation and maintenance of communications (such as telephone, electronic, television, cable and similar communications, information and data facilities), drainage (such as public and/or private storm water conveyance and management), and wastewater, potable water, natural gas and electric power facilities.

Except where alleys are permitted for the purpose, utility easements with a minimum width of five (5) feet shall be provided along all rear lot lines. Utility easements with a minimum width of five (5) feet shall be provided along all front lot lines. Where required to permit efficient layout of utilities or to provide access to rear lot lines, utility easements not less than five (5) feet in width shall be provided along side lot lines. Where deemed necessary, the Planning Commission may require utility easements greater than five (5) feet in width. The Planning Commission may narrow the width of the easement and/or eliminate specific yards from the easement requirement within subdivisions with an average lot size of approximately 6,000 square feet or less provided that each utility with an interest in the easement provides written approval prior to the Planning Commission’s consideration of the request. Unless approved by the Planning Commission, no landscape plantings except for lawn grasses and other appropriate ground cover vegetation shall be permitted within a required utility easement. Planting restrictions within utility easements shall be noted on the Final Plat.

E. Landscaped Buffers and Screens

Open space shall be designated within platted tracts or lots for fences and vegetative screening, landscaping as provided in approved landscape plates, and other landscaped areas as required by the Collierville Zoning Ordinance, Collierville Design Guidelines, and by these Subdivision Regulations. The design of landscaped buffers and screens shall be in accordance with the Collierville Design Guidelines and the Construction Manual of the Town of Collierville and shall be subject to review and approval of the Town. Where residential lots have a double frontage on public streets, there shall be a continuous screening of acceptable design along the rear of such lots. Such areas shall be designated as landscape area easements and such easements shall be vested in a Homeowners’/

Property Owners' Association or a similar mechanism shall be established for maintenance of the area. If no such association exists, the lot owner(s) shall maintain such facilities.

F. Conservation and Preservation of Community Assets

For all types of land uses, due consideration shall be given to providing open space needed to conserve notable features of the natural environment such as large trees, watercourses, and prominent scenic terrain. Adequate provision shall be made to protect and preserve historical sites or similar community assets which add to the attractiveness and value of property.

G. Ownership of Open Space

1. Method of Ownership

Open space areas shall be contained within platted tracts or lots and shall be maintained as permanent open space through various options, such as common ownership by a Homeowners' or Property Owners' Association, held in deed-restricted private ownership, or by dedication to the Town or to another appropriate public agency. All methods utilizing private ownership shall be in a form approved by the Town Attorney, who shall review the documents to insure perpetual maintenance, preservation, and restricted usage.

2. Declaration of Covenants and Restrictions

If common open space, which term includes landscape easements, is to be deeded to a Homeowners' or Property Owners' Association, then the applicant shall record a declaration of covenants and restrictions, which shall:

- a. Govern the use of common open space;
- b. Run with the land in perpetuity;
- c. Provide for a lien on the property in the subdivision or Planned Development to secure collections of assessments levied by the owners association;
- d. Grant the Town the authority to maintain common open space and assess the cost of maintenance against the owners of the property severally.

3. Homeowner or Property Owners' Association

If common open space and the like is to be deeded to a Homeowners' or Property Owners' Association, then the applicant shall provide for and establish a property owners association, which shall comply with the following standards.

- a. The association shall own and maintain common open space and related facilities.

- b. The association shall not be dissolved, nor shall it dispose of any common open space or facilities, by sale or otherwise, except to an organization conceived and established to own and maintain same and related facilities, and the conditions of a transfer shall conform to the approved plat.
- c. The association shall be established before property is sold.
- d. Association membership shall be mandatory for each property owner and successive owner.
- e. The association shall be responsible for maintenance and taxes for the common open space and related facilities.
- f. Property owners shall pay their pro rata share of the cost and assessments levied by the association shall be a lien on the property.
- g. The association shall be able to adjust assessments in order to meet changing needs.

4. Private Ownership

If common open space is to be privately owned, then it shall have noted on the plat of subdivision as to restrictions noted on the plat of subdivision as to the portions of those specific lots that:

- a. Provide the open space, including any approved structures or other improvements, shall be maintained and preserved;
- b. Run with the land in perpetuity; and
- c. Indicate that the Town and owners of land in the development have a right to enforce the deed restrictions.

5. Maintenance of Open Space

The Homeowners' Association, Property Owners' Association, or private owner(s), as applicable, shall, at their expense, be responsible for maintenance of the common open space. If, for any reason, the common open space is not adequately maintained, the Town shall have the right, but not the obligation, to enter upon and maintain the common open space. The expense incurred by the Town in such regard shall be divided by the number of parcels or lots within the development that have a right of enjoyment of said common open space and the resulting figure shall be owed to the Town by each parcel or lot owner. Said sum shall be secured by a lien upon each of the parcels or lots shown within said development and such sum shall be due and payable at the next due date of Town taxes assessed to a parcel or lot. Such sum may be collected and the lien enforced as provided by law.

H. General Design Standards for Open Space Areas

In addition to applicable provisions of the Collierville Design Guidelines, land proposed as formal or informal open space shall meet the following design standards:

1. Location

Where relevant and appropriate, open space shall be located so as to be readily accessible and useable by residents or users of the development. To the maximum extent practical, a portion of the open space should provide focal points for the development.

2. Access

Formal and informal open space areas shall have at least one direct access to a public right-of-way or approved private street.

3. Configuration

a. The lands shall be compact and contiguous unless the land is used as a continuation of or link to an existing or planned adjacent open space resource or where specific natural or topographic features require a different configuration.

b. Where open areas, trails, parks, or other open space resources are planned or exist adjacent to development, the open space shall, to the maximum extent practicable, be located to adjoin, extend, and enlarge the presently existing trail, park, or other open area land.

4. Orientation of Adjacent Lots and Buildings

Lots and buildings adjacent to formal open space areas shall be oriented toward the open space area.

I. Preservation of Open Space

Once an area has been designated as a greenbelt, landscaped area, buffer, screen or other permanent open space, whether for public or private use, it shall not be encroached upon by any building, structure or parking area, except as specifically approved by the Planning Commission, and such shall be so noted on the Final Plat of the Subdivision.

J. Mandatory Parkland Dedication

1. General

In all residential developments within all residential zoning districts or Planned Unit Developments, the Planning Commission and the Board of Mayor and Aldermen (“Board”) shall require dedication to the Town, free and clear of all liens and encumbrances, land to be used exclusively as parkland in the amounts set forth below, or at the Town’s option, a payment in lieu of dedication according to the formula and in the manner as set forth below, or at the Town’s option, a combination of dedication and payment. Provision for such dedication and/or payment shall be included in the design plans submitted to the Planning Commission for preliminary approval of such residential development. A copy of

the design plans submitted for preliminary approval shall be furnished to the Parks, Recreation and Cultural Arts Department and the Parks, Recreation and Cultural Arts Advisory Board prior to the time such plans are submitted to the Planning Commission. The Parks, Recreation and Cultural Arts Advisory Board shall be given the opportunity to recommend either acceptance of the dedication or payment or a combination thereof. In no event, however, shall the Parks, Recreation and Cultural Arts Advisory Board delay the review process for the proposed development, and the Parks, Recreation and Cultural Arts Advisory Board shall be deemed to have waived its opportunities for such recommendation if recommendation is not received by the Planning Commission prior to the date scheduled for preliminary approval of the residential development unless consented to by the applicant.

2. Dedication

Each design plan submitted for preliminary approval of a new residential subdivision shall provide that a part thereof shall be used exclusively as parkland, subject to the provisions of this Ordinance.

The amount of land required for dedication shall be determined by the following formula:

REQUIRED PARKLAND DEDICATION:

$$.0315 \times L$$

.0315 = Parkland Ratio of 10.5 acres per 1,000 people and current census rate of average persons per household (pph) in Collierville (3.0)

$$1,000 \text{ population} / 3.0 \text{ (pph)} = 333 \text{ lots or dwelling units}$$

$$10.5 \text{ acres} / 333 \text{ lots or dwelling units} = .0315$$

$$L = \text{Number of lots or dwelling units}$$

The term “dwelling unit” shall mean any building or portion thereof providing complete permanent facilities for living, sleeping, cooking, eating, and sanitation designed for or used as living quarters, but not including a tent, seasonal quarters, travel trailer, or rooms in a hotel or motel. For the purpose of this ordinance, every unit in a multi-family development, including but not limited to apartments, townhouses, or other multi-family dwellings shall be considered as a separate unit for the purposes of calculating fees or other requirements hereunder.

3. Payment in Lieu of Dedication

Should the Town determine that the proposed dedication or a portion thereof is unsuitable for use as parkland for reasons including but not limited to size, shape, topography, subsoils, accessibility, location, utility, or compatibility with the

Comprehensive Park Master Plan formulated by the Parks, Recreation and Cultural Arts Department, the Town shall require the developer to pay to the Town prior to execution of the Development Contract an amount representing the value of the proposed dedication. The value of the land proposed for dedication shall be established by resolution by the Board of Mayor and Alderman.

If the total lots in the development are five or less and in the opinion of the Town a total parkland cash equivalent will produce a payment of less than one thousand dollars (\$1,000.00), the developer shall pay one hundred dollars (\$100.00) per lot under these regulations.

Any such payments to the Town must be made immediately upon execution of the Development Contract and prior to the commencement of any construction and shall be deposited in a special account segregated from the general funds of the Town. Such funds shall be used for the purchase of parkland, development of park facilities and/or renovation of existing park facilities as set forth on the Comprehensive Park Master Plan. In the event of a delay for any reason that results in an extension of the Development Contract, the Board of Mayor and Aldermen may modify the parkland dedication requirements of a particular project to reflect any changes in public need that have occurred since the original agreement was executed.

4. Credit for Private Recreational Space

As an alternative to the requirements of Sections 2 and 3 above, a proposed development may be submitted with private recreational space meeting the requirements set forth in 2 above.

Where private open space for park and recreational purposes is provided in a proposed subdivision and such space is to be privately owned and maintained by the future residents of the subdivision, such areas may be credited against the requirement of dedication for the park or payment in lieu thereof, provided the Town of Collierville finds it is in the public interest to do so, and that the following standards are met:

- a. That yards, court areas, setbacks and other open areas required by the Zoning Ordinance or Subdivision Regulations shall not be included in the computation of such private open space;
- b. That the private ownership and maintenance of the open space is adequately provided for by written agreement;
- c. That the use of the private open space is restricted for parks and recreational purposes by recorded covenants which run with the land in favor of the future owners of property within the tract and which cannot be defeated or eliminated without the consent of the Town of Collierville;

- d. That the proposed private open space is reasonably adaptable for use for park and recreational purposes, taking into consideration such factors as size, shape, topography, geology, access and location of the private open space land; and
  - e. That facilities proposed for the open space are in substantial accordance with the provisions of the recreational element of the Comprehensive Park Master Plan and are approved by the Town of Collierville.
5. Planned Residential Developments  
 In planned residential developments, open space required in the computation of density shall not be used for required parkland dedication purposes regardless of the lot (unit) sizes in the development. Parkland dedication for the purposes of an increase in density may not be credited against required parkland dedication.

**SECTION 5 – BLOCKS AND LOT LAYOUT**

A. Blocks

Block configuration within a subdivision is essentially determined by the street layout; hence, it must provide safe and sufficient vehicular and pedestrian circulation.

1. Maximum Block Perimeter and Block Face Length

The maximum perimeter of all blocks and the maximum length of any block in residential or mixed-use districts, as measured from the centerline of the public or private street system, excluding alleys, surrounding a block or along a block face, shall be consistent with the dimensions set forth below (Table III-1) except in cases where environmental or topographic constraints exist or the property has an irregular shape.

<b>TABLE III-1: MAXIMUM BLOCK PERIMETER &amp; BLOCK FACE LENGTH</b>		
	<b>Maximum Block Perimeter (ft.)</b>	<b>Maximum Block Face (ft.)</b>
<b>Conventional Residential Zoning Districts (based on average lot size on block)</b>		
> 1 ac.	N/A	N/A
1 ac - 25,001 sq. ft.	10,000	1,500
25,000- 12,600 sq. ft.	3,300	1,200
< 12,600 sq. ft.	2,700	800
<b>Mixed-Use Development or MU: Mixed Use Zoning District:</b>		
Any block regardless of size	2,000	600

2. Block Width

Blocks shall be wide enough to allow two (2) rows of lots, except where double frontage or open space is provided or required, or where prevented by topography



or other physical conditions of the side. In such cases, the Planning Commission may permit a single row of lots.

3. Internal Mid-Block Pedestrian Access

Where a block face exceeds 600 feet in a residential or mixed-use district with an average lot size of less than one (1) acre, a minimum eight-foot (8') pedestrian access easement may be required through the block at or near the mid-point of the block. The easement shall be held in common ownership and a Homeowners'/ Property Owners' Association or similar mechanism shall be established for maintenance of the area.

4. Pedestrian Access

A pedestrian access easement a minimum of eight (8) feet in width may be required to traverse blocks where deemed essential to provide access to institutional and community service uses or to retail and personal service uses. The easement shall be held in common ownership and a Homeowners'/ Property Owners' Association or similar mechanism shall be established for maintenance of the area.

B. Lot Layout

In general, lots with frontage on the same street within a subdivision shall have about the same area. Minimum lot areas and frontages are specified in the Collierville Zoning Ordinance, however, a subdivision plan should not be predicated on producing a maximum number of lots. The lot layout plan should give balanced consideration to the natural topography of the tract being subdivided, to the conservation and preservation of the natural environment, to the provision of adequate open space, to the enhancement of the character and beauty of the community, to the optimization of lot density, and to the protection of life and property.

1. Adequate Building Sites

Each lot shall contain a building site not subject to flooding or other hazards as defined in Section 2 of this Article, and such site shall be outside the limits of any easements, rights-of-way, building lines, side yards, rear yards, buffers, screens, or landscaped areas which are existing or are required by the Collierville Zoning Ordinance.

2. Arrangement of Lots

Unless otherwise approved by the Development Director or designee, side lot lines should intersect rights-of-way between 60 and 90 degrees on a straight street, or from the tangent of a curved street. Unless otherwise approved, each lot must have frontage on a public street or an approved private street built to Town standards. No single-family detached or single-family attached unit with a frontage of less than 100 feet may have direct access to any street classified as an arterial or larger. Single-family detached or attached units with a frontage of less than 100 feet may be located along a public street or approved private drive

classified as an arterial or larger provided that access to the units is in the form of either a combined access frontage road or rear alley access.

C. Minimum Size of Lots

The size, shape and orientation of lots or building sites shall be as the Planning Commission deems appropriate for the intended use and topography of the site, for adjoining land uses, and for the protection of life and property.

The minimum area of lots shall be as specified by the Collierville Zoning Ordinance and such lots shall also provide adequate space for off-street service and parking facilities, landscaping, and screening required by the type of use and proposed development as required.

D. Building Setback and Yard Requirements

1. All lots or tracts shall have at least the minimum front, side or rear yard that is required by the Collierville Zoning Ordinance. To accommodate site peculiar conditions, such as side yard drainage, the Planning Commission may require increasing the yard requirements for a given lot or tract.

2. In the case of electrical transmission lines where easement widths are not definitely established, there shall be a minimum building setback line from the center of the transmission line as follows:

<u>VOLTAGE LINE</u>	<u>MINIMUM BUILDING SETBACK</u>
46 KV	37 1/2 feet
69 KV	50 feet
161 KV	75 feet

E. Large Tracts or Parcels

Where land is subdivided into larger than ordinary parcels, such parcels shall be arranged to allow for future opening of streets and for logical re-subdivision.

F. Lot Drainage and Grading

Where possible, lots shall drain toward the street or toward both the street and the rear lot lines. In case of drainage to the rear lot line, lateral drainage along rear lot lines shall be required, necessitating careful attention to grading. Where required by the topography, side yard drainage may be required, in which case it may be necessary to increase minimum side yard requirements. Terracing of lots, particularly in residential subdivisions, shall be avoided unless essential for erosion control or to reduce the velocity of runoff.

**SECTION 6 – CONNECTIVITY**

A. Developments shall provide roadways permanently open to the public that provide community wide access as part of an overall connectivity network whose spacing generally occurs at ¼ mile intervals. The intent is that the connectivity network provide

roadways no larger than two lanes (excluding intersection configurations) operating at a Level of Service of “B” or better. Such connections shall not be required to abut adjacent development lacking existing or planned street connections, floodplains, wetlands, riparian buffers, required tree protection areas, slopes exceeding 14 percent, or other unique site conditions preventing a street connection as determined by the Planning Commission.

- B. Existing streets in adjacent or adjoining areas shall be continued in a new subdivision. Whenever connections to anticipated or proposed surrounding streets are required by these regulations, the right-of-way shall be extended and the street developed to the property line of the subdivided property (or to the edge of the remaining undeveloped portion of a single tract) at the point where the connection to the anticipated or proposed street is expected. Temporary turnarounds may be required to be constructed at the end of such streets pending their extension when such turnarounds appear necessary to facilitate the flow of traffic or accommodate emergency or service vehicles. No temporary dead-end street shall be permitted in excess of 600 feet unless no other practical alternative is available.
- C. Subdivisions shall require sufficient external access points to the existing or future roadway network and shall be provided as follows, however, in the case of any conflict between the provisions of this section and Subsection 5 (“Blocks and Lot Layout”), the provisions of Subsection 5 shall control.
  - 1. Any residential subdivision of greater than 50 lots or dwelling units shall include at least two access points. The second access may consist of a stub street, provided the stub street is not greater than 600 feet in length as measured from the end of radius of the feeder street to the terminus of the stub street.
  - 2. Any residential subdivision of greater than 100 lots or dwelling units shall include at least two access points. Stub streets shall not be considered part of the two access points.
  - 3. Residential subdivisions of 200 or more lots or dwelling units shall provide three separate access points. Where three or more access points are required, the Planning Commission may waive the requirement for immediate construction of more than two access points, provided that subdivision phasing and design illustrates the additional required connections. For those subdivisions large enough to require a third access, a stub-out street may be credited as a required access if the two functioning access roads are both connected to a collector or arterial road and the stub street is not greater than 600 feet in length as measured from the end of radius of the feeder street to the terminus of the stub street.

Larger developments may be required by the Planning Commission to have a proportionately greater number of access points to ensure adequate and reasonable emergency access.

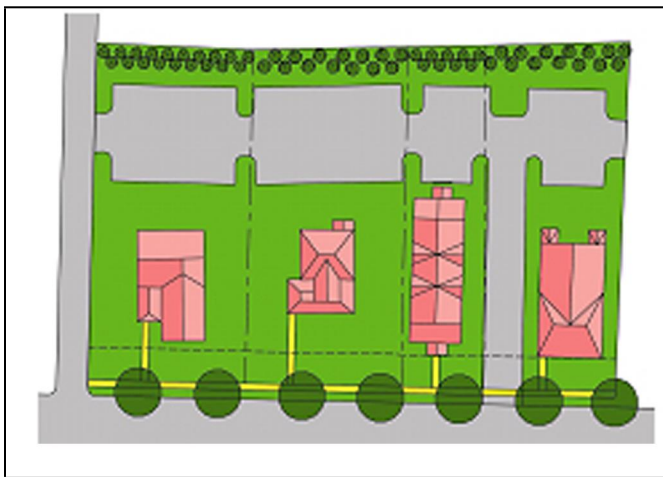
4. A waiver of these standards may be allowed by the Planning Commission during approval of the preliminary subdivision plat only in extreme cases where limited frontage, natural features (slope, topography), or similar circumstances preclude the required connections and there is no substantial impact noted regarding emergency service delivery. An alternate public emergency access roadway may be provided to satisfy the requirements above with approval of the Planning Commission.
  5. Where two access points are required, they shall be placed a distance apart equal to not less than one-half of the length of the maximum overall diagonal dimension of the property or area to be served, measured in a straight line between accesses. In the event topography will not allow for intent of this section to be met, a divided entrance may be considered as two points of access if the median exceeds 100 feet in width (as measured from face-of-curb to face-of-curb at opposite ends of the median) at a point parallel to the connecting public road, and adjacent to the connecting public road, as approved by the Town Engineer.
  6. Multiple entrances shall count as only one point of external access if one or more of the proposed entrances connect to a public road that is both closed at one end and provides less than 48 feet in pavement width across the frontage of the subject development.
  7. The Town Engineer shall make the determination that proposed external points of access are of a sufficient location, design, and number to enable safe and convenient servicing by police, fire, and other emergency vehicles into the proposed development.
  8. Non-residential and mixed-use developments shall provide sufficient public road access to accommodate the ultimate traffic volume anticipated, and to enable safe and convenient servicing by police, fire, and other emergency vehicles.
- D. Street stubs to adjacent properties shall be required to ensure adequate circulation. All existing stub streets, contiguous to the property, shall be connected to the proposed street system. Traffic calming measures shall be integrated into the development to mitigate the impact of potential future “cut-through” traffic. A waiver from these requirements for street stubs shall require approval of the Planning Commission. A decision of the Planning Commission may be appealed to the Board of Mayor and Aldermen pursuant to Article I, Section 12 (“Appeals”).
- E. At all locations where streets terminate with no street connection, but a future connection is planned or accommodated, a sign shall be installed at the location with the words “STREET TO BE EXTENDED BY THE AUTHORITY OF THE TOWN OF COLLIERVILLE” to inform property owners.

F. All stub streets shall be identified on the final subdivision plat, which shall include a note that all street stubs are intended for connection with future streets on adjoining undeveloped property.

G. Cross Access Between Adjacent Uses

To encourage shared parking and shared access points on public streets, plats prepared for all new attached residential, nonresidential, and mixed-use development shall comply with the following standards:

1. Except on lots within the RI and GI Districts, internal vehicular circulation areas shall be designed to allow for cross-access to adjacent lots with attached residential, nonresidential, or mixed-uses.



**Figure III-1:** Cross-access ways between surface parking lots serving different developments promote better access management and facilitate pedestrian activity.

2. A stub for future cross access shall be provided from the vehicular use area to all adjacent vacant land designated for attached residential, nonresidential, or mixed-uses.
3. A cross-access way shall be setback a minimum distance of 30 feet from the edge of pavement of a public street. A longer setback requirement may be required if it is determined by the Town Engineer that anticipated traffic volumes and commonly accepted and applied traffic engineering principles justify the need for a longer setback.
4. Cross-access ways shall allow for two-way traffic between parcels through the use of a single drive or through two one-way aisles at a width in accordance with the requirements of the Collierville Zoning Ordinance (§151.115). The maximum median separation width shall be 15 feet with a left-turn pocket or four feet without a left-turn pocket.

5. When cross-access is deemed impractical by the Town Engineer on the basis of topography, the presence of existing features, or vehicular safety factors, the requirement for cross-access may be waived if appropriate bicycle and pedestrian connections are provided between adjacent developments or land uses. If an applicant disagrees with the decision of the Town Engineer, the applicant may appeal the decision to the Planning Commission.
6. If approved, any cross-access easement must be noted on the final plat prior to recording.

## SECTION 7 – STREET DESIGN AND IMPROVEMENTS

### A. General Street Layout

The street pattern shall be based upon the following general design criteria:

1. provide for adequate vehicular access to all properties within the development;
2. provide street connections to adjacent properties to ensure adequate traffic circulation within the general area (see also Section 6 “Connectivity” of this Article);
3. provide a local residential street system which discourages through traffic and provides adequate access for fire, police, and other emergency vehicles;
4. provide a sufficient number of continuous streets that connect with arterials and are adequately sized to accommodate the present and future traffic demands of an area; and,
5. provide streets in accordance with the Major Road Plan.

### B. Classification of Streets

1. Arterials - Streets having the primary purpose of carrying through traffic and the secondary purpose of providing access to abutting properties. Arterial streets may be further classified as follows:
  - a. Freeway- Streets and highways with the sole purpose of carrying through traffic with the highest degree of mobility and safety. These roads have controlled access and provide no direct access to abutting properties.
  - b. Major Arterial - Streets and highways serving major metropolitan activity centers, the highest traffic volume corridors, the longest trip desires, and a high proportion of total urban area travel on a minimum of mileage. Service to abutting land should be subordinate to the provision of travel service to major traffic movements. This system carries the major portion of trips entering and leaving an urban area, as well as the majority of

through movements desiring to bypass the central town, and normally will carry important intraurban as well as intercity bus routes.

- c. Minor Arterial - Street and highways interconnecting with and augmenting the principal arterial system and providing service to trips of moderate length at a somewhat lower level of travel mobility. The system places more emphasis on land access and distributes travel to geographic areas smaller than those identified with the higher system. It includes all arterials not classified as major or freeway.
2. Collectors - Streets penetrating neighborhoods, collecting traffic from local streets and channeling it into the arterial systems. A minor amount of through traffic may be carried on collector streets, but the system primarily provides service access and carries local traffic movements within residential neighborhoods, or commercial and industrial areas. It may also serve local bus routes. Collector streets may be further classified as follows:
    - a. Major Collector -Streets serving commercial and industrial areas, or large volumes of residential traffic. All streets serving nonresidential areas shall be classified as major collectors.
    - b. Minor Collector -Streets serving low and moderate volumes of residential traffic, and cul-de-sacs and streets serving office uses generating less than 1,000 vehicular trips per day.
  3. Locals -Residential streets not classified in a higher system, primarily providing direct access to abutting land and to collector streets. They offer the lowest level of mobility and usually carry no bus routes. Service for through traffic is deliberately discouraged. Except as noted herein, streets within this category shall be public except as specifically approved by the Town of Collierville.
    - a. Cul-de-sac - Streets which are dead ends having only one end open for vehicular access and serves only abutting properties.
    - b. Local Street - Single family residential streets are land access streets that are primarily for access to abutting residential properties and which are designed to discourage through traffic.
    - c. Alleys -Alleys are used primarily for service access to the back or side of properties otherwise abutting on a street. Where permitted, alleys may serve in lieu of otherwise required utility easements. Alleys shall be private ways, except as approved by the Planning Commission as public.
    - d. Rural Streets - Rural streets or roads are intended to serve areas rural in character. Rural streets provide the minimum level of mobility for two-

way traffic. Rural streets are intended to serve up to 2,000 vehicles per day.

C. Right-of-way widths

The minimum width of right-of-way, measured from lot line to lot line, shall be per its classification as shown on the Major Street Plan, or if not shown on such plan, shall be not less than listed in Table III-2 below. The Planning Commission may modify the requirements in cases where topography or other physical conditions that make a street of the minimum required width impracticable. In no case shall the street widths be modified solely for the purpose of increasing the area of marketable land, nor to accommodate a land use which might otherwise be inappropriate.

<b>TABLE III-2: STREET STANDARDS – GENERAL DESIGN PARAMETERS [7], [8]</b>				
<b>Drawing Number [4]</b>	<b>Classification</b>	<b>Typical Street Section</b>	<b>Right-of-Way Width (in ft.)</b>	<b>Pavement Width (in ft.) [6]</b>
[5]	Freeway	[5]	[5]	[5]
[1]	Major Arterial	8 lane divided	[1]	[1]
[1]	Major Arterial	8 lane undivided, with turn lane	[1]	[1]
[1]	Major Arterial	8 lane undivided, no turn lane	[1]	[1]
TOC-537	Minor Arterial	6 lane divided	114	94
TOC-533	Minor Arterial	6 lane undivided, with turn lane	114	94
TOC-532	Minor Arterial	6 lane undivided, no turn lane	96	76
TOC-536	Major Collector Street	4 lane divided	114	94
TOC-531	Major Collector Street	4 lane undivided, with turn lane	86	66
TOC-530	Minor Collector Street	4 lane undivided, no turn lane	72	52
TOC-529	Minor Collector Street	2 lane undivided, with turn lane	60	40
TOC-528	Minor Collector Street	2 lane undivided, no turn lane	50	30
TOC-543	Local Street (striped on-street parking)	2 lane undivided, no turn lane	60	40
TOC-528	Local Street (standard)	2 lane undivided, no turn lane	50	30
TOC-542	Local Street (alternative – no street trees)	2 lane undivided, no turn lane	31 [2]	30
TOC-544	Local Street (alternative – with street trees)	2 lane undivided, no turn lane	31 [3]	30
TOC-545	Alley [9]	2 lane	20	20
TOC-539	Rural	2 lane undivided, no turn lane	[1]	[1]

[1] To be determined following a recommendation by the Town Engineer or Designee.

[2] This section is only permitted within Planned Developments. A 9.5-foot wide utility and pedestrian easement shall be provided at the edge of the right-of-way line.

[3] This section is only permitted within Planned Developments. A 15-foot wide utility and pedestrian easement shall be provided at the edge of the right-of-way line.

[4] See drawing in Appendix.

[5] Freeways are State or Federal thoroughfares. These agencies determine the right-of-way and road design requirements.

[6] Measurements are from the face of curb to face of curb.

[7] During the Planned Development process, modifications to cross sections, or new cross sections, may be approved by the Board of Mayor and Aldermen.

[8] Consult the Greenbelt Master Plan for recommendations for sidewalks and trails that could affect the typical section for an area.

[9] Alleys are intended to be privately owned and maintained except as approved by the Planning Commission as public.



D. Access and Circulation

1. Intersections - Arterials should intersect with other arterials and collector roads. Local streets intersecting arterials shall be discouraged. Intersections of local streets with limited access roads shall not be permitted.
2. Arterials - Limited access freeways, major and minor arterials, shall be designated according to the most recently adopted Major Road Plan.
3. Collectors - Any street which serves or is expected to serve over 200 dwelling units shall be designated as a collector. Streets serving over 600 dwelling units at any density shall be designated as major collector.

E. Dedication of Additional Right-of-Way and Improvements to Existing Streets

Subdivisions abutting on existing streets shall dedicate additional right-of-way to meet the minimum width requirements of Article III, Section 7. C.

1. The entire right-of-way and improvements shall be provided where any part of the subdivision is on both sides of the existing street. The Board of Mayor and Aldermen may approve a payment in-lieu of design and/or improvements.
2. Where the subdivision is located on only one side of an existing street, one-half (1/2) of the required improvement right-of-way measured from the center line of the existing right-of-way, shall be provided. The Board of Mayor and Aldermen may approve a payment in-lieu of design and/or improvements.

Where subdivision development requires the reduction of the elevation of an existing street for proper sight distance and the subdivision is on one side of the street the developer shall improve the entire road.

3. A non-residential subdivision abutting and having access on a residential street shall provide the total additional right-of-way required for a commercial access street.

F. Access Limitations

1. Limited Access Freeway - Where a subdivision abuts a proposed or existing limited access road, all right-of-vehicular access to such road shall be conveyed to the Town including existing points of access. If no other means of access to the subdivision is available, a frontage road shall be provided along the entire frontage. A temporary access from the frontage road to the limited access arterial may be permitted, but such access shall be terminated when the frontage road is further extended or is connected to another public street. Frontage roads provided hereunder shall meet the requirements of the appropriate street classification for the development being served, except that sidewalks are not required on the side of the street nearer the limited access facility.

2. Minor and Major Arterials

- a. Access Limitation - Where a subdivision abuts an existing or proposed minor or major arterial, double frontage lots with no access to the arterial, lots with rear service drives, common access drives, or other treatment may be required.
  - b. Residential Driveways - Driveways should not generally be permitted on minor and major arterials. Where this requirement cannot be met an alternative driveway location may be approved by the Town Engineer. Shared or common driveways may be required. All driveways shall be designed to provide egress in a forward motion.
3. Double Frontage and Corner Lots - Where lots have frontage on two streets, vehicular access shall be limited to the street carrying or expected to carry the lesser traffic volume. Where this requirement cannot be met, an alternative location may be approved by the Town Engineer.

G. Street Alignment, Grades, and Storm Water Drainage

In setting the alignment and grades for streets, due consideration shall be given to storm drainage. In general, the depth of flow in gutters and the allowable spread of water shall be consistent with the functional classification of the street. Arterial streets shall be designed to remain virtually free of water. Deeper flows and wider spreads may be tolerated on collector and local streets. Street alignment and grades shall be designed so that, during severe rainfall events, the collector and land access streets serve as open channels supplementary to the minor, normally piped, storm drainage system without flooding adjoining lots or building sites; therefore, mid-block sags in street grades are to be avoided and grades are to be set so as to generally parallel storm sewer gradients. During frequent normal rain fall events, appreciable runoff shall not be permitted to flow across intersections. The rate of flow for runoff contained on streets shall not normally exceed ten (10) feet per second.

H. Street Grades

The minimum grade for a public street is 0.5 percent except that cul-de-sacs without a drainage inlet at or near the cul-de-sac terminus, and streets on fill shall have a 0.6 percent minimum grade.

Grades on arterial and major collector streets shall not exceed six (6%) percent. Grades on all other streets shall not exceed twelve (12%) percent.

I. Curves

Horizontal - The minimum centerline radius permitted for each street classification is shown below:

Freeway.....	1,400 feet
Major Arterial.....	1,400 feet
Minor Arterial.....	1,125 feet
Major Collector.....	825 feet

Nonresidential Cul-de-sac.....	400 feet
Minor Collector.....	400 feet
Local.....	150 feet
Cul-de-sac.....	150 feet
Rural.....	To be Determined*

\*To be determined following a recommendation by the Town Engineer or Designee.

Vertical -The minimum lengths for vertical curves on the various street types are shown below:

Street Classification	"K" Factor Crest Curve		"K" Factor Sag Curve	
	Minimum*	Desirable**	Minimum*	Desirable**
Local	29	29	37	37
Collector	54	65	56	60
Arterial	88	145	76	100

\*Horizontal distance in feet required to effect a one (1.0) percent change in grade, where:

$$K = \frac{L}{A}$$

where L = Horizontal length in feet of parabolic vertical curve.  
where A = Algebraic difference in joining (tangent) grades in percent.

\*\*Desirable dimensions shall be required in roadway design unless it is demonstrated to the Town Engineers that topography or other extenuating, circumstances prevents use of the desirable dimensions. In no case shall dimensions less than the minimum be approved.

J. Intersections

1. Spacing - Intersections on the same side of a street shall be spaced a minimum of three hundred (300) feet apart, measured from centerline to centerline.
2. Angle - The angle of intersection between the centerline of two streets shall be as close to ninety (90) degrees as possible. (Refer to Figure 1 for the minimum permitted angle of centerlines for the various street intersections.)
3. Offset - The centerline of two streets intersecting the road on opposite sides shall be offset as shown and illustrated in figure 2. Offset dimension "D" between intersections is categorized by the type of facilities involved. If the two legs creating the offset are different types of facilities, the shorter of the offset dimension "D" shall apply.

<u>TYPE OF FACILITY</u>	<u>TYPE A</u>	<u>TYPE B</u>
Arterial (Major & Minor)	300 ft.	400 ft.
Collector	200 ft.	250 ft.

Minor 150 ft. 150 ft.

K. Sight Distance

The minimum sight distance standards for the various street types are as shown below:

1. Stopping Sight Distance

<u>Street Classification</u>	<u>Stopping Sight Distance</u>	
	<u>Minimum</u>	<u>Desirable**</u>
Local	200 ft.	200 ft.
Collector	275 ft.	300 ft.
Arterials	350 ft.	450 ft.

\*\*Desirable dimensions shall be required in roadway design unless it is demonstrated to the Town Engineers that topography or other extenuating circumstances prevents use of the desirable dimensions. In no case shall the dimensions less than the minimum be approved.

2. Intersection Sight Distance

<u>Through Street Classification</u>	<u>Intersecting Street</u>	<u>Intersecting Street with High Percentage of Truck Traffic</u>
Arterials	680 ft.	840 ft.
Major Collector	600 ft.	800 ft.
Minor Collector	455 ft.	625 ft.
Local*	300 ft.	---

\* Sight Distance is measured in feet from a point on intersecting streets fifteen (15) feet from the edge of the through street pavement and from a height of eye of three feet nine inches (3.75 feet) on the intersecting street, to a height of object of four and a half (4.5) feet on the through street.

Property line radii at street intersections involving arterial or collector streets shall be not less than thirty-five (35) feet. All other intersections shall have property line radii of not less than twenty-five (25) feet.

L. Tangents

1. The minimum centerline tangents permitted on approach to intersections are shown below:

<u>Intersection Type</u>	<u>Tangent Length</u>
Arterial with Arterial	300 feet
Arterial with Collector	200 feet
Collector with Arterial or Collector	100 feet
Collector with Local	75 feet

Local with Local or other                      75 feet

(\*Note: See Figure 1 for illustration of minimum tangent lengths.)

2. Tangents Between Curves - Between curves there shall be a centerline tangent not less than three hundred (300) feet in length on arterials, and one hundred (100) feet on all collector streets. No tangent is required on local or cul-de-sac streets.

M. Corner Radii

The minimum right-of-way line radii for the various street intersections are shown below:

<u>Intersection Types</u>	<u>Minimum Corner Radii</u>
Arterial with Arterial	170-55-170-6 offset
Arterial with Collector	30 feet
Arterial with Local	30 feet
Collector with Collector	30 feet
Collector with Local	25 feet
Local with Local (50-foot right-of-way)	25 feet
Local with Local (31-foot right-of-way)	34.5 feet

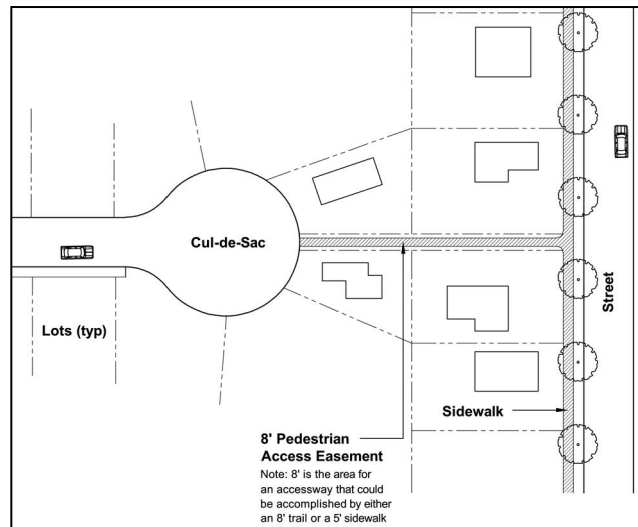
(\* Note: See Figure 1 for illustration of required corner radii.)

N. Cul-de-Sacs and **Other** Dead End Streets

1. Cul-de-sacs designed to have one end permanently closed, including other types of dead end streets including temporary dead end (“stub”) streets and gated private streets with no outlet, shall be no more than six hundred (600) feet long as measured from the end of radius of the feeder street to the beginning of the cul-de-sac bulb; however, the maximum length can be extended by the Planning Commission to one thousand (1,000) feet if any dwelling fronting on the entire length of the cul-de-sac/dead is constructed with a fire suppression system approved by the Fire Marshal.
2. Each Cul-de-sac or other type of dead end street, including a temporary dead end (“stub”) street, shall not serve more than twenty (20) lots in a development.
3. Cul-de-sacs shall be designed based upon whether they have curbed planting islands.
  - a. Cul-de-sacs without planting islands shall be provided at the closed end with a turn-around having outside pavement diameter of at least eighty (80) feet and a street right-of-way diameter of at least one hundred (100) feet.
  - b. Cul-de-sacs with planting islands shall be provided at the closed end with a turn-around having outside pavement diameter of at least ninety-six (96) feet and a street right-of-way diameter of at least one hundred (116) feet.

4. Whenever cul-de-sac streets are created, the Planning Commission may require at least one eight-foot-wide pedestrian access/public utility easement as part of a Common Open Space area, to the maximum extent practicable, between a cul-de-sac head or street turnaround and the sidewalk system of the closest adjacent street or pedestrian sidewalk or pathway. The easement shall be held in common ownership and a Homeowners'/ Property Owners' Association or similar mechanism shall be established for maintenance of the area.

**Figure III-2:** Pedestrian access ways from cul-de-sac heads to the larger pedestrian system help preserve pedestrian connectivity where street connections cannot be made.



O. Private Streets and Reserve Strips

1. Every lot or parcel in subdivided property shall be served from a publicly dedicated street or an approved private street built to Town standards.
2. There shall be no reserve strips controlling access to streets, except where the control of such strips is definitely placed with the Town of Collierville under conditions approved by the Planning Commission.
3. If a private street is gated, gates shall meet the requirements of the adopted fire code, and any other Town requirements for gates.

P. Street Names

Proposed streets that are in alignment with existing streets shall bear the names of the existing street. In no case shall the name for a proposed street duplicate an existing street name irrespective of the suffix used, i.e., street, avenue, boulevard, drive, parkway, cove, court, or place. Street names shall be approved by Memphis Light, Gas and Water and the Town of Collierville.

Q. Traffic Control Signage

1. A traffic control signage plan shall be provided when deemed necessary by the Town Engineer.

2. Street signs for public streets shall be green in color and street signs for private streets shall be blue in color. Design specifications for street signage shall be provided by the Town Engineer.
3. All traffic control devices, signage and striping shall be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD), 2003 Edition.

R. Street Improvements

The Developer shall construct all streets, roads, and alleys at his or her expense to the approved alignments, grades, cross sections, and standards according to the Subdivision Regulations and Town of Collierville Construction Manual, unless waived by the Board of Mayor and Aldermen.

1. Special Precautions

Where streets, roads and alleys are constructed under, over or adjacent to existing electric transmission lines or over gas transmission lines, each such occurrence shall be reviewed on a case-by-case basis with respect to adequate distances and clearances between pavement surfaces and transmission lines, associated structures and appurtenances. Such reviews shall be performed by all relevant and affected parties. A record of all such reviews shall be submitted to the Town Engineer for final review and approval.

2. Minimum Pavement Widths

Minimum pavement widths shall be as required by Table III-2.

S. Driveways and Curb Cuts

In addition to the access limitations provided herein (Article III, Section 5 and Section 7), driveway access to and from streets must be constructed in accordance with § 92.39 of the Collierville Town Code of Ordinances.

T. Private Drives

1. General Provisions

- a. The provisions of this section apply primarily to uses where a private drive is utilized to provide access to individual lots with no direct access to a public street.
- b. Private drives may be permitted where the subdivider or developer demonstrates that private ownership, control and maintenance of street facilities is integral to the design and function of the subdivision or development; that provision has been made for the continuing and adequate maintenance of such drives; that the private streets in the development will not interrupt or jeopardize the continuous circulation of vehicular traffic in the general area.

- c. If a private drive is gated, gates shall meet the requirements of the adopted fire code, and any other Town requirements for gates.
- d. All plans are subject to the review of the Town of Collierville, and its agencies.

2. General Design Criteria

Private drive systems shall conform to the following criteria:

- a. Provide adequate access to all lots or principal structures and facilities within the development;
- b. Shall be a sufficient width to accommodate fire, other emergency vehicles, and sanitation equipment; and,
- c. Shall be separated from the public street system to discourage vehicular traffic from public streets.

3. Geometric Design Standards

There are no specified minimum geometric design standards for curvature of a private drive, however, all private drives shall be designed to provide safe and convenient access to all properties within the development.

4. Pavement Width

The pavement width, exclusive of curb and gutter, on private drives shall be dependent upon the type and intensity of development proposed and shall be consistent with the dimensions provided in Table III-5 for non-residential and residential (serving multiple dwelling units) uses.

5. Dead Ends

Dead ends shall be terminated by a circular or T-Type turnaround. The width of the paved surface area shall be determined by the type and intensity of development proposed but in no instance shall be less than forty (40) foot radius for circular turnarounds. The design of any turnaround is subject to the approval of the Collierville Fire Department and Department of Public Works.

6. Intersections

Private drives should not directly connect two public streets. Where the projection or connection of a public street into a private drive system is unavoidable, the private drive shall be designed to clearly distinguish between the public streets and private drives by means of curbing, turnarounds, signing, and/or other measures deemed necessary by the Town of Collierville.

7. Multiple Access Points To Public Streets

Projects containing private drives shall conform to the access and driveway standards as established by the Town of Collierville.



8. Construction Requirements

Private drives shall be constructed to equal or exceed the base materials, compaction, and final surfacing standards for public streets. If curb, gutter and sidewalk requirements are waived by the Town of Collierville, drainage swales adjacent to the roadway shall be required.

9. Maintenance

Before final plats for developments containing private drives are approved, the subdivider shall provide for approval by the Town of Collierville, copies of the property owner's association document which clearly delineates the responsibilities for common use and maintenance of the private drives and other improvements. The property owner's association document shall be recorded simultaneously with the final plan and the instrument number noted on the final plat.

10. Easement Dedication

If the public utilities are placed within or adjacent to private drives, a twenty (20) foot utility easement is also required.

U. Sidewalks, Curbs, and Curb Ramps

The Developer shall install, at his or her expense, all sidewalks, curbs and gutters, curb cuts and driveway aprons and curb ramps within the subdivision and within the right-of-way of all existing streets bordering the subdivision, under conditions specified herein. No Certificate of Occupancy shall be issued for a lot or parcel of property until the required improvements adjacent to same are complete and accepted.

This section of the regulations shall apply to all residential, commercial, mixed-use, and industrial developments within the Town of Collierville.

1. Sidewalk Locations

Sidewalks shall be located in the street right-of-way immediately adjacent to the right-of-way line, such location providing a median of not less than four and one-half feet (4 1/2').

Sidewalk location and detail shall be noted on the construction drawings for review by the Town.

2. Minimum Sidewalk Widths

All sidewalks shall be not less than four (4) inches thick. For proper drainage, all sidewalks shall have one-fourth (1/4) per foot slope toward the adjacent street.

Sidewalk widths shall conform to the following minimum width:

- a. Single Family Residential Sidewalk.....5 feet

- b. Multi-Family.....5 feet
- c. Commercial/Non Residential Sidewalk.....5 feet

3. Curbs and Gutters

Curbs and gutters shall be in accordance with the Town of Collierville Construction Manual. Curbs and gutters along public streets shall be standard ‘6-30’ Type or other construction as approved by the Town Engineer.

4. Curb Ramps

Where sidewalks and/or curbs and gutters are required, curb ramps that are Americans with Disabilities Act (ADA) compliant shall be installed at all crosswalks. This requirement is not subject to waiver.

5. Deferment of Installation

At the request of the developer, the Planning Commission may defer the installation of sidewalks, curb cuts and driveway aprons, and handicap ramps under the following conditions and procedures:

- a. Where the individual builders assume responsibility for installation of sidewalks, curb cuts and driveway aprons for their lot, the developer shall be relieved of responsibility for such installations. The responsibility assumed by individual builders shall become a condition of the building permit and shall comply with the Technical Specifications of the Town of Collierville and the standards pertaining to sidewalks, curb cuts and driveway aprons contained in these regulations. No certificate of occupancy shall be issued until the required improvements are complete and accepted.

If developers request this deferment, said conditions shall be noted on the plat.

- b. The Planning Commission may recommend and the Board of Mayor and Aldermen may approve alternative arrangements concerning sidewalks where strict compliance with the provisions of this section would be unfair or cause an undue hardship due to previously approved plats and/or development plans. Such alternative provisions may include payment to a Town fund for construction of the sidewalks by the Town at this location at a later date.

6. Payment In-Lieu of Sidewalks

The payment of fees, in lieu of installing a required sidewalk may be approved by the Board of Mayor and Aldermen at the time of Development Contract approval, upon finding that:

- a. The street is designated as a state highway subject to widening/improvement in the foreseeable future;
- b. The street is planned for improvement per the Major Road Plan; or
- c. Alternate on-site pedestrian facilities, such as trails, greenway, or multi-use paths, are adequate.

7. Waivers for Installation of Sidewalks

Upon written application of the subdivision developer, the Planning Commission may recommend, and the Board of Mayor and Aldermen may approve, a waiver of sidewalks, or allow sidewalks on only one side of street.

Such waiver may be granted only under the following conditions:

- a. Written application for waiver is submitted concurrent with construction drawings or within thirty (30) days of Planning Commission meeting.
- b. Applications shall cite basis for waiver limited to the following conditions:
  - (i) Lots exceeding a one (1) acre within a residential zone.
  - (ii) Individual lot frontages exceed 500 feet within a residential zone.
  - (iii) Planned Unit Development plats providing for internally open area and greenways for common or public use recreational areas and walkways; provided however, sidewalks shall be required along entrance way and adjoining public collector classified streets.
  - (iv) Unusual or extreme topographical features of the property.
  - (v) Unusual or extreme man-made features including railroad, utility facility, or other similar use making a sidewalk non-essential.
  - (vi) Placement conflicts with proposed or existing utility alignments.
- c. If waiver is requested based upon (iv), (v), or (vi) as provided above, the Town Engineer shall review said request for waiver and make recommendation based upon his or her finding.
- d. The Town Engineer shall review whether such a waiver is detrimental to the public safety of pedestrians.
- e. In all cases for streets classified as commercial access, major collectors, or arterial thoroughfares, sidewalks should not be waived, nor should

sidewalks be waived within a 1,500-foot radius of school, church, park or other public facilities.

## **SECTION 8 – SURVEY CORNER MONUMENTS**

Permanent and semi-permanent survey monumentation is an essential by-product of the land subdivision process. Such monumentation facilitates resurvey of the lands contained within the subdivision and provides survey control points for future cadastral and cartographic surveys and mapping. Each subdivision developer shall provide, at his or her expense, all survey monumentation and documentation specified herein.

### **A. Permanent Corner Monuments**

1. A permanent monument shall be set behind the curb on the North and East side of every street and at least one monument shall be provided near each street intersection and located to provide inter-visibility with one or more monuments located on each of the intersecting streets. At least one monument shall be located at a point in the exterior boundary of the subdivision or subdivision addition. There shall be a minimum of two such permanent monuments within every subdivision. In the event that concrete curbs are not installed, the monuments shall be located to prevent interference with or disturbance by future installation of curbs or other subsequent improvements. The location of these monuments will be shown on the final plat with Northing and Easting coordinates in Tennessee State Plane (NAD 83).
2. Permanent corner monuments shall be constructed of dense portland cement concrete, four (4) inches square, three (3) feet long, with a flat top, and contains ferrous metal. The top of each monument shall have an indented cross to identify the precise location of the survey point, and the top shall be set flush with the finished grade of the surrounding surface or, in asphalt paved areas, flush with the finished grade of the pavement base.

### **B. Semi-permanent Monuments**

1. All lot corners in the subdivision not set with a permanent monument shall either be marked with an iron rod not less than one half inch (1/2") in diameter and eighteen (18") long with a survey cap, set flush with the finished grade of the surrounding surface, or other acceptable monumentation per Tennessee surveying standards of practice.
2. Prior to plat recording these metal rods shall be protected by one (1) or more flagged guard stakes marked with the lot numbers.
3. Any monuments set on offsets shall be annotated on the Final Plat.

## **SECTION 9 – ENVIRONMENTAL PROTECTION AND PRESERVATION**

Protection and preservation of the environment, particularly its natural features such as ground cover, trees, soils, and watersheds are an essential element of subdivision design. The developer shall provide, at his or her expense, all erosion control, revegetation planting, and protection for existing vegetation.

### **A. Erosion Control**

The subdivider shall submit a plan and schedule for soil erosion and sedimentation control to the Town Engineer for approval. The subdivider shall provide necessary erosion control such as seeding for gentle slopes, grass sod for sharper slopes, with special grading and terracing to accordance with the plans approved by the Town Engineer and the Planning Commission. All freshly excavated and embankment areas not covered with satisfactory vegetation shall be fertilized, mulched and seeded and/or sodded as required to prevent erosion. Storm sewer inlets shall have debris guards as approved by the Town Engineer to trap sediment and avoid possible damage by blockage. Provisions shall be made to accommodate increased runoff caused by changed soil and surface conditions during development. Runoff shall be intercepted and safely conveyed to storm drains or natural outlets where it will not erode or flood land. Sediment basins shall be installed and maintained to collect sediment from runoff waters. If it is determined by the Town Engineer that the necessary erosion control is not being provided by the subdivider, the Town Engineer shall officially notify the subdivider of the problem. If the subdivider has not begun to provide satisfactory erosion control within fifteen (15) days after the notice, the Town shall make the necessary improvements to eliminate the erosion problem documenting all expenses incurred. Prior to release of the bond, all expenses incurred by the Town shall be paid in full by the subdivider.

### **B. Preservation of Trees and Grading Activity**

Tree removal and grading activity shall be in accordance with the Tree Protection and Grading provisions of the Collierville Zoning Ordinance (Sections 151.265-151.273). The Planning Commission may require a plan for revegetation, in order to restore soil stabilization, percolation or buffering lost by tree removal.

## **SECTION 10 – INSTALLATION OF UTILITIES AND SANITARY SEWERS**

All elements of underground work: including, but not limited to, water, sanitary sewer, and drainage systems shall be installed and approved prior to the installation of the subgrade.

### **A. Water System**

1. Water mains that are to be connected with the Town water supply system or with an alternate supply approved by the Town of Collierville shall be designed and constructed to provide both domestic service and fire protection as approved by the Town and shall conform to accepted standards of good practice for municipal water systems.

2. All water supply system construction plans and specifications shall be approved by the area office of the Tennessee Department of Environment and Conservation and the Town of Collierville prior to any construction. Copies of comments and certificates of approval from the above state agency shall be forwarded to the Town Engineer.
3. The developer shall be responsible for cost of design and construction of water systems adequate to serve the development. The Town Engineer shall approve the design of all such projects.
4. Unless otherwise specifically approved, water mains shall not be less than eight (8) inches in diameter. The Town specifically reserves the authority to require the developer to design and install a larger diameter pipe(s) to support existing or future water system requirements of the Town.
5. All water supply system construction plans and specifications shall be in accordance with Town standards and specifications per the Construction Manual.

B. Sanitary Sewer Extension

1. For any new development located within the Town of Collierville, or the Collierville Urban Growth Boundary, the project developer shall be responsible for the design and construction of a sanitary sewer system adequate to serve that development and to support the current and future sewer system requirements of the Town.

The complete plans and specifications for such project must be reviewed and approved by the Town's Engineer prior to construction.

The developer shall pay to the Town of Collierville, at the time of contract approval, a sewer development fee as established by resolution of the Board of Mayor and Aldermen to help defray capital expenses of the system.

A sewer tap fee as established by resolution of the Board of Mayor and Aldermen shall also be paid at this time.

2. The Town of Collierville specifically reserves the right to determine and require certain placement and depth of sanitary sewer installation within the project to meet future service needs.

The Town further reserves the right to require the construction of excess capacity (sewers, interceptors, outfalls, and other associated infrastructure), at the developer's full expense, to serve the Town's overall future growth.

3. The developer shall be responsible for either directly providing, or reimbursing the Town of Collierville, for the cost of any off-site improvements directly related to his or her development, i.e. the added capacity necessary due to that project.

This may be for excess capacity lines, lines to meet needs of the project, or lift station improvements.

In those instances of mutual agreement, the Town may design and construct such off-site improvements, as provided herein.

4. On major sewer outfalls, lift stations, interceptors, including excess capacity, where the Town requires improvements off-site, the developer shall be responsible for the cost of such off-site improvements on the total system at full expense.

In those instances of mutual agreement, the Town may design and construct such off-site improvements, as provided herein.

5. On major sanitary sewer interceptors, outfalls or lift stations, the Town of Collierville, subject to the approval of the Board of Mayor and Aldermen, for excess capacity (future needs), may establish sanitary sewer improvement districts whereby special assessment considerations to benefiting property owners are determined. In the event this option is utilized, the developer shall assume all costs of such project with the Town to require future developers to reimburse on a pro-rata basis if such development occurs within a period ending twenty (20) years from the date of final acceptance by the Town of the pertinent sewer line segment in accordance with Resolution 2006-53.

In those instances of mutual agreement, the Town may design and construct such off-site improvements, as provided herein.

6. Any developer or property owner affected by the provisions of this policy statement may, by appropriate application, request a hearing before the Board of Mayor and Aldermen to seek relief from costs assessed pursuant to the provisions herein. The Board of Mayor and Aldermen may, within its discretion, provide a sewer development fee "credit" (assessed in Section 1 above) in lieu of a direct cost assessment for off-site improvements or otherwise adjust the cost to be paid by such developer or property owner, if it deems the assessment to be unreasonably burdensome and the credit or adjustment to be in the best interest of the public welfare.

C. Electrical, Telephone, and Television Lines

1. Underground Utilities

New electrical, telephone, television, and service lines located within any subdivision approved under authority of these regulations shall be placed underground.

2. Above-Ground Utilities

Except as provided in Subsection 3 below, it shall be unlawful to erect or construct new permanent above-ground Utility Equipment (see definition) within any subdivision approved under authority of these regulations.

3. Exceptions

The following exceptions shall apply to the application of this section:

- a. Above-ground utility equipment may be installed, maintained and utilized by utility companies for a period not to exceed ninety (90) days in order to provide emergency utility services. This time limit may be extended, if warranted, by the Development Director or appropriate Town official.
- b. Utility equipment utilized for vehicular or pedestrian traffic control purposes.
- c. Utility equipment appurtenant to underground facilities, such as service-mounted, pedestal-mounted, or pad-mounted transformers, terminal boxes, meters and meter cabinets.
- d. Temporary utility equipment utilized exclusively in conjunction with construction projects. Upon installation of permanent utility equipment the temporary equipment shall be removed.
- e. Communications transmission towers and related facilities.
- f. Equipment installed by an electric utility which should not be installed underground for engineering or safety reasons.
- g. Electrical transmission lines (see definition) and switch gear.

**SECTION 11 – SCREENING AND LANDSCAPING**

Where required by the Planning Commission, Design Review Commission, Historic District Commission, or these Regulations, fences and vegetative screening and landscaping shall be provided along the perimeter of certain developments to protect residential districts from undesirable views, lighting, noise, and other adverse influences. Other landscaping may be required for open space areas, recreational areas, and for erosion control and preservation of the environment and historical landmarks. Landscaping shall not be placed within public right-of-way without clear responsibility for maintenance delineated to the Town, an owners’ association, or other entity as approved by the Town.

A. Residential Development

Where residential development has lots which have double frontage on public streets (alleys excepted) there shall be continuous screening along the rear line of these lots, located in common open space areas maintained by a Homeowner’s or Property Owners’



Association. Visibility areas required for traffic safety as designated by the Town Engineer shall not be screened.

B. Non-Residential Development

The screening and landscaping for nonresidential development shall comply with the provisions of the Town of Collierville Zoning Ordinance.

C. Other Landscaping

The Planning Commission may specify to the developer those areas within the subdivision which require landscaping. The developer shall present for Planning Commission approval, a detailed landscaping plan and planting schedule.

**SECTION 12 – PREREQUISITES TO FINAL ACCEPTANCE**

As a condition precedent to the final acceptance of any subdivision, subdivision addition or resubdivision, every subdivision developer shall be required to grade and improve streets and other public ways, to install survey monuments, utilities, curbs, sidewalks, sewers, water mains, storm water inlets, surface and ground water drainage channels and structures, and buffer screens, and to prepare and plant landscaping in accordance with these regulations and the Technical Specifications of the Town of Collierville. In lieu of the completion of such improvements prior to final subdivision acceptance, the Board of Mayor and Aldermen may accept a bond, in an amount and with surety and conditions satisfactory to it, providing for and securing to the Town of Collierville the actual construction and installation of such improvements within a period specified by the Board of Mayor and Aldermen and expressed in the bond.

**SECTION 13 – TECHNICAL SPECIFICATIONS INCLUDED**

The Technical Specifications of the Town of Collierville (“Town of Collierville Construction Manual”) as set-forth in the Appendix are included in all of the foregoing requirements of this Article and these regulations by reference. Unless these regulations state otherwise, deviations to the Construction Manual may be allowed only with the prior approval of the Town Engineer and Board of Mayor and Aldermen.

## ARTICLE IV. SPECIFICATIONS FOR DOCUMENTS TO BE SUBMITTED

### SECTION 1 - SKETCH PLAT APPLICATION

#### A. General

Sketch plats submitted to the Planning Commission, prepared in pen or pencil, shall be drawn to a convenient scale no smaller than one hundred (100) feet to an inch.

#### B. Features

The sketch plat shall show:

1. A scale drawing of the property and the names of the owners of adjoining property; and the zoning designation(s), existing land use(s), and Land Use Plan designation(s) of adjoining property.
2. A site data table indicating:
  - a. size of the original tract(s) being subdivided;
  - b. zoning classification(s) of tract(s) being subdivided;
  - c. proposed total number of lots (and lots by phase, if multiple phases are proposed);
  - d. total proposed gross density;
  - e. proposed land uses on the site (including total acreage by land use classification);
  - f. minimum setbacks and, if proposed, maximum setbacks or build-to requirements;
  - g. the percentage of land area within the proposed subdivision (and within each phase, if multiple phases are proposed) to be designated as common open space; and
  - h. the percentage of land area within the proposed subdivision (and within each phase, if multiple phases are proposed) to be disturbed.
3. Notation of any existing legal rights-of-way or easements, structures, burial grounds, cultural resources from existing databases or other encumbrances affecting the property.
4. Water courses, streams and areas which may be affected by flooding, including the areas designated and delineated by FEMA, on the current NFIP FIRM, as

“floodway” area(s), and “Special Flood Hazard Areas (SFHAs) Subject To Inundation By the 1% Annual Chance Flood” (SFHAs have been commonly referred to as “100-year flood zones”). The date and panel number(s) of the FEMA FIRM(s) on which the project is located will be shown on the sketch plat.

5. Proposed roads, right-of-ways, and, for subdivisions including non-single-family detached residential uses, building footprints and floor area totals.
6. Location and sizes of all utilities within the general area.
7. Lot lines and size of lots to the nearest square foot.
8. Dimensions of typical lot.
9. Existing wooded areas.
10. Proposed phasing, if any.
11. Location of common open space areas, amenities, landscaping areas, and entry features.
12. Vicinity map showing relation to the subdivision to all public ways, railroads and water courses in all directions to a distance of at least one-half mile from the perimeter of the project (suggested scale: one (1) inch to one-thousand (1,000) feet).
13. Date, north arrow, and scale.
14. Name and address of owner(s).
15. Name of design professional(s) (if applicable).
16. Location of all streets, intersections and driveway openings within two hundred-fifty (250) feet of each of the boundaries of the proposed subdivision.
17. A conceptual grading plan with approximate existing and proposed topography of the site, at no more than two (2) foot intervals, extended one-hundred (100) feet into adjacent properties (provided on a separate sheet).
18. An aerial photograph of subject property (provided on a separate sheet) depicting site boundaries and areas of tree cover.

## **SECTION 2 - PRELIMINARY SUBDIVISION PLAT APPLICATION**

### **A. Analysis, Plans, and Documentation to Accompany Preliminary Plat**

Preliminary plats submitted to the Planning Commission are intended to provide an analysis of each site's features and the designer's response to those features. A preliminary plat is required for all major subdivisions as this forms the basis of the design process for open space, house locations, street alignments, and lots lines.

A site analysis shall accompany each preliminary plat. All drawings, except as noted, shall be prepared on sheets twenty (20) inches by twenty-four (24) inches in size and at the same scale as the preliminary plat. At a minimum, the site analysis shall include:

1. Site Constraints Map

A map of the entire property to be subdivided indicating the location of severely constraining elements such as steep slopes (over 15 percent), wetlands, watercourses, intermittent streams, floodways, and 100-year floodplains, and all existing rights-of-way and easements.

All sheets shall be twenty-four (24) inches by thirty-six (36) inches in size and prepared at a scale no smaller than fifty (50) feet to an inch.

2. Significant Features Map

A map of the entire property to be subdivided indicating the location of significant features such as woodlands, tree lines, open fields or meadows, scenic views into or out from the property, watershed divides and drainage ways, fences or stone walls, cultural resources, and existing structures, roads, tracks and trails.

All sheets shall be twenty-four (24) inches by thirty-six (36) inches in size and prepared at a scale no smaller than fifty (50) feet to an inch.

3. Grading, Drainage, and Stormwater Management Plan

Layout of the entire subdivision on a topographic base map with contours plotted at vertical intervals of not more than two (2) feet. Existing and proposed topography based upon mean sea level shall be denoted on the plan.

The general location and size of the stormwater detention area(s) shall also be delineated on the plan. Preliminary stormwater calculations will be required by the Town Engineer. General routing of storm sewer lines and location(s) of discharge point(s) shall also be shown.

The areas designated and delineated by FEMA, on the current NFIP FIRM, as "floodway" area(s), and "Special Flood Hazard Areas (SFHAs) Subject To Inundation By the 1% Annual Chance Flood" (SFHAs have been commonly referred to as "100-year flood zones") shall be shown.

The developer may propose to increase the elevation lots within SFHAs within the subdivision, or subdivision phase, so that the lot elevations are greater than the Base Flood Elevation(s) (BFE or elevation the "1% Annual Chance Flood" within the SFHA) and the lots no longer subject to inundation by the "1% Annual

Chance Flood”. In that case, the developer shall submit to the Town Engineer a Conditional Letter of Map Revision (CLOMR) issued by FEMA, which includes and is applicable to all buildable lots within the development. The submittal of the CLOMR shall be made prior to the submittal of the final plat to the Planning Commission. The pertinent information pertaining to the CLOMR, including date of the CLOMR, FEMA case number, changed SFHA boundaries and BFE, shall be included on the final plat prior to submittal to the Planning Commission.

Prior to recording the final plat, the applicant shall submit to the Town Engineer a copy of the fully completed application for a Letter of Map Revision (LOMR), as submitted to FEMA, with suitable evidence of delivery of said application to FEMA. The LOMR shall include and be applicable to all buildable lots within the development.

When issued by FEMA, the LOMR shall be submitted to the Town Engineer, and upon approval, the applicant shall re-record the Final Plat, which shall include the pertinent information pertaining to the LOMR, including the date of the LOMR, FEMA case number, changed SFHA boundaries and BFEs. The LOMR shall be secured to the Town through the Development Agreement.

All sheets shall be twenty-four (24) inches by thirty-six (36) inches in size and prepared at a scale no smaller than fifty (50) feet to an inch.

4. Tree Survey/Conceptual Tree Preservation & Protection Plan

The tree survey/conceptual tree preservation plan shall illustrate the following information:

- a. 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;
- b. Tree Save Area(s) with acreage labeled for each noncontiguous area;
- c. The exact location, health, and size of all specimen trees and whether they will be preserved or removed; and
- d. Existing trees to be counted towards meeting the minimum tree planting requirements of the Zoning Ordinance.

The plan shall also illustrate utilities, rights-of-way, easements and grading contour lines.

When new trees are required to meet the minimum tree planting requirements of the Zoning Ordinance, a landscaping plan shall be provided pursuant to Article III, Section 11. This plan must indicate the location, species, and size of new trees and existing trees to be preserved.

All sheets shall be twenty-four (24) inches by thirty-six (36) inches in size and prepared at a scale no smaller than sixty (60) feet to an inch.

5. Sewer and Water Plan

A plan indicating the location of existing sanitary sewer and water systems, as well as the proposed location of sewer and water to serve the land to be subdivided.

All sheets shall be twenty-four (24) inches by thirty-six (36) inches in size and prepared at a scale no smaller than sixty (60) feet to an inch.

6. Ecological and Environmental Factors

The analysis shall include graphical depictions and appropriate documentation and evaluations, including all applicable regulatory agency evaluations and permit applications/permits of and for wetlands, aquatic and other ecological resources, water courses, streams, environmental and other such items which are within or adjacent to the development, or which may be adversely impacted by the development. The regulatory status of, as well as the need for and nature of protection and/or mitigation for such items, shall be shown or referenced, as appropriate. Stipulations, requirements, etc. pertaining to protective and restrictive measures associated with such items will be included in the Development Agreement Contract and requirements of the Homeowners' Association, as needed and appropriate, on the plat.

7. Traffic Impact Analysis

A traffic impact analysis (TIA) shall be provided per §151.008 of the Zoning Ordinance.

8. Water and Sanitary Sewer Analysis

A water analysis and sanitary sewer analysis shall be obtained from the Public Utilities Division.

B. Features of Preliminary Plats

The preliminary plat shall be prepared at a convenient scale no smaller than one hundred (100) feet to an inch. The use of an appropriate smaller scale may be permitted for proposed lots larger than two (2) acres. The plat shall be prepared by electronic means and submitted as paper copies. Sheets shall be twenty (20) inches by twenty-four (24) inches in size. The sheets shall be numbered in sequence if more than one sheet is used and the first sheet shall include an index showing how all other sheets are organized. The plat shall be prepared and certified by a Registered Land Surveyor and Registered Professional Engineer licensed to practice in the State of Tennessee.

The preliminary plat shall include:

1. The location of the property to be subdivided with respect to surrounding property(s) and public way(s). Include the entire subdivision, or, when phasing is being requested, section thereof, for which approval is sought and all land

immediately adjacent. The names of all adjacent property owners of record, with the deed or record book and page reference or the names of adjacent developments, zoning designations of adjacent parcels, and existing land uses and Land Use Plan designations.

2. The dimensions and location of all public and private rights-of-way, streets, roads, alley lines, lot lines; building setback lines, lots in numerical order, easements, and any areas to be dedicated or reserved for public use or to be designated for other than residential use with notes stating their purpose and limitations.
3. The most recent recorded instrument number or plat book and page number for each deed constituting part of the property being subdivided and platted.
4. The location and dimensions of existing adjacent or internal water bodies, streams, and other prominent features, such as swamps, wetlands, ARAP streams, other environmentally or ecologically sensitive areas, railroads, buildings, parks, cemeteries, drainage ditches, sink holes, bridges, cultural resources, instrument numbers as applicable, and other features as determined by Development Department staff or the Planning Commission.

Requirements pertaining to protective and restrictive measures associated with ecological and environmental factors, as referenced in Article IV, Section 2 (A) will be included in the Development Agreement Contract and/or the requirements of the Homeowners' Association, as needed and appropriate, on the plat.

5. The areas designated and delineated by FEMA, on the current NFIP FIRM, as "floodway" area(s), and "Special Flood Hazard Areas (SFHAs) Subject To Inundation By the 1% Annual Chance Flood" (SFHAs have been commonly referred to as "100-year flood zones") shall be shown.
6. The dimension and area (to the nearest square foot) of all proposed or existing lots.
7. The location and size of existing and proposed stormwater detention or retention areas.
8. The location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
9. The location and boundary of all open space with the proposed owner and designating the entity responsible for care, operation, and maintenance.
10. The name and address of the owner(s) of the land being subdivided.
11. The date of the plat, approximate true north point, scale, and title of the

subdivision.

12. The minimum finished floor elevation of (the lowest portion of) occupiable structures.
13. The distance and bearing of one of the corners of the boundary of the subdivision to the centerline of the closest dedicated road.
14. Vicinity map showing relation of the subdivision to all public ways, notable landmarks, and other reference points in all directions to a distance of at least one-half (1/2) mile (suggested scale: one (1) inch to one thousand (1,000) feet).
15. The zoning classification(s) of all lots.
16. The total acreage within the subdivision.
17. For any parcel where an alternative sewer or water system is proposed, the following shall be shown:
  - a. The location of areas to be used for sewage disposal as approved by the Memphis and Shelby County Health department and proposed for approval by the Town of Collierville; and,
  - b. Water wells, existing and proposed.
18. The land surveyor's and engineer's certifications in the form reproduced in this Article shall appear upon the preliminary plat and bear the signature and stamp of each.
19. Property tax map parcel numbers encompassing the proposed subdivision as recorded on the land tax maps of the county.
20. The following notations:
  - a. Classification and width of sewer easements;

<b>Depth</b>	<b>Width of Easement*</b>
4 ft. – 10 ft.	20 ft.
11 ft. – 15 ft.	25 ft.
16 ft. – 20 ft.	30 ft.

\* Final easement widths to be determined with Construction Drawings

- b. Classification and width of drainage easements;



<b>Diameter of Pipe</b>	<b>Width of Easement*</b>
12 in. – 24 in.	20 ft.
30 in. – 48 in.	30 ft.
54 in. – 72 in.	40 ft.
> 72 in.	TBD**

\* Final easement widths to be determined with Construction Drawings  
 \*\* To be determined by Town Engineer

- c. Classification and width of all other easements;
  - d. A recent survey shall be provided with an opinion of title. All existing easements and reservation should be show on the survey and included on the Preliminary Plat, with detailed explanations of their purpose, which any recorded instruments cite. Any additional easements or reservations being proposed shall also be shown on the Preliminary Plat and fully described.
21. Sufficient data to determine readily and to reproduce on the ground the location, true or grid bearing and length of every street line, lot line, boundary line, block line, easement line, buffer line, and building line whether curved or straight. This shall include the location of the point of curvature (PC) and point of tangency (PT), the central angle, the radius, tangent distance, and chord distance for the centerline of curved streets and for curved property lines which are not bordering on a curved street. For property lines bordering on a curved street, the recorded distance shall be measured along the property line to PT. Where the computed arc distance along any curved property line exceeds the measured chord by more than five hundredths of a foot (0.05'), both the arc and the chord distance shall be recorded.
  22. The location and description of a clearly identified, competent, and verifiable point of beginning for the survey of the subdivision.
  23. The location and description of all permanently monumented survey points established or recovered within or on the boundary of the subdivision.
  24. Distances to the nearest one-hundredth of a foot (0.01') and angles or true or grid bearings to the nearest five seconds of arc (5").
  25. Any other information that may be necessary for the full and proper consideration of the proposed subdivision.

**SECTION 3 - CONSTRUCTION DRAWINGS SUBMITTAL**

- A. General  
 Construction drawings shall be prepared for all required improvements. Plans shall be drawn at a scale no more than one (1) inch equals sixty (60) feet, except as noted. Plan

sheets shall be twenty-four (24) inches by thirty-six (36) inches, except as noted otherwise.

B. Features of Construction Drawing Set

The construction drawing set shall include:

1. A cover sheet with an index.
2. All plat sheets at a size and scale as described in Article IV, Section 2 (B).
3. The standard Town of Collierville title block on all plan sheets, which shall be signed and sealed by the appropriate design professional.
4. A grading plan showing the existing contours in dashed lines and the finished contours in solid lines plotted at vertical intervals of not more than two (2) feet. Contours shall be extended a minimum of one hundred (100) feet beyond property boundary.
5. Any portion of the land to be subdivided within the one-hundred (100) year flood elevation and floodway, the limit and actual elevation shall be shown.
6. Detailed plans of proposed sanitary sewer and water design and connections to existing or proposed systems. A combination utility plan shall be provided and all on and off-street plan and profiles. The combination utility plan shall also identify existing wells, septic tanks, and drain fields.

Where such connections are not feasible, the plans shall include the designs for any proposed individual water supply and/or sanitary sewer systems that have been approved by the Memphis and Shelby County Health Department and the Town of Collierville.

7. Street plan and profile sheets showing all engineering data necessary for construction of proposed streets, storm drainage, controls for surface and ground water, and sanitary sewer; and showing all connections to existing and/or proposed streets, storm drainage, and sanitary sewer systems.

The street profiles shall be plotted along the top of curb showing the existing and finished grades, and sewer locations, drawn to a scale of not less than one inch equals fifty feet (1" = 50' ) horizontal and one inch equals five feet (1" = 5' ) vertical. Typical street cross sections shall be shown.

8. A tree survey/conceptual tree preservation plan illustrating the following information:
  - a. 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;

- b. Tree Save Area(s) with acreage labeled for each noncontiguous area;
- c. The exact location, health, and size of all specimen trees and whether they will be preserved or removed; and
- d. Existing trees to be counted towards meeting the minimum tree planting requirements of the Zoning Ordinance.

The plan shall also illustrate utilities, rights-of-way, easements and grading contour lines.

When new trees are required to meet the minimum tree planting requirements of the Zoning Ordinance, a landscaping plan shall be provided pursuant to Article III, Section 11. This plan must indicate the location, species, and size of new trees and existing trees to be preserved.

- 9. A comprehensive drainage plan which shall include, but not be limited to, an analysis of the drainage area, a storm water runoff routing plan showing maximum quantities of flow and maximum rates of flow before and after development plans for drainage structures and channels with the hydraulic data used in designing and sizing such structures and channels, the water surface profiles in open channels at peak flow and peak back water conditions, and measures for control of ground water flow and relief of excess hydrostatic pressures on structures, buildings, and paved surfaces. The limits of the drainage design parameters shall be determined by the Town of Collierville Stormwater Management Policies and Guidelines and reviewed by the Town Engineer.

#### **SECTION 4 - FINAL SUBDIVISION PLAT APPLICATION**

##### **A. General**

The final subdivision plat shall be prepared on mylar or other approved drafting material at a convenient scale no smaller than one hundred (100) feet to an inch. The use of an appropriate smaller scale may be permitted for proposed lots larger than two (2) acres. Sheets shall be twenty (20) inches by twenty-four (24) inches in size. When more than one (1) sheet is required, the first sheet shall include an index showing how all other sheets are organized. In the event that an application has proceeded directly to final subdivision plat approval without prior preliminary plat approval and the application is not a Minor Subdivision, the applicant shall provide analysis, plans, and documentation as described in Article IV, Section 2 (A). An electronic copy of the Final Plat in a format acceptable to the Town of Collierville shall be provided after its approval by the Planning Commission.

##### **B. Features of the Final Subdivision Plat**

The final plat shall include:

- 1. The location of the property to be subdivided with respect to surrounding property(s) and public way(s). Include the entire subdivision, or, when phasing is being requested, section thereof, for which approval is sought and all land

immediately adjacent. The names of all adjacent property owners of record, with the deed or record book and page reference or the names of adjacent developments, zoning designations of adjacent parcels, and existing land use(s) and Land Use Plan designations.

2. The dimensions and location of all public and private rights-of-way, streets, roads, alley lines, lot lines; building setback lines, lots in numerical order, easements, and any areas to be dedicated or reserved for public use or to be designated for other than residential use with notes stating their purpose and limitations.
3. The most recent recorded instrument number or plat book and page number for each deed constituting part of the property being subdivided and platted.
4. The location and dimensions of existing adjacent or internal water bodies, streams, and other prominent features, such as swamps, wetlands, ARAP streams, other environmentally or ecologically sensitive areas, railroads, buildings, parks, cemeteries, drainage ditches, sink holes, bridges, cultural resources, instrument numbers as applicable, and other features as determined by Development Department staff or the Planning Commission.

Requirements pertaining to protective and restrictive measures associated with ecological and environmental factors, as referenced in Article IV, Section 2 (A) will be included in the Development Agreement Contract and/or the requirements of the Homeowners' Association, as needed and appropriate, on the plat.

5. The areas designated and delineated by FEMA, on the current NFIP FIRM, as "floodway" area(s), and "Special Flood Hazard Areas (SFHAs) Subject To Inundation By the 1% Annual Chance Flood" (SFHAs have been commonly referred to as "100-year flood zones") shall be shown.
6. The dimension and area (to the nearest square foot) of all proposed or existing lots.
7. The location and size of existing and proposed stormwater detention or retention areas.
8. The location and dimension of all property proposed to be set aside for park or playground use or other public or private reservation, with designation of the purpose thereof, and conditions, if any, of the dedication or reservation.
9. The location and boundary of all open space with the proposed owner and designating the entity responsible for care, operation, and maintenance.
10. The name and address of the owner(s) of the land being subdivided.
11. The date of the plat, approximate true north point, scale, and title of the

subdivision.

12. The minimum finished floor elevation of (the lowest portion of) occupiable structures.
13. The distance and bearing of one of the corners of the boundary of the subdivision to the centerline of the closest dedicated road.
14. Vicinity map showing relation of the subdivision to all public ways, notable landmarks, and other reference points in all directions to a distance of at least one-half (1/2) mile (suggested scale: one (1) inch to one thousand (1,000) feet).
15. The zoning classification(s) of all lots.
16. The total acreage within the subdivision.
17. For any parcel where an alternative sewer or water system is proposed, the following shall be shown:
  - a. The location of areas to be used for sewage disposal as approved by the Memphis and Shelby County Health Department and proposed for approval by the Town of Collierville; and
  - b. Water wells, existing and proposed.
18. Property tax map parcel numbers encompassing the proposed subdivision as recorded on the land tax maps of the county.
19. The following notations:
  - a. Classification and width of sewer easements; and
  - b. Classification and width of drainage easements; and
  - c. Classification and width of all other easements; and
  - d. Explanation of easements; and
  - e. Explanation of reservations.
20. Applicable certifications in the form reproduced in this section shall appear upon the final plat. All required certificates shall bear the signature and stamp (if applicable) of the approving or authorizing agent at the time of application for final plat approval, except that the form for endorsement of the Planning Commission and Board of Mayor and Aldermen's approval for recording shall appear unsigned at the time of application for approval.

21. The instrument number for any restrictive covenants that are to apply to lots or other parcels within the subdivision.
22. Bearings referenced to grid north (NAD83, TN SPC) or add adequate notes as to the reference.
23. State Plane NAD 83 (Tennessee) Coordinates (U.S. Survey Feet) shall be noted on all boundary corners.
24. Sufficient data to determine readily and to reproduce on the ground the location, true or grid bearing and length of every street line, lot line, boundary line, block line, easement line, buffer line, and building line whether curved or straight. This shall include the location of the point of curvature (PC) and point of tangency (PT), the central angle, the radius, tangent distance, and chord distance for the centerline of curved streets and for curved property lines which are not bordering on a curved street. For property lines bordering on a curved street, the recorded distance shall be measured along the property line to PT. Where the computed arc distance along any curved property line exceeds the measured chord by more than five hundredths of a foot (0.05'), both the arc and the chord distance shall be recorded.
25. The location and description of a clearly identified, competent, and verifiable point of beginning for the survey of the subdivision.
26. The location and description of all permanently monumented survey points established or recovered within or on the boundary of the subdivision.
27. Distances to the nearest one-hundredth of a foot (0.01') and angles or true or grid bearings to the nearest five seconds of arc (5").
28. Any other information that may be necessary for the full and proper consideration of the proposed subdivision.

C. Plat Certificates and Notifications

1. Certification showing that the applicant is the landowner; that the landowner offers for dedication public ways, rights-of-way, and any site for public use; and that the landowner consents to the subdivision plan.

**CERTIFICATE OF OWNERSHIP AND DEDICATION**

I (we), \_\_\_\_\_ (printed name), hereby certify that I am (we are) the owner(s) of the property shown and described and that I (we) adopt this plan of subdivision with my (our) free consent and dedicate all public easements to the Town of Collierville and rights-of-way, streets, alleys, walks, parks and other open spaces to public and private use as shown on the plat.

\_\_\_\_\_  
Owner (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (if acting for partnership or corporation)

**NOTARY'S CERTIFICATE**

State of Tennessee  
County of Shelby

Before me, the undersigned, a notary public in and for the State and County aforesaid, duly commissioned and qualified, personally appeared \_\_\_\_\_ (printed name of owner), with whom I am personally acquainted and who, upon oath, acknowledged himself to be owner of \_\_\_\_\_ (printed name of subdivision), and he as such owner, executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereunto set my hand and affix my seal this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

- 2. Certification showing that the mortgagee consents to the subdivision plan

**MORTGAGEE'S CERTIFICATE**

We, the undersigned, \_\_\_\_\_ (printed name of mortgagee), mortgagee of the property shown, hereby agree to this plan of subdivision and dedicate the streets, rights-of-way, easements, and rights of access as shown to the public use forever, and hereby certify that we are the mortgagee duly authorized so to act and that said property is unencumbered by any taxes which have become due and payable.

\_\_\_\_\_  
Mortgagee (signature)

\_\_\_\_\_  
Date

**NOTARY'S CERTIFICATE**

State of Tennessee  
County of Shelby

Before me, the undersigned, a notary public in and for the State and County aforesaid, duly commissioned and qualified, personally appeared \_\_\_\_\_ (printed name) of \_\_\_\_\_, with whom I am personally acquainted and who, upon oath, acknowledged himself to be \_\_\_\_\_ (title) of the \_\_\_\_\_, the within named bargainer, and that he executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereunto set my hand and affix my seal this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

3. Certification by a registered land surveyor as to the accuracy of the land survey.

**SURVEYOR'S CERTIFICATE**

I, \_\_\_\_\_ (printed name), certify to the best of my knowledge and belief that this is a true and accurate survey of the property shown hereon; that this is a Category \_\_\_\_\_ Land Survey as defined in Title 62, Chapter 18, Tennessee Code Annotated, and that the ratio of precision of the unadjusted survey is greater than or equal to 1:\_\_\_\_\_.

I further certify that the survey of the lands embraced within said plat have been correctly monumented in accordance with the Subdivision Regulations of the Town of Collierville, Tennessee.

\_\_\_\_\_  
Surveyor

\_\_\_\_\_  
Date

(Seal)

4. Certification by a registered engineer as to the accuracy of the design and conformance to applicable requirements.

**CERTIFICATE OF ACCURACY OF ENGINEERING AND DESIGN**

I, \_\_\_\_\_ (printed name), a professional Engineer, do hereby certify that the plans shown and described on hereon regarding engineering and designs governing this subdivision are true and correct, and conform to the requirements set forth in the Subdivision Regulations and other applicable requirements of the Town of Collierville.

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Date

(Seal)

5. Certification by a registered engineer as to the adequacy of storm drainage.

**CERTIFICATE OF ADEQUACY OF STORM DRAINAGE**

I, \_\_\_\_\_ (printed name), do hereby certify that I am a registered Professional Engineer, and that I have designed all storm water drainage for the \_\_\_\_\_ (printed name of subdivision). Neither this subdivision nor adjoining property will be damaged, nor shall the character of the land use be affected by the velocity and volume of water entering or leaving same.

\_\_\_\_\_  
Engineer

\_\_\_\_\_  
Date

(Seal)

6. Certification by the Memphis and Shelby County Health Department of suitability of soils for septic tanks.

**CERTIFICATE OF APPROVAL OF SUITABILITY OF SOILS FOR SEPTIC TANKS**



I, \_\_\_\_\_ (printed name of signer), do hereby certify that the soils on and below the surface of the land used for septic tank disposal fields serving this development are suitable for such use. This certification is not to be construed as a septic tank installation permit. Septic tank installation shall require a site plan and a permit approved by the Memphis and Shelby County Health Department. After the suitability of any area to be used for subsurface sewerage disposal has been approved, no change shall be made to this area unless the Memphis and Shelby County Health Department is notified and a re-evaluation of the area's suitability is made prior to the initiation of construction.

\_\_\_\_\_  
Memphis and Shelby County Health Department  
(signature)

\_\_\_\_\_  
Date

7. For a subdivision containing common open space, facilities, and/or amenities, certification shall be provided by the owner that all said areas, facilities, and/or amenities shall be owned and maintained by a Homeowners' Association (HOA) or a Property Owners' Association.
  - a. Homeowners' Association (HOA) Certificate:

**CERTIFICATION OF DECLARATION OF COVENANTS AND RESTRICTIONS AND MAINTENANCE OF COMMON AREAS AND FACILITIES**

"Declaration of Covenants and Restrictions", applicable to the \_\_\_\_\_ Subdivision, are hereby incorporated and made a part of this plat.

All common areas, facilities, and amenities shall be owned and maintained by the Homeowners' Association (HOA) as described in Instrument # \_\_\_\_\_.

I, \_\_\_\_\_ (printed name), hereby certify that I am the owner of the property shown and shall be responsible for the maintenance of such areas until maintenance responsibility is transferred to the Homeowners' Association (HOA).

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**NOTARY'S CERTIFICATE**

State of Tennessee  
County of Shelby

Before me, the undersigned, a notary public in and for the State and County aforesaid, duly commissioned and qualified, personally appeared \_\_\_\_\_ (printed name of owner), with whom I am personally acquainted and who, upon oath, acknowledged himself to be owner of \_\_\_\_\_ (printed name of subdivision), and he as such owner, executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereunto set my hand and affix my seal this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

b. Property Owners' Association Certificate:

**CERTIFICATION OF DECLARATION OF COVENANTS AND RESTRICTIONS AND MAINTENANCE OF COMMON AREAS AND FACILITIES**

"Declaration of Covenants and Restrictions", applicable to the \_\_\_\_\_ Subdivision, are hereby incorporated and made a part of this plat.

All common areas, facilities, and amenities shall be owned and maintained by the Property Owners' Association as described in Instrument # \_\_\_\_\_.

I, \_\_\_\_\_ (printed name), hereby certify that I am the owner of the property shown and shall be responsible for the maintenance of such areas until maintenance responsibility is transferred to the Property Owners' Association.

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

**NOTARY'S CERTIFICATE**

State of Tennessee  
County of Shelby

Before me, the undersigned, a notary public in and for the State and County aforesaid, duly commissioned and qualified, personally appeared \_\_\_\_\_ (printed name of owner), with whom I am personally acquainted and who, upon oath, acknowledged himself to be owner of \_\_\_\_\_ (printed name of subdivision), and he as such owner, executed the foregoing instrument for the purpose therein contained.

In witness whereof, I hereunto set my hand and affix my seal this, the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

- 8. Certification on the final plat of Planning Commission, Town Engineer, and Town Planner, approval.

**PLANNING COMMISSION CERTIFICATE**

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations, for Collierville, Tennessee, including any variances, if any, approved by the Planning Commission and that it has been approved for recording in the Shelby County Register's Office.

\_\_\_\_\_  
Town Engineer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Planner

\_\_\_\_\_  
Date

**Secretary, Planning Commission**

**Date**

9. Certification on the final plat of Board of Mayor of Aldermen approval of required improvements.

**BOARD OF MAYOR AND ALDERMEN CERTIFICATE**

I, \_\_\_\_\_ (printed name of signer) do hereby certify that all required improvements have been installed or that a security or other collateral in sufficient amount to assure completion of all required improvements has been posted for the subdivision shown on this plat and are hereby approved by the Town of Collierville, Tennessee.

\_\_\_\_\_  
**Mayor, Town of Collierville**

\_\_\_\_\_  
**Date**

10. Any conditions of approval shall be noted on the plat.

**SECTION 5 - DEVELOPMENT AGREEMENT**

A development agreement shall be required per Article II, Section 6.

## ARTICLE V. DEFINITIONS

### SECTION 1 - USAGE

- A. For the purpose of these regulations certain numbers, abbreviations, terms, and words used herein shall be used, interpreted, and defined as set forth in this Article.
- B. Unless the context clearly indicates to the contrary, words used in the present tense include the future tense and words used in the plural include the singular; the word "herein" means "in these regulations"; and the word "regulations" means "these regulations".
- C. A "person" includes a corporation, a partnership, any other form of legal entity, and an unincorporated association of persons, such as a club; "shall" is always mandatory; a "building" or "structure" includes any part thereof; "used" or "occupied", as applies to any land or building, shall be construed to include "intended, arranged, or designed to be used or occupied".

### SECTION 2 – WORDS AND TERMS DEFINED

**100-Year Floodplain** – The horizontal area inundated (or flooded) in a floodplain which occurs at a water elevation produced by the Base Flood; i.e. a flood that has a one (1) percent chance of being equaled in any year; .

**Acceptance** – The assumption, by the Town, of responsibility for ownership or maintenance, control and related functions, for public improvements within a subdivision.

**Access** - The permission and ability for vehicles and pedestrians to enter, approach, or pass to and from a place, street, parking lot, etc.

**Alley** - A public or private right-of-way primarily designed to serve as secondary access to the side or rear of those properties whose principal frontage is on some other street.

**Applicant** - The owner or authorized representative of land proposed to be subdivided. Consent shall be required from the legal owner of the land.

**ARAP** – Aquatic Resources Alteration Permit; a permit program under the jurisdiction of the Tennessee Department of Environment and Conservation (TDEC).

**Architect** - An architect or landscape architect certified and registered by the State Board of Architectural and Engineer Examiners pursuant to Title 62, Chapter 2, Tennessee Code, to practice in Tennessee.

**Arterial** – A street connecting regions or subregions carrying vehicle traffic to and from a regions or subregions as well as through traffic.

**Aquatic Resources Alteration Permit (ARAP)** - A permit program under the jurisdiction of the Tennessee Department of Environment and Conservation (TDEC).

**Base Flood** – The flood which will cause, in a floodplain, a water elevation that has a one (1) percent chance of being equaled in any year; the Hundred-Year Flood; the 100-year flood.

**Base Flood Elevation (BFE)** – The elevation of the water surface of the 100-year flood (Base Flood) at a particular point in a floodplain.

**BFE** - Base Flood Elevation

**Block** - Land composed of one or more individual lots entirely surrounded by streets or by any combination of streets, freeway, dedicated public open space or park with a minimum width of 50 feet, watercourses, or railroad right-of-way.

**Block Face** - The lands abutting on one side of a street and lying between the two nearest intersecting or intercepting streets, freeway, dedicated public open space or park with a minimum width of 50 feet, watercourses, or railroad right-of-way.

**Buffer** – A zone or strip of natural, open area, generally adjacent to one or both sides of an aquatic resource (water course, stream, etc.) which protects the resource from the effects of human activities.

**Building** - Any structure built for the support, shelter, or enclosure of persons, animals, chattels, or movable property of any kind; the term includes a manufactured home.

**Conceptual Drawings** - The maps or drawings accompanying a subdivision plat and showing the specific location and design of improvements to be installed in the subdivision in accordance with the requirements of the Planning Commission.

**Construction Manual, Town of Collierville** – The Technical specifications of The Town of Collierville.

**Construction Drawings (Construction Plans)** - The maps or drawings accompanying a subdivision plat and showing the specific location and design of improvements to be installed in the subdivision in accordance with requirements of the Planning Commission.

**Convert/Conversion** – A change, generally in monetary amount, in or to a security.

**Cross-Access, Cross-Access Ways** – Non-street vehicle access between areas such as parking lots serving to reduce traffic in regional shopping areas by allowing vehicles to move between retail or community facility developments without re-entering the public street, and creates a safer pedestrian and vehicular environment by providing direct vehicular connections between abutting commercial developments.

**Cross Access Easement** - An easement or other development right offered to one party by another party that allows ingress and egress across private lands. Cross access easements are typically granted over or across surface parking lots.

**Cul-de-sac** - A minor street having only one outlet and having an appropriate terminal for the safe and convenient reversal of traffic movement; definition includes: dead-end, turn-around, or turn-about.

**Cultural Resources** – Things built, altered or made by historic or prehistoric human beings.

**Departmental Review Team (DRT)** -The DRT serves as the Town’s staff for technical review of Major Subdivisions and Site Plans (both minor and major). The DRT is composed of designated representatives from the following departments and divisions: Development Services (Building, Codes, Engineering, Planning), Fire Administration (Fire Marshal), Parks and Recreation, Police, and Public Services. Finance is also represented on the DRT. The DRT does not take a formal vote and does not approve applications.

**Design Specifications** - Written descriptions of a technical nature of materials, equipment, construction systems, standards, and workmanship required for a project intended for local government ownership or maintenance.

**Development Director** - That person designated, from time to time, by the Town of Collierville as such official with said title. Whenever the term “Development Director” is used, same shall mean the Development Director then in office or his or her designee.

**Developer** - The owner of land proposed to be subdivided or his authorized representative.

**Deviation** - A proposed variation from the standards, specifications or other provisions of this ordinance.

**Driveway** - A private road drive providing vehicular access between a street or access drive and a parking area for a single residential unit of occupancy or commercial area.

**Double Frontage Lot** - A lot which is not a corner lot and abuts two or more streets, with possible vehicular access to both streets.

**Dwelling Unit** - A room, or rooms connected together constituting a separate, independent housekeeping establishment for owner occupancy, rental or lease on a daily, weekly, monthly, or longer basis; physically separated from any other room(s) or dwelling units which may be in the same structure; and containing independent cooking and sleeping facilities.

**Easement** - An interest in land in the possession of another which (a) entitles the owner of such interest to a limited use or enjoyment of the land in which the interest exists; (b) entitles him to protection as against third persons from interference in such use or enjoyment; (c) is not subject to the will of the possessor of the land; and (d) is capable of creation by conveyance.

**Electrical Transmission Lines** - Transmission lines are electrical power lines or networks designed to transmit electrical power for regional use.

**Engineer** - An engineer certified and registered by the State Board of Architectural and engineer Examiners pursuant to Title 62, Chapter 2, Tennessee Code Annotated, to practice in Tennessee.

**Engineer, Town** - See Town Engineer.

**Escrow** - A fiduciary agreement with the local government in lieu of actual performance and intended to assure performance. An escrow account may be provided as a bond subject to agreement of the governing body.

**External Subdivision Boundary** - All points along the periphery of a subdivision.

**External Subdivision Boundary** - All points along the periphery of a subdivision.

**Fast Track Subdivision** – A major subdivision for which the applicant has exercised their option to skip the Sketch Plat step, and proceed directly to the Preliminary Plat stage, which allows the review process to be compressed. Since construction plans are submitted with a “fast track” major subdivision at the Preliminary Plat stage, the Preliminary Plat can be referenced in the Development Agreement to further expedite the review process, as the applicant can build from the Preliminary Plat/construction drawing set. In that case, the Final Plat application is submitted to the Planning Commission later and is recorded in a ministerial process that coincides with the Development Agreement’s “Substantial Completion” date. Applicants have the option to build from the Preliminary Plat/construction drawing set whether or not they submitted a Sketch Plat.

**Federal Emergency Management Agency (FEMA)** – Agency of United States Government responsible for preparation and response to natural emergencies.

**FEMA** – Federal Emergency Management Agency

**Final Subdivision Plat** - See *Plat, Final*

**FIRM** - Flood Insurance Rate Map

**Flood** - A temporary increase in water surface elevation in a water course that results in inundation of areas not ordinarily covered by water.

**Flood Hazard or Flood Prone Area** - The maximum area of the floodplain that, on the average, is likely to be flooded once every one hundred years (i.e., that has a one (1) percent chance of being flooded in any year; the Hundred-Year Flood).

**Flood Insurance Rate Map (FIRM)** – A map published by FEMA depicting areas and categories of flood hazard for a community.

**Floodplain** - A land area adjoining a river, stream, watercourse, bay, or lake which is likely to be flooded. It is composed of a floodway area within, or coinciding with, the 100-year flood area.

**Flood Proofing** - Any combination of structural and nonstructural additions, changes, or adjustments to properties and structures which reduce or eliminate potential flood damage to lands; water facilities, sanitary facilities, and other utilities; structures; and contents of buildings; and which prevent pollution of floodwaters from such natural or man-made sources.

**Floodway** - The stream channel and adjacent overbank areas required to carry and safely discharge the 100-year flood without increasing flood levels more than one (1) foot above natural flood levels.

**Frontage** - The full length of a plot of land or a building measured alongside a street on to which the plot or building fronts.

**Grade** - The slope of a public way specified in percentage terms.

**Highway, Limited Access** - A freeway or expressway providing a trafficway for through traffic, in respect to which owners or occupants of abutting property(s) or lands and other persons have no legal right of access to or from the trafficway, except at such points and in such manner as may be determined by the public authority having jurisdiction over such trafficway.

**Homeowner's Association (HOA)** – An incorporated nonprofit organization operating under recorded land agreements through which: (a) each lot owner is automatically a member; (b) each lot is automatically subject to a charge for a proportionate share of the expenses for the organization's activities, such as maintaining a commonly used property; and (c) the charge if unpaid becomes a lien against the property.

**Improvement(s), Off-site** - Improvements required to be made off-site as a result of an application for development including but not limited to streets, traffic control, water, drainage, or sewer line improvements.

**Improvement, Public** - Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which the local government may ultimately assume the responsibility for maintenance and operation or which may affect an improvement for which government responsibility is established.

**Improvement, Private** - Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which private owners assume the responsibility for maintenance and operation.

**Infrastructure** – Facilities and services needed to sustain development and land-use activities including, but not limited to, roads, water, sewer, electric, gas, communications, storm water drainage and flood management systems.



**Irrevocable Standby Letter of Credit** – An irrevocable standby letter of credit is a commitment from a financial institution to pay an agreed sum of money to a third party in compliance with the terms of the letter.

**Internal Subdivision Boundary** - All points within a subdivision which do not constitute external boundaries.

**Kilovolt (KV)** – 1000 volts of alternating current (AC).

**KV** – Kilovolt.

**Land Surveyor (Registered Land Surveyor)** - A land surveyor certified and registered by the State Board of Architectural and Engineer Examiners pursuant to Title 62, Chapter 18, Tennessee Code Annotated, to practice in Tennessee.

**Land Remnant** – Generally a parcel of land too small to be designated as a lot.

**Legal Counsel** - The person designated by the governing body to provide legal assistance for the administration of these and other regulations.

**Lot** - A tract, plot, or portion of a subdivision or parcel of land intended as a unit for the purpose, whether immediate or future, of transfer of ownership, or for building development.

**Lot, Corner** - A lot which adjoins the point of intersection of two or more streets.

**Lot, Double Frontage (or Reverse Frontage)** - A lot other than a corner lot abutting two or more streets.

**Lot, Flag** - A lot on which the buildable area is connected to the street by a strip of land, more narrow than the typical minimum lot width, provided that the width at the front building line at least equals the required minimum lot width.

**Lot, Interior** - A lot that is not contiguous to the outermost limits of the subdivision typically due to intervening common open space, other lots, or public rights-of-way.

**Lot, Perimeter** - A lot contiguous to the outermost limits of the subdivision.

**Lot Improvement** - Any building, structure, place, work of art, or other object or improvement of the land on which such items are situated constituting a physical betterment of real property, or any part of such betterment.

**Major Street or Road** - A public way that is classified as a collector or arterial public way according to these regulations or by the major street or road plan for the jurisdictional area.

**Major Street or Road Plan** - The plan adopted by the Planning Commission, pursuant to Section 13-4-302, Tennessee Code, showing, among other things, "the general location,

character, and extent of public ways.... (and) the removal, relocation, extension, widening, narrowing, vacating, abandonment or change of use of existing public ways...."

**Major Subdivision** – See *Subdivision, Major*

**Mayor (or designee)** – The currently duly elected Mayor of the Town of Collierville, Tennessee, or individual named by the Mayor as designee.

**Minor Street or Road** - A public way that is not classified as an arterial or collector.

**Minor Subdivision** – See *Subdivision, Minor*

**Mixed-Use Development** - A tract of land or structure developed for both residential and nonresidential uses. Such uses may be vertically integrated within a multi-story building or horizontally integrated within a single story building or on a lot or development site.

**National Flood Insurance Program (NFIP)** - A program established by the U.S. Government in the National Flood Insurance Act of 1968, and expanded in the Flood Disaster Protection Act of 1973, in order to provide flood insurance at rates made affordable through a federal subsidy in local political jurisdictions which adopt and enforce floodplain management programs meeting the requirements of the National Flood Insurance Program Regulations. The program regulations are found at 24 Code of Federal Regulations, Chapter X, Subchapter B.

**NFIP** - National Flood Insurance Program

**Off Site** - Outside the limits of the area encompassed by the tract area or the parcel of record on which the activity is conducted.

**One Hundred-Year Flood** - A flood having an average frequency of occurrence of once in 100 years, although it may occur in any year. It is based on statistical analysis of stream flow records available for the watershed and analysis of rainfall and runoff characteristics in the general region of the watershed.

**On Site** - Within the limits of the area encompassed by the tract area or parcel of record on which the activity is conducted.

**Open Space, Formal** - Formal open space is a generally planned and structured area that includes formally designed landscape plantings. The space is regularly maintained and may include streetscape furnishings (e.g. benches, lighting, and sculptures), recreational improvements (e.g. playground, swimming pool, pool house/community room, tennis courts), and street improvements.

**Open Space, Informal** - Areas designated for undisturbed natural features, including wetlands, pastoral areas, floodplains, lakes, streams, rivers, and wildlife habitat; utility and conservation easements; and for passive recreation uses including walking trails, pathways, and picnic areas. Such areas typically require little or no maintenance.

**Owner** - Any person, group of persons, firm or firms, corporation or corporations, or any other legal entity having legal title to or sufficient proprietary interest in the real property.

**Perimeter Street** - Any existing street to which the parcel of land to be subdivided abuts on only one side.

**Plat, Final** - A drawing or map of a subdivision, meeting all of the requirements of the Town of Collierville and in such a form as required by Shelby County for the purpose of recording.

**Plat, Preliminary** - The preliminary drawing or map of a subdivision, described in these regulations, indicating the proposed manner or layout of the subdivision to be submitted to the Planning Commission for approval.

**Plat, Sketch** - A sketch preparatory to the preliminary plat to enable the subdivider to save time and expense in reaching general agreement with the Planning Commission as to the form of the plat and the objectives of these regulations.

**Preliminary Subdivision Plat** - See *Plat, Preliminary*

**Private Improvement** - Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which private owners assume the responsibility for maintenance and operation.

**Private Street** – Streets not dedicated to and maintained by a government entity.

**Property Owners' Association (POA)** – An association that is organized within a development in which individual owners share common interests and responsibilities for open space, landscaping, or facilities.

**Public Improvement** - Any drainage ditch, roadway, parkway, sidewalk, pedestrian way, tree, lawn, off-street parking area, lot improvement, or other facility for which the local government may ultimately assume the responsibility for maintenance and operation or which may affect an improvement for which government responsibility is established.

**Public Way, Public Right-of-Way** - Any publicly owned street, alley, sidewalk, or right-of-way which provides for movement of pedestrians or vehicles.

**Right-of-Way** - A strip of land occupied or intended to be occupied by a public or private way, crosswalk, railroad, electric transmission line, oil or gas pipeline, water main, sanitary or storm sewer line, or for another similar use. The usage of the term "right-of-way", for land platting purposes, shall mean that every right-of-way hereafter established and shown on a final plat is to be separate and distinct from the lots or parcels adjoining such right-of-way and shall not be included within the dimensions or areas of such lots or parcels.

**Registered** - Currently registered by the State of Tennessee as a professional Engineer, Land Surveyor, Architect or Landscape Architect, in accordance with and for the purposes allowed by the laws and requirements of the State of Tennessee.

**Sale or Lease** - Any immediate or future transfer of ownership, including contract of sale or transfer, of an interest in a subdivision or part thereof, whether by metes and bounds, deed, contract, plat, map, or other written instrument.

**Seal** – The affixing upon a document of the official and authorized mark, stamp, embossment, signature and date of a currently registered professional Engineer, Land Surveyor, Architect or Landscape Architect, in accordance with and for the purposes allowed by the laws and requirements of the State of Tennessee.

**Secretary of the Planning Commission (or designee)** – A member of the current Town of Collierville Planning Commission selected as Secretary by the Planning Commission, or the Secretary’s assistant, as selected by the Planning Commission.

**Security** – A letter of credit, cash or certificate of deposit.

**SFHA** - Special Flood Hazard Area

**Sketch Plat** - See *Plat, Sketch*

**Special Flood Hazard Area (SFHA)** - The official map designated by the Federal Insurance Administrator to identify floodplain areas having special flood hazards; i.e. areas of the 100-year floodplain.

**Specification** – The Technical Specifications of the Town of Collierville.

**Specimen Tree** – Any canopy tree with a diameter of 24 inches or greater measured at diameter breast height (DBH).

**Start of Construction** - For purposes of subdivision control, any alteration of the original surface area of the land, from and after the date of adoption of these regulations.

**Structure** - Anything erected or constructed above or below ground, the use of which requires a permanent location on the ground or attachment to something having a permanent location on the ground. This includes, but is not limited to, buildings, towers, smokestacks and overhead transmission lines.

**Subdivider** - Any person who (1) having an interest in land, causes it, directly or indirectly, to be divided into a subdivision or who (2) directly or indirectly, sells, leases, or develops, or offers to sell, lease, or develop, or advertises for sale, lease, or development, any interest, lot, parcel site, unit, or plot in a subdivision or who (3) engages, directly or indirectly, or through an agent in the business of selling, leasing, developing, or offering for sale, lease, or development a

subdivision or any interest, lot, parcel, site, unit, or plot in a subdivision or who (4) is directly or indirectly controlled by or under direct or indirect common control with any of the foregoing.

**Subdivision** - "Subdivision" means the division of a tract or parcel of land into two (2) or more lots, sites, or other divisions requiring new street or utility construction, or any division of less than five (5) acres for the purpose, whether immediate or future, of sale or building development, and includes resubdivision and when appropriate to the context, relates to the process of resubdividing or to the land or area subdivided. (See Tennessee Code, 13-4-301.)

**Subdivision Infrastructure Construction Plans** - See *Construction Drawings (Construction Plans)*

**Subdivision, Major** - All subdivisions not classified as minor subdivisions, including but not limited to, subdivisions of three (3) or more lots, or subdivisions requiring any new or improved road, the extension of public infrastructure, or the creation of any public infrastructure that exceeds \$10,000 in public improvements as reflected in the infrastructure construction plans or \$10,000 in total development fees, or containing any flood prone area.

**Subdivision, Minor** – Any subdivision containing two (2) lots fronting on an existing public way; provided the extension of public infrastructure, or the creation of any infrastructure, is less than \$10,000 in public improvements as reflected in the infrastructure construction plans and less than \$10,000 in total development fees, and not in conflict with any provision of the adopted general plan, Major Road Plan, Zoning Ordinance, or these regulations.

**Substantially complete (term used with Construction Drawings)** – A degree of completion of the Construction Drawings for a Subdivision, which is of sufficiency to, in the judgment of the Town Engineer (or designee), allow said Subdivision to be adequately constructed.

**Switch Gear** - A high voltage electrical device used to switch main feeder circuits and to provide fuse protection for distribution of electrical current to customers.

**Temporary Improvement** - Any improvement built and maintained by a subdivider during construction of the subdivision and prior to release of the surety for completion of required improvements.

**Technical Specifications** – The set of standards, specifications, drawing details and similar materials governing methods, materials and standards of construction in The Town of Collierville, as set forth in the Subdivision Regulations of The Town of Collierville.

**TDEC** - Tennessee Department of Environment and Conservation.

**Tennessee Department of Environment and Conservation (TDEC)** – A governmental agency of the State of Tennessee responsible for protection of Tennessee environment and public health.

**Town/Town of Collierville** - The Town of Collierville or the area within the territorial limits of the Town of Collierville. The duly elected, appointed and employed government, administration, agents, ordinances, resolutions, laws and responsibilities of the Town of Collierville.

**Town of Collierville Construction Manual** - The Technical Specifications.

**Town Engineer** – The chief administrator of Collierville’s Engineering Division (or designee).

**Town Planner** – The chief administrator of Collierville’s Planning Division (or designee).

**Tree Save Area** – The portion of a development site or lot located under existing tree canopy that is to be retained during the development process.

**Utility(ies)** – The physical equipment and materials associated with distribution or collection systems for water, electricity, natural gas, telecommunications, sanitary sewer and storm water drainage.

**Utility Company(ies)** - Any person, governmental body, organization or entity of any type, or their agents, representatives and employees, supplying electricity, natural gas, water, communications or similar and associated services to residential areas within the planning jurisdiction.

**Utility Equipment** – Includes poles, support towers, wires, conductors, circuits, guys, stubs, platforms, cross arms, braces, transformers, insulators, cut-outs, switches, communication circuits, appliances, attachments and appurtenances used or useful in supplying electricity, natural gas, water, communication or similar associated services to areas within the Town of Collierville.

**Watercourses** – Open (non-pipe) intermittent or continuously flowing, conveyances of surface or storm water; i.e. streams, ditches, swales, etc.

**Water Surface Elevation** - The heights in relation to mean-sea-level expected to be reached by floods of various magnitudes and frequencies at pertinent points in the floodplain. Also the level of natural flows or collectors or water which may be expected to be found above or below surface.

**ARTICLE VI. ADOPTION AND EFFECTIVE DATE**

**SECTION 1 – ENACTMENT**

In order that land may be subdivided in accordance with these objectives, standards, and policies, these subdivision regulations are hereby adopted this 5<sup>th</sup> day of November 2020, and made effective as of January 1, 2021. Pursuant to Tennessee Code Annotated, Section 13-4-303, public hearings were held on these regulations September 3, 2020, October 1, 2020, and November 20, 2020, in the Collierville Town Hall Board Chambers, in Collierville, Tennessee, pursuant to notice thereof published in a newspaper of general circulation within the community.

\_\_\_\_\_  
Gregory Cotton, Chairman,  
Planning Commission Chairman

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Jeremy Given,  
Planning Commission Secretary

\_\_\_\_\_  
Date

## **APPENDICES**

<b>APPENDIX A</b>	<b>TECHNICAL SPECIFICATIONS ADOPTED BY REFERENCE</b>
<b>APPENDIX B</b>	<b>CONTRACT REFERENCE DOCUMENTS</b>
<b>APPENDIX C</b>	<b>SUBDIVISION DESIGN ILLUSTRATIONS</b>
<b>APPENDIX D</b>	<b>STREET CROSS SECTIONS</b>
<b>APPENDIX E</b>	<b>AMENDMENT HISTORY SUMMARY</b>



## APPENDIX A - TECHNICAL SPECIFICATIONS ADOPTED BY REFERENCE

Technical Specifications entitled "Local Government Public Works Standards and Specifications" as published by the University of Tennessee, Municipal Technical Advisory Service are hereby adopted with the following additions and deletions. The specifications can be found online at:

<http://www.mtas.tennessee.edu/sites/default/files/Standards%20and%20Specs%202015%20bw.pdf>

### DELETIONS FROM "CONSTRUCTION STANDARDS AND SPECIFICATIONS":

Section 01152 - Applications for payment  
Section 01310 - Construction Schedules  
Section 01370 - Schedule of Values  
Section 01380 - Construction Photographs  
Section 01540 - Security  
Section 01590 - Field Office and Sheds  
Section 01700 - Contract Close Out  
Section 02513 - Asphaltic Concrete Paving (Section 2.09, 2.10, 2.12, 2.14, 3.08, 3.09, 3.12)  
Section 02713 - Water Distribution System (Sections 2.02, 3.04 F1 - Cast iron or plastic meter boxes, 2.07B)  
Section 02721 - Storm Drainage Systems (Section 2.02, 2.03, 2.04, 2.05, 3.02 - Change fitting to manholes)

### DELETIONS FROM "DESIGN CRITERIA":

Section 100 - Water Distribution Systems (Section 104.4)  
Delete Division 0 - Contract Documents in its entirety

### ADDITIONS TO "CONSTRUCTION STANDARDS AND SPECIFICATIONS":

Section 02713 - Water Distribution System  
    2.04 A - Furnished and installed by Town  
    2.04 F - Furnished by Town - Developer installed  
    2.07 A - Mueller Centurion Only  
  
Section 02722 - Sanitary Sewerage Systems  
    3.12 D - Location shall be marked by "S" chiseled in the face of curb  
    3.20 - Sewer Lift Stations

**APPENDIX B - CONTRACT REFERENCE DOCUMENTS**

**(MUST BE ON BANK LETTERHEAD)**

**IRREVOCABLE LETTER OF CREDIT**

Issue Date: _____	Irrevocable Letter of Credit # _____
Beneficiary: Town of Collierville 500 Poplar View Parkway Collierville, TN 38017	Applicant: Name _____ Street Address _____ City, State & Zip _____
Amount: _____	Expiration Date: _____
Development Contract: _____	

Issuance. At the request and for the account of \_\_\_\_\_ ("Applicant"), \_\_\_\_\_ ("Issuer") issues this irrevocable independent standby letter of credit number \_\_\_\_\_ ("Standby") in favor of the Town of Collierville ("Beneficiary" or "Town") in the maximum aggregate amount of USD \_\_\_\_\_.

Undertaking. Issuer undertakes to Town to pay Town's demand for payment for an amount available under this Standby and in the form of Annex A completed as indicated and presented to Issuer at the following place for presentation: \_\_\_\_\_ at or before the close of business on the expiration date.

Overdrawing. If a demand exceeds the amount available, but the presentation otherwise complies, Issuer undertakes to pay the amount available.

Expiration. This Letter of Credit shall expire upon the satisfaction in full of the aforesaid Development Contract.

Automatic Extension. The expiration date of this Standby shall be automatically extended for successive one-year periods, unless ninety (90) or more calendar days before the then current expiration date Issuer gives written notice to Town that Issuer elects not to extend the expiration date. Issuer's written notice must be sent by certified mail, return receipt requested, to Town's above-stated address and to the attention of \_\_\_\_\_. This Letter of Credit is automatically renewable for additional one-year periods without any effort on the part of the Town until the aforesaid development contract is satisfied in full. Any pending automatic one-year extension shall be ineffective beyond that date.

Payment. Payment against a complying presentation shall be made by Issuer within three (3) business days after presentation at the place for presentation or by wire transfer to a duly requested account of Town.

ISP98. This Standby is issued subject to the International Standby Practices 1998 (ISP98) (International Chamber of Commerce Publication No. 590).

Issuer's Charges and Fees. Issuer's charges and fees for issuing, amending, or honoring this Standby are for Applicant's account and shall not be deducted from any payment Issuer makes under this Standby.

FIGURE 1

- MINIMUM INTERSECTION ANGLE
- MINIMUM TANGENT LENGTHS
- MINIMUM HORIZONTAL CURVES (HC)
- MINIMUM RADII

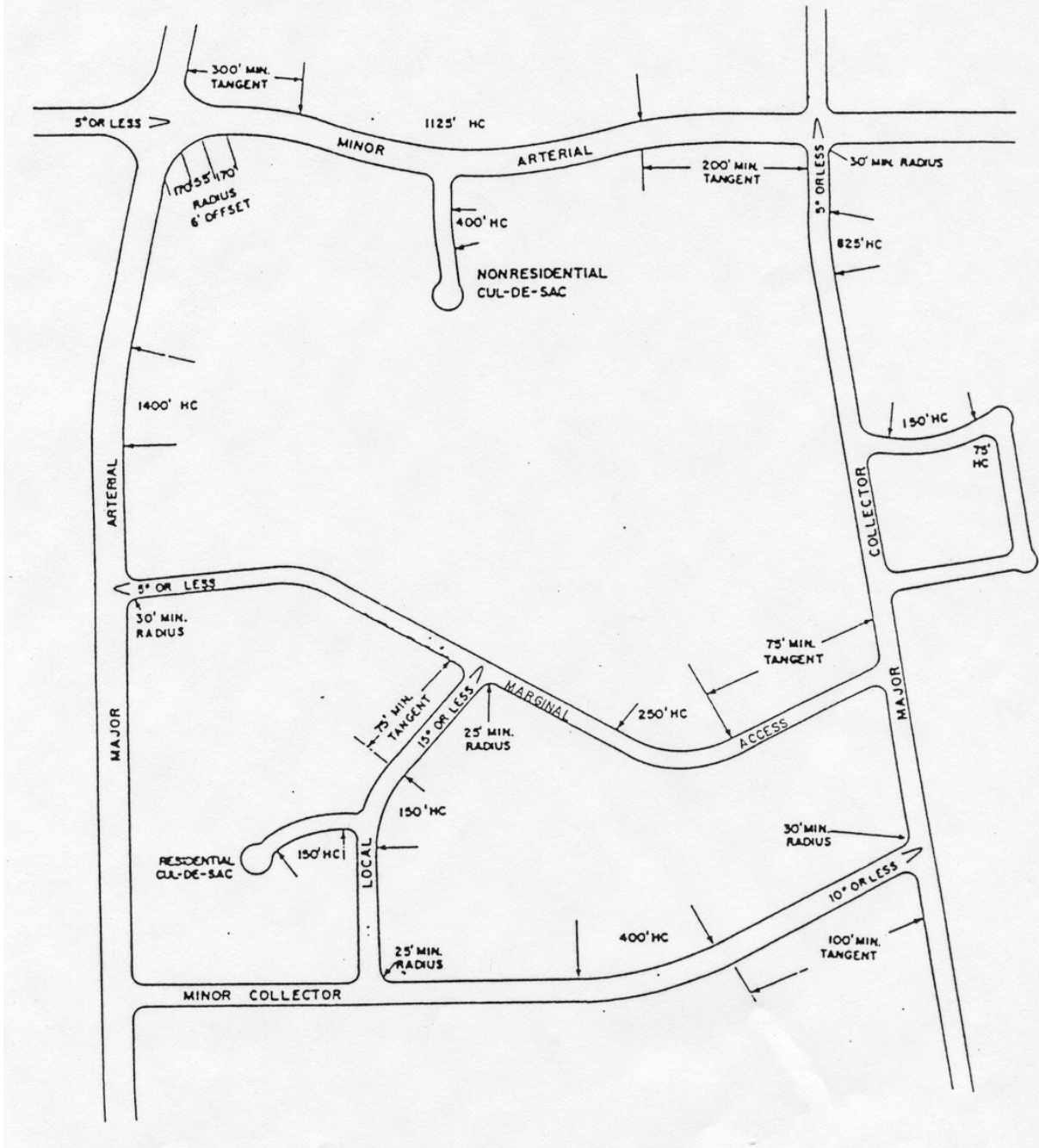
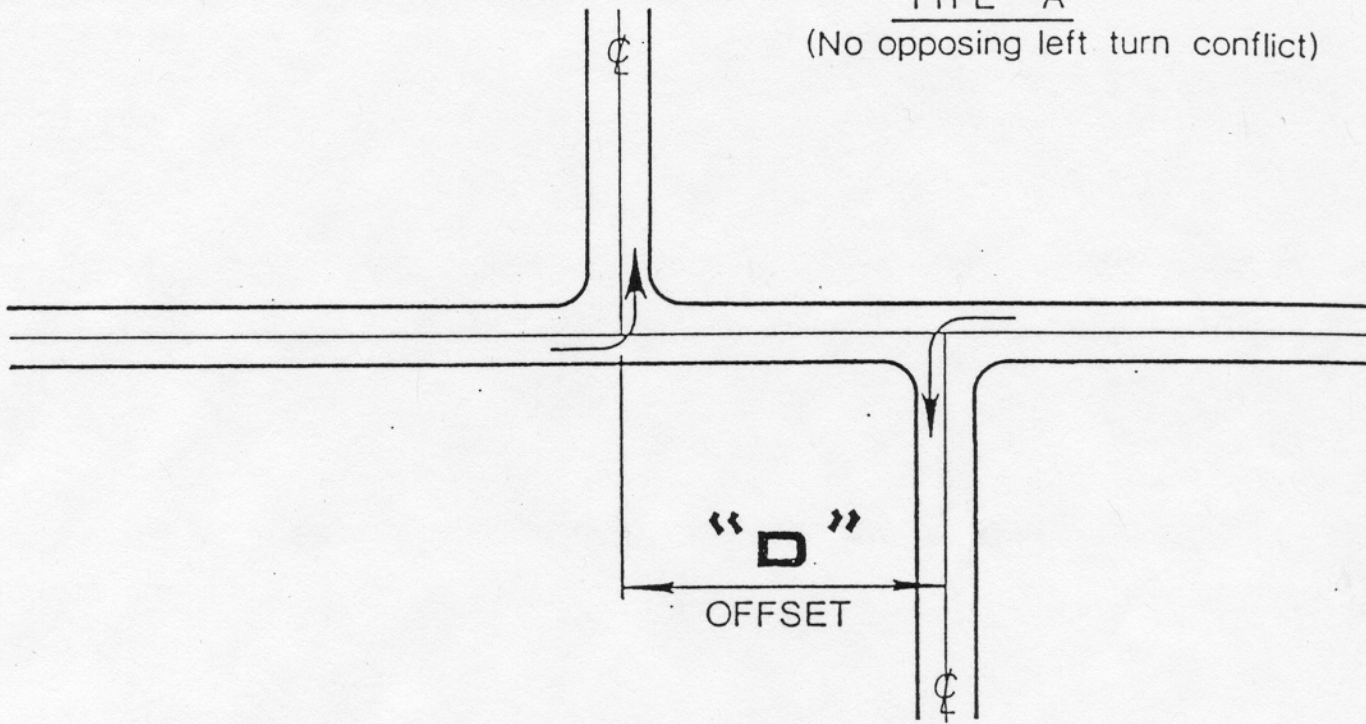
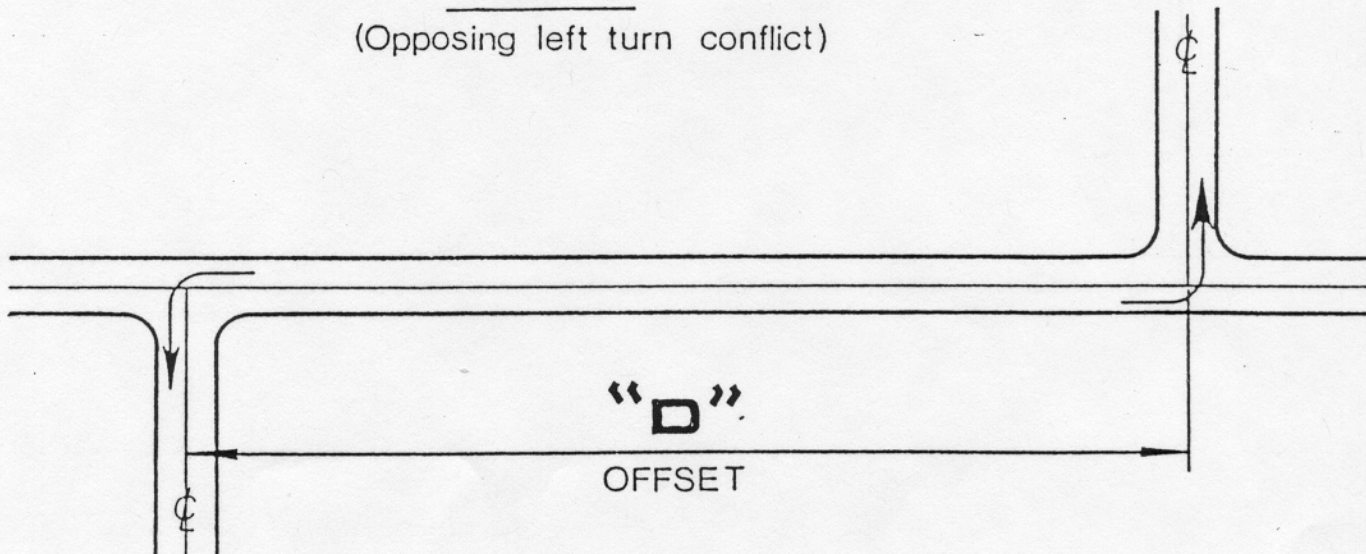


FIGURE 2

TYPE A  
(No opposing left turn conflict)

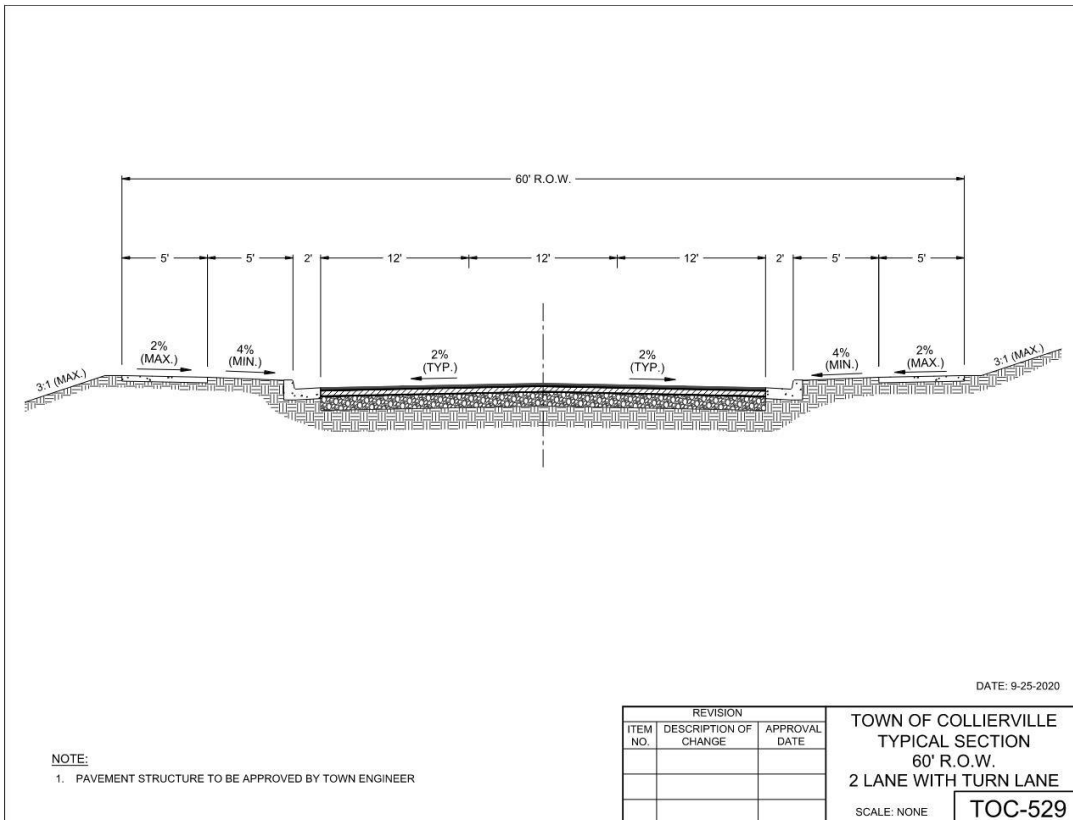
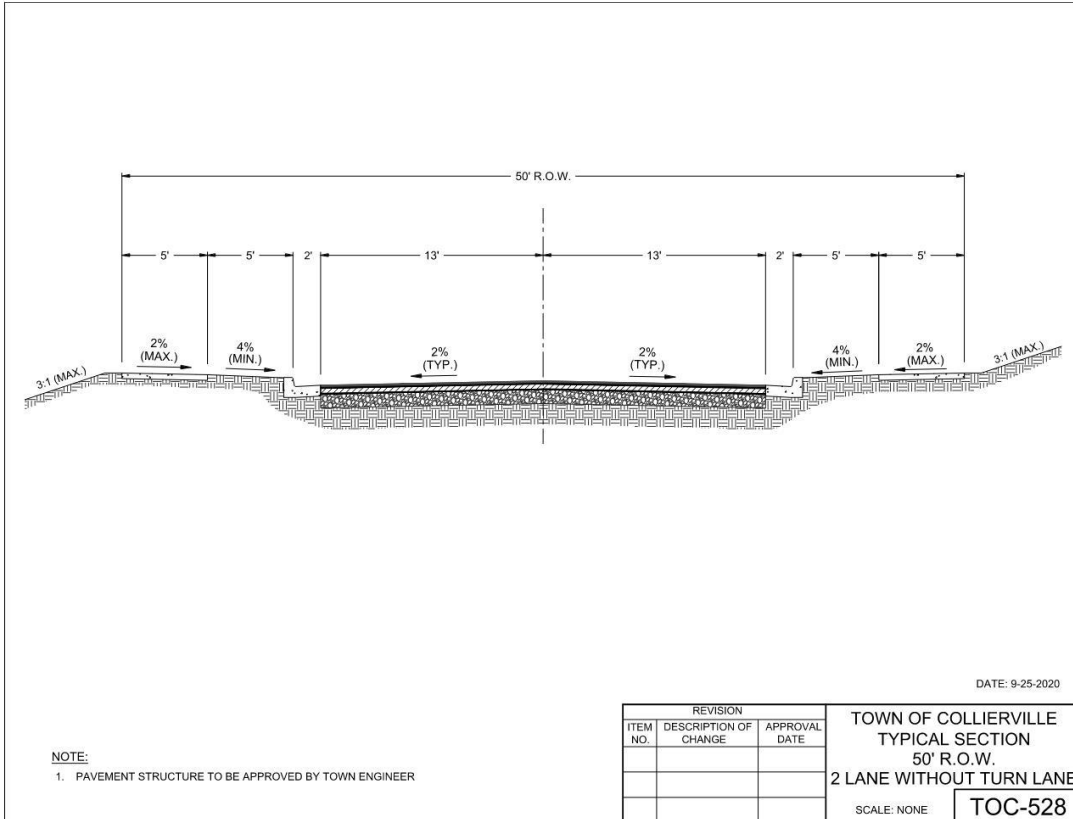


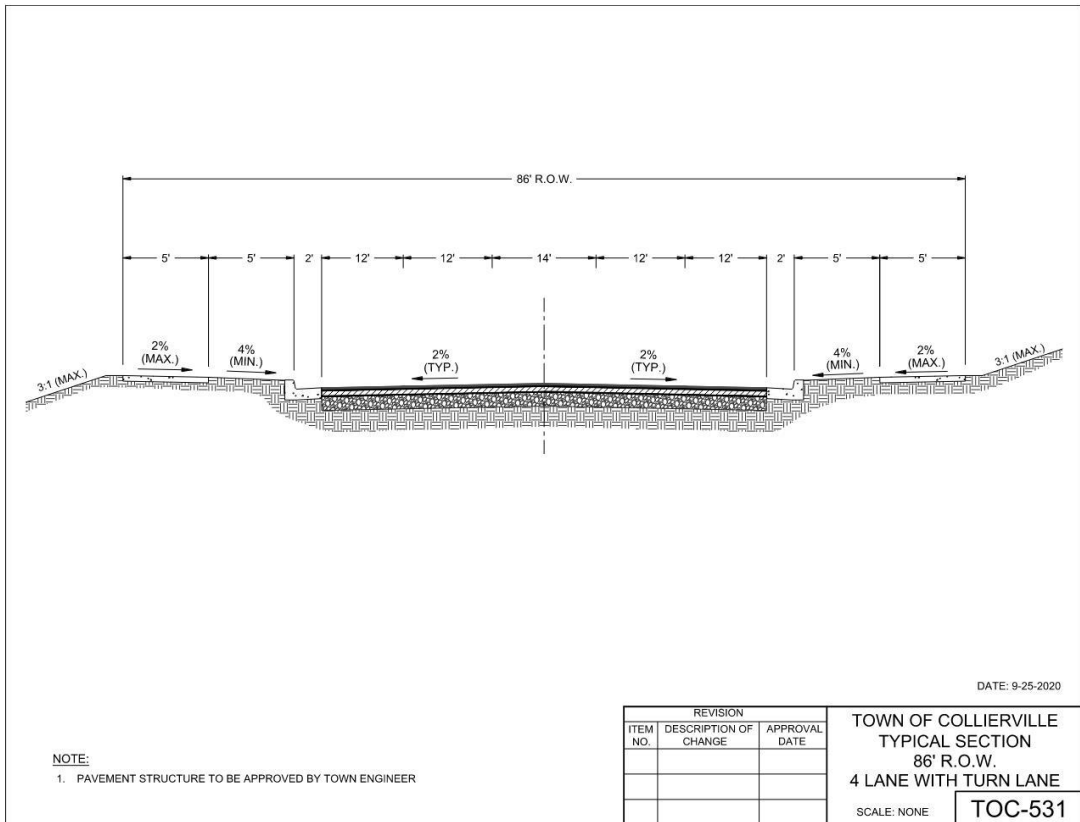
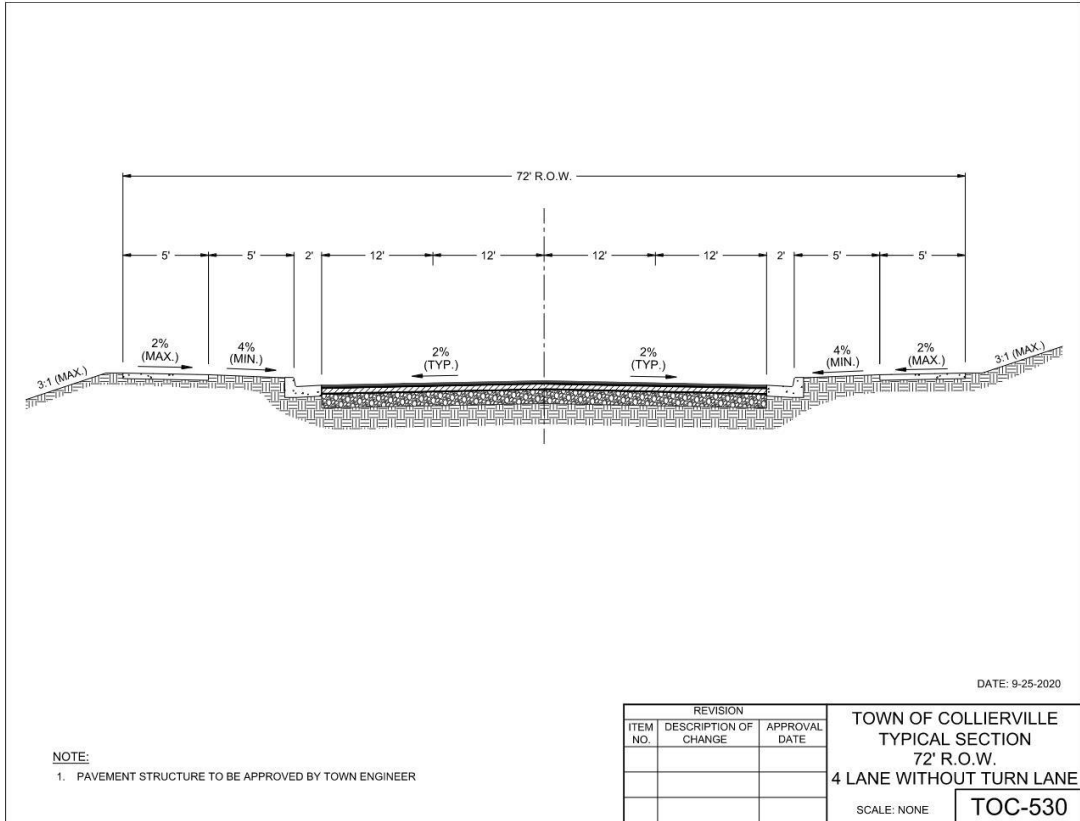
TYPE B  
(Opposing left turn conflict)

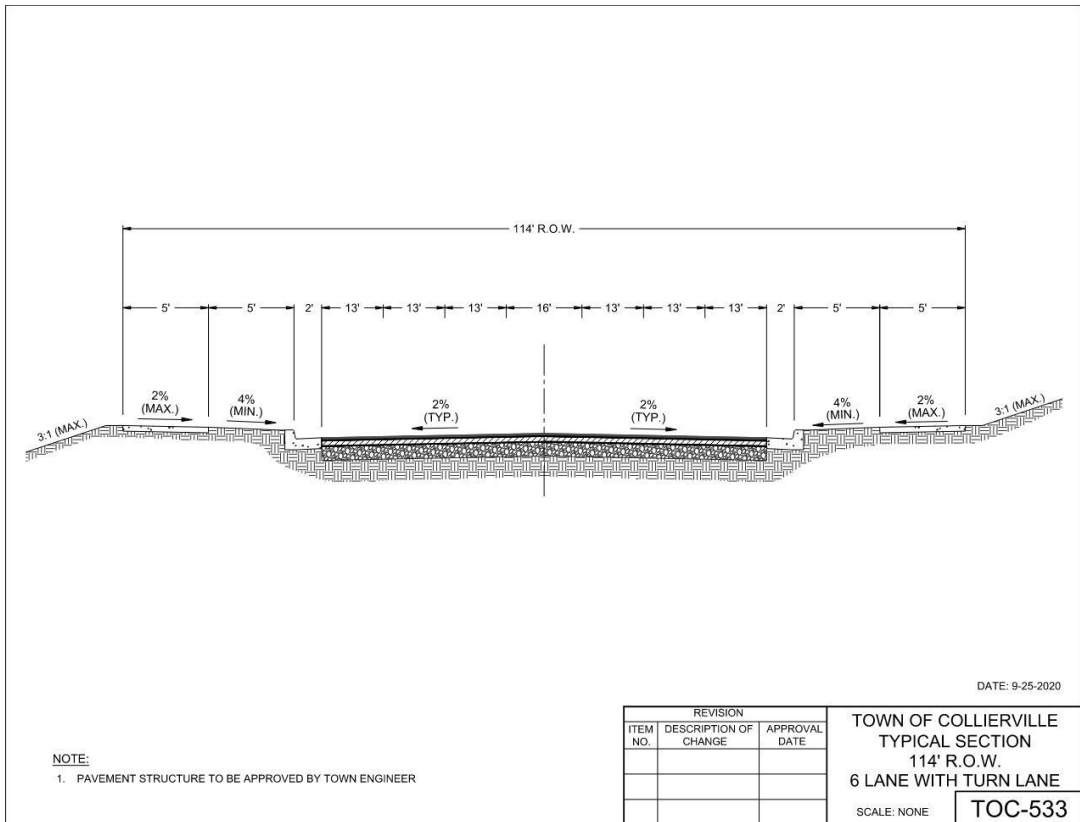
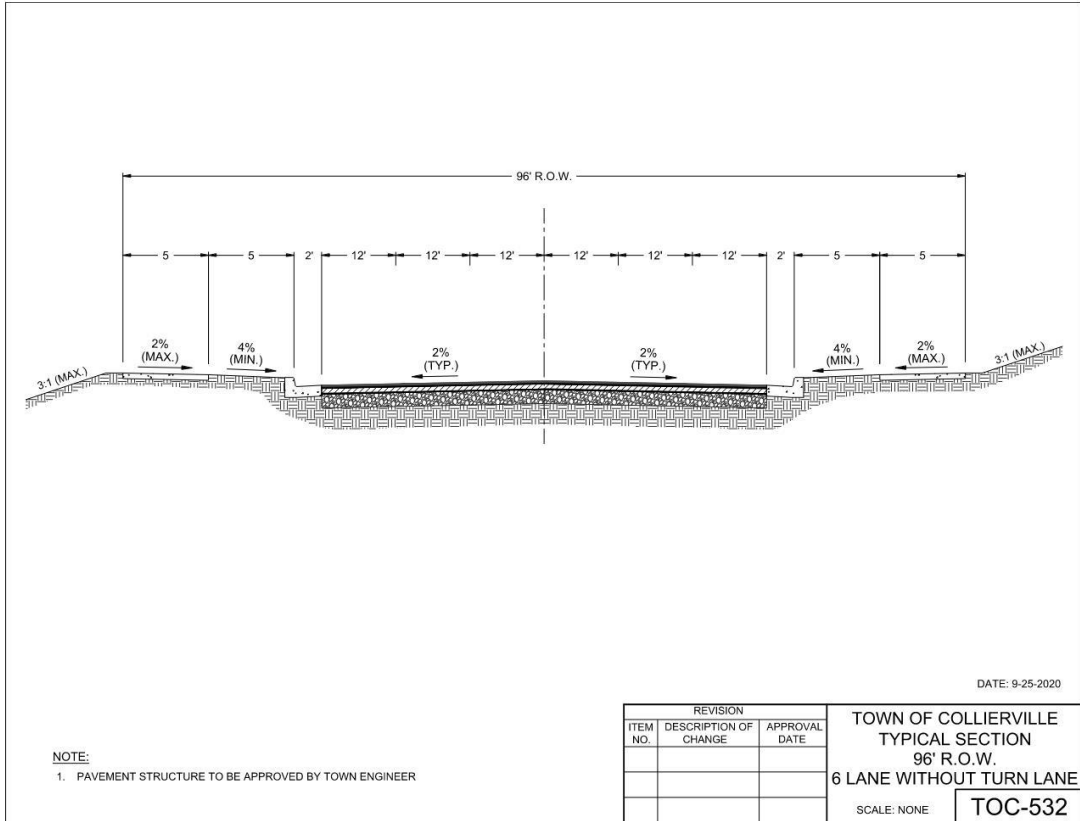


**APPENDIX C – SUBDIVISION DESIGN ILLUSTRATIONS**

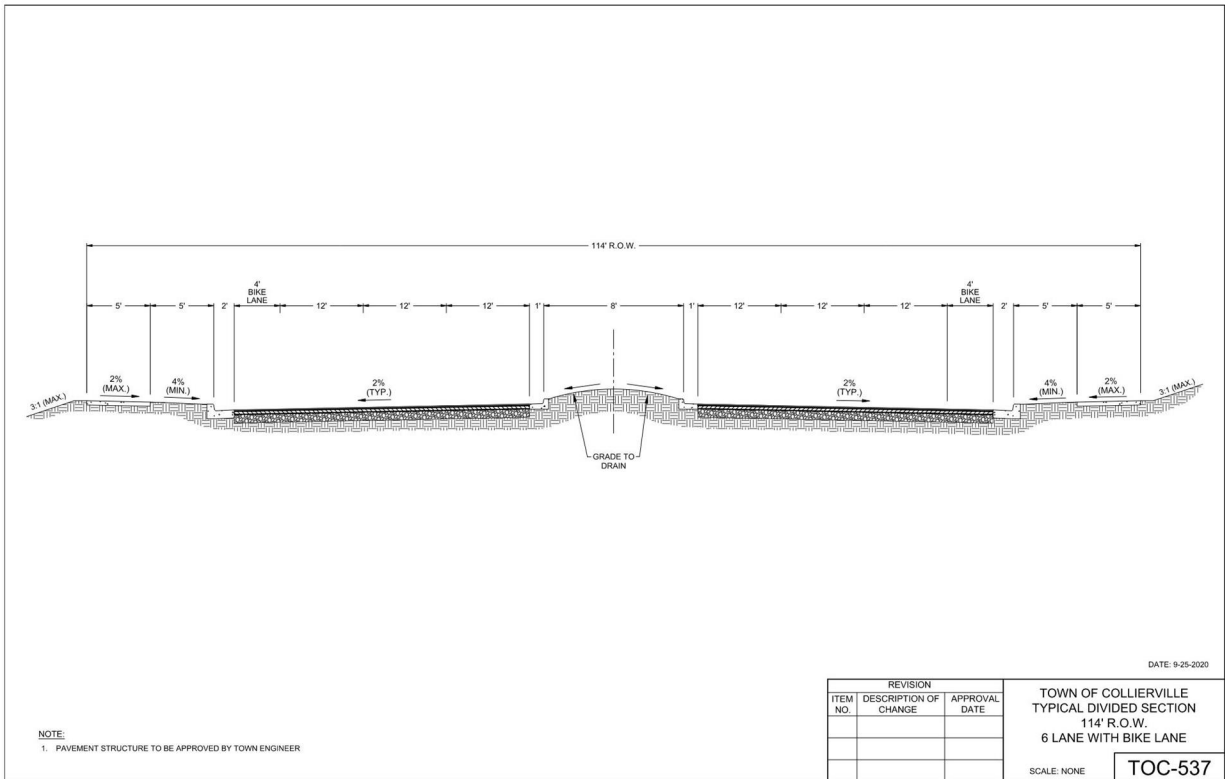
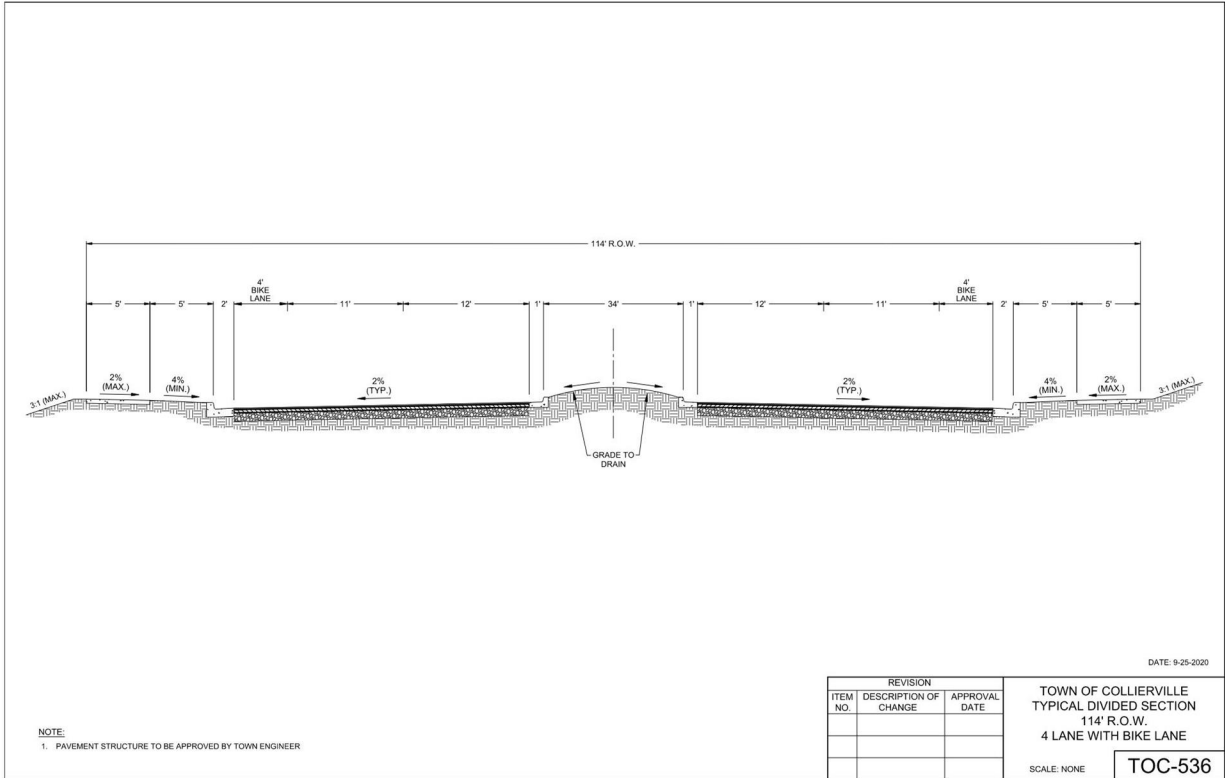
**APPENDIX D – STREET CROSS SECTIONS**

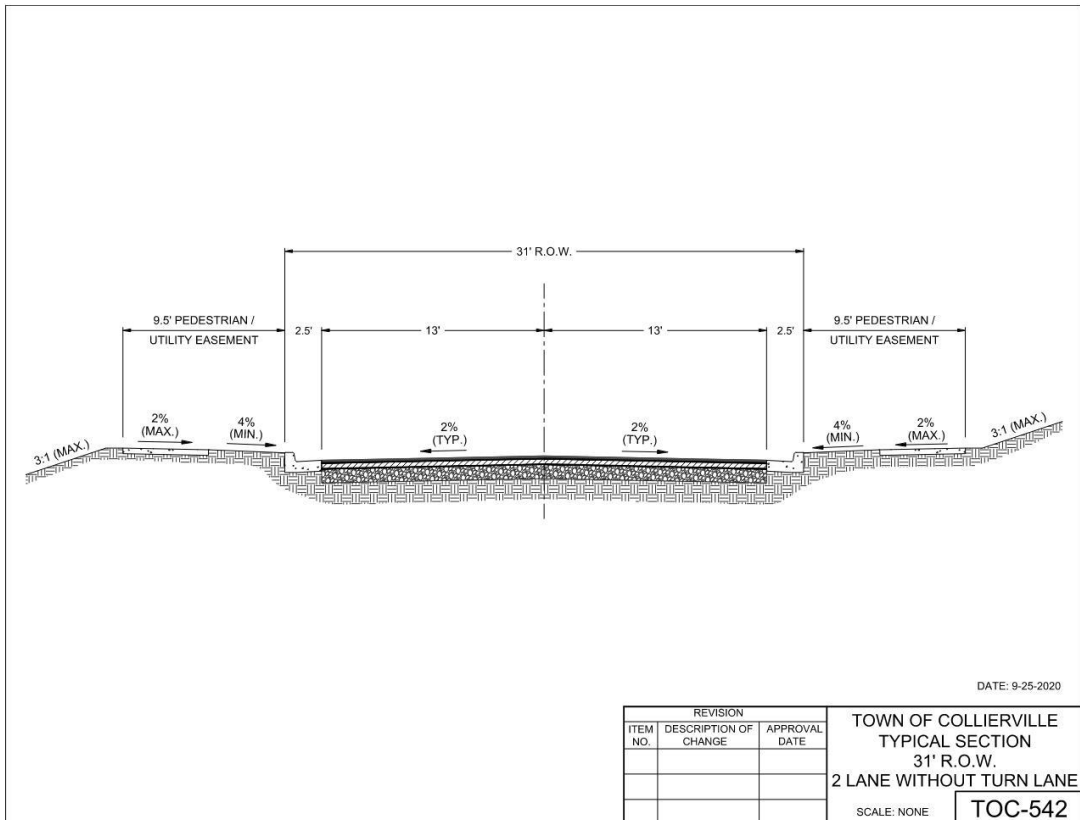
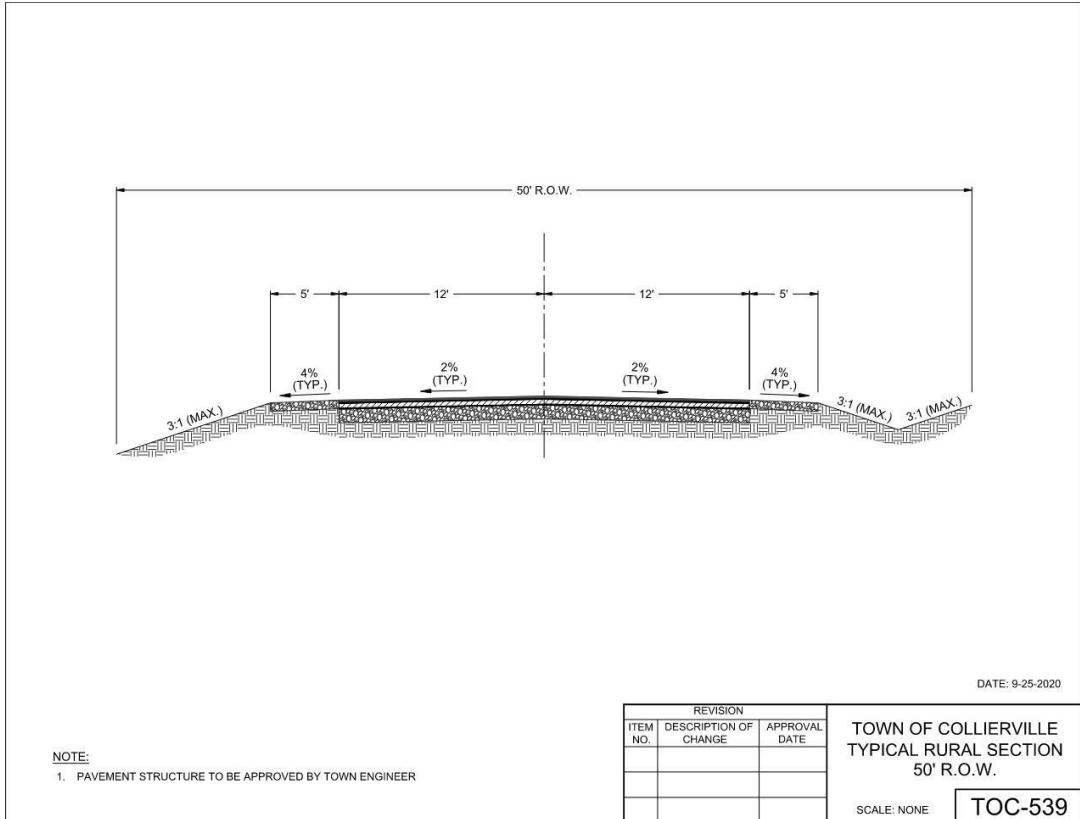


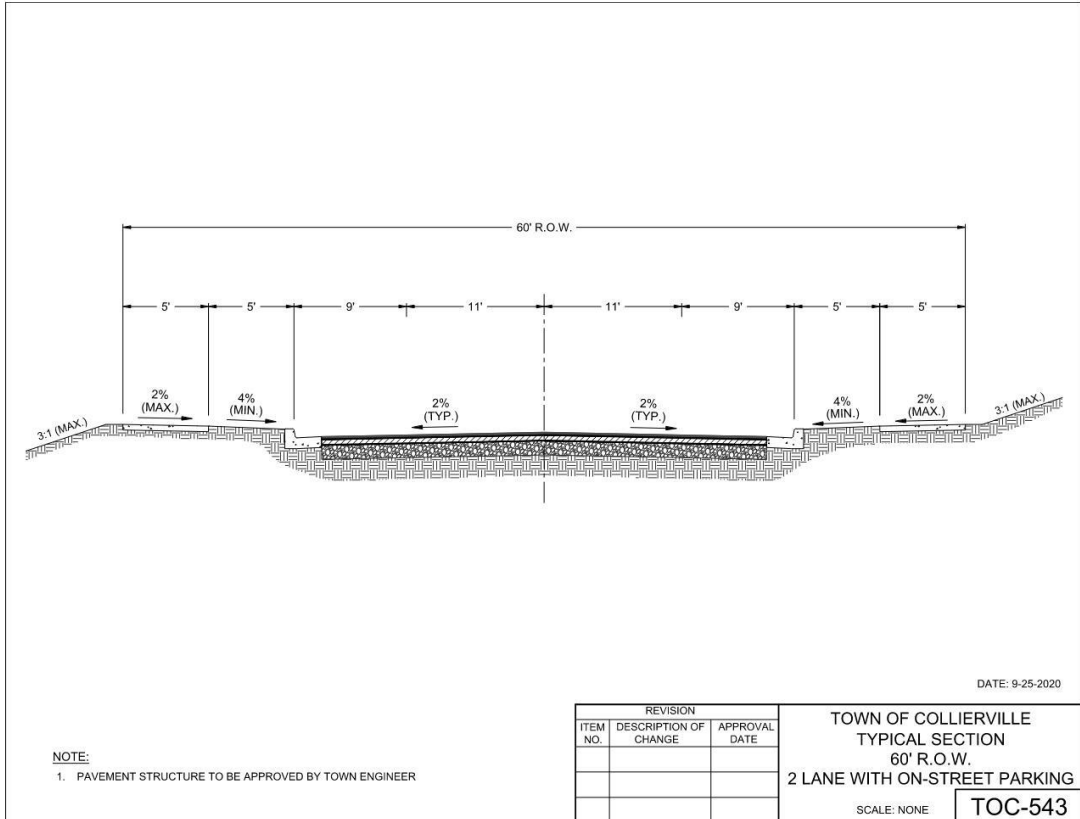


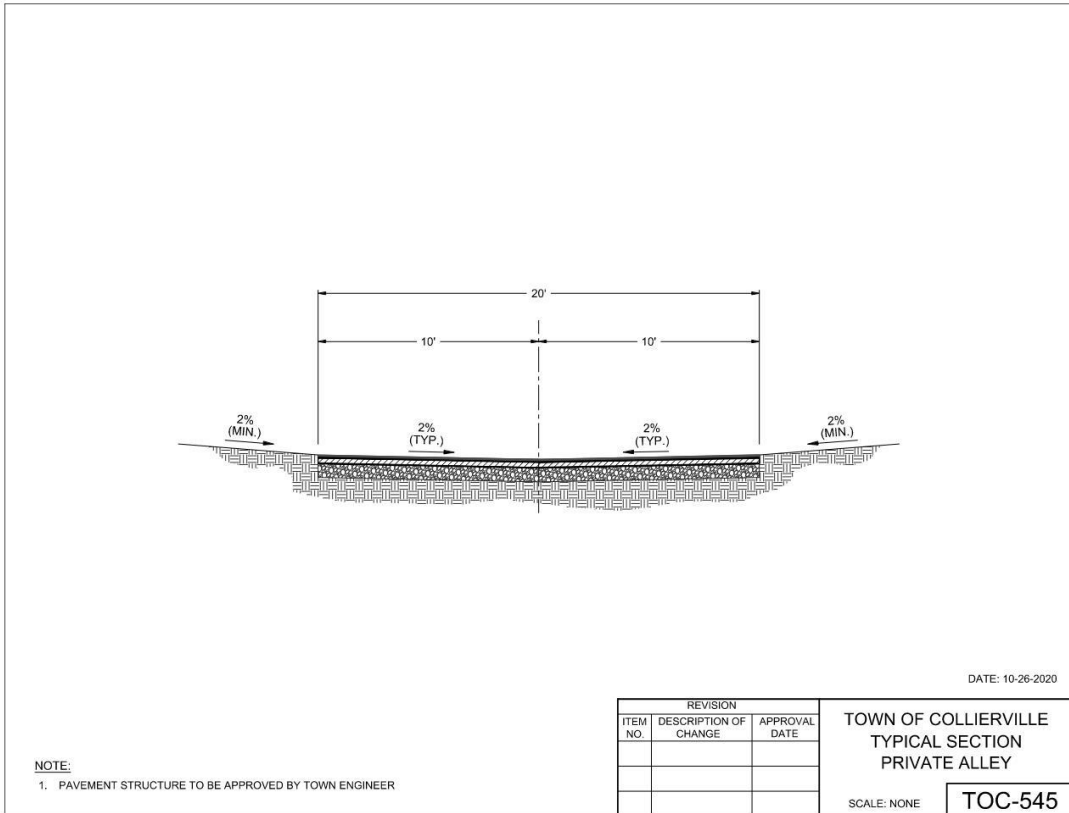
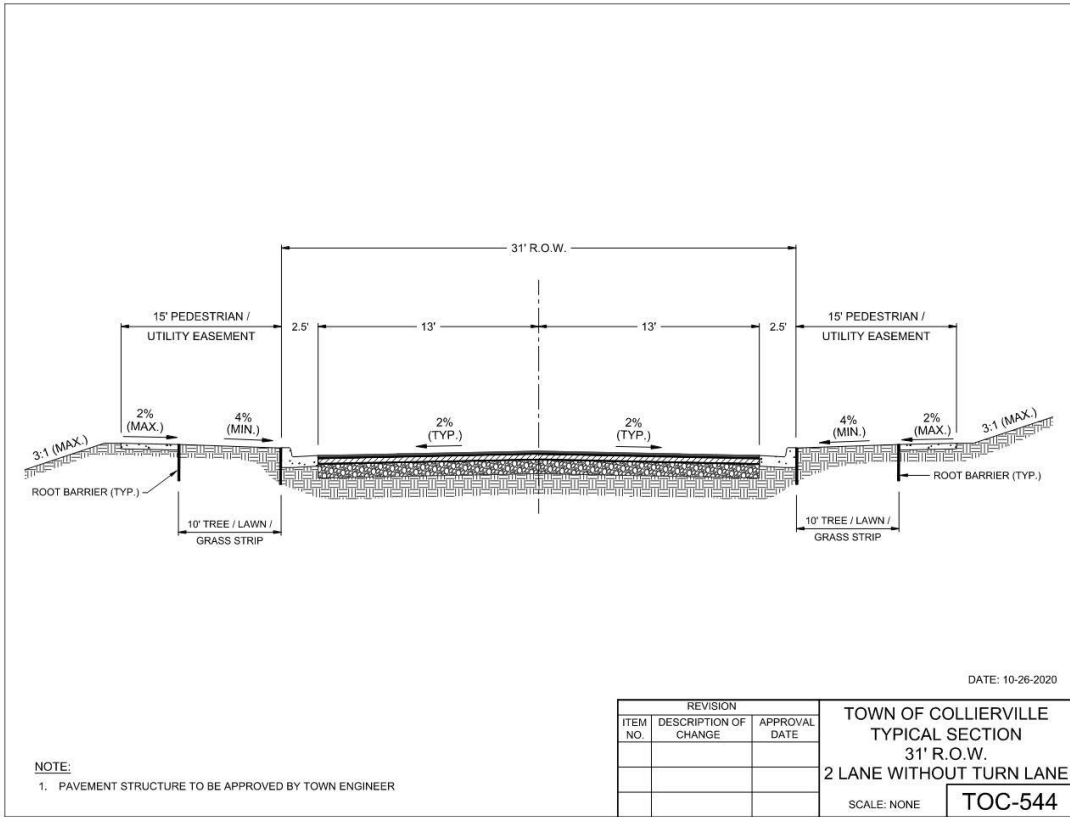












## APPENDIX E – AMENDMENT HISTORY SUMMARY

The following is a history of amendments to the Subdivision Regulations of the Town of Collierville since January 1, 2008:

Effective Date	Amendment Description															
July 9, 2008	<p>Amendment Summary:</p> <ul style="list-style-type: none"> <li>▪ Deleted existing Article II (“Procedure for Subdivision Approval”) in its entirety and replaced with: <ul style="list-style-type: none"> <li>○ Article II (“Procedures for Plat Approval, Bonding, and Construction”); and</li> <li>○ Article V (“Specifications for Documents to be Submitted”).</li> </ul> </li> <li>▪ Added Article VI (“Definitions”).</li> <li>▪ Deleted text in Article IV (“Prerequisites to Final Subdivision Approval”).</li> <li>▪ Amended Appendices by removing plat certificates and adding a sample Letter of Credit.</li> <li>▪ Renumbered Subdivision Articles V-VIII as follows:</li> </ul> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Previous Article Number</th> <th style="text-align: center;">New Article Number</th> <th style="text-align: center;">Description</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">V</td> <td style="text-align: center;">VII</td> <td style="text-align: center;">Variances, Appeals and Amendments</td> </tr> <tr> <td style="text-align: center;">VI</td> <td style="text-align: center;">VIII</td> <td style="text-align: center;">Legal Status Provisions</td> </tr> <tr> <td style="text-align: center;">VII</td> <td style="text-align: center;">IX</td> <td style="text-align: center;">Severability</td> </tr> <tr> <td style="text-align: center;">VIII</td> <td style="text-align: center;">X</td> <td style="text-align: center;">Adoption and Effective Date</td> </tr> </tbody> </table>	Previous Article Number	New Article Number	Description	V	VII	Variances, Appeals and Amendments	VI	VIII	Legal Status Provisions	VII	IX	Severability	VIII	X	Adoption and Effective Date
Previous Article Number	New Article Number	Description														
V	VII	Variances, Appeals and Amendments														
VI	VIII	Legal Status Provisions														
VII	IX	Severability														
VIII	X	Adoption and Effective Date														
February 5, 2009	Amendment to Article II, Section 5 modifying the effective period of approval for final plats (as amended, a development agreement must be approved by BMA within one year of Planning Commission approval of final plat)															
January 1, 2010	<p>Amendment Summary:</p> <ul style="list-style-type: none"> <li>▪ Amended existing Article I (comprehensive update).</li> <li>▪ Amended existing Article II, Section 6 relative to the effective period of approval and time extensions for Development Agreements.</li> <li>▪ Amended existing Article III (comprehensive update).</li> <li>▪ Deleted previous Article IV (“Prerequisites to Final Acceptance”) in its entirety.</li> <li>▪ Renumbered previous Article V (“Specifications For Documents To Be Submitted”) as Article IV</li> <li>▪ Renumbered previous Article VI (“Definitions”) as Article V and amended.</li> <li>▪ Deleted previous Article VII (“Variances, Appeals and Amendments”) in its entirety.</li> <li>▪ Deleted previous Article VIII (“Legal Status Provisions”) in its entirety.</li> <li>▪ Deleted previous Article IX (“Severability”) in its entirety.</li> <li>▪ Renumbered previous Article X (“Adoption and Effective Date”) as Article VI and amended.</li> </ul>															
September 12, 2013	<p>Amended the following (see PC Resolution 2013-01 for full edits):</p> <ul style="list-style-type: none"> <li>▪ Article I (General Provisions), relative to the vesting of previously approved (and unexpired) Preliminary and Final Plats, referenced associated subdivision infrastructure construction plans and the Departmental Review Team (DRT).</li> <li>▪ Article II (Procedures for Plat Approval, Bonding, and Construction), by cross referencing subdivision infrastructure construction plans, referencing the Departmental Review Team (DRT), making the Sketch Plat step optional with the submittal of construction plans with the Preliminary Plat step, updating the period of approval for Preliminary Plats, revised types and amounts of security and requiring a Preliminary Design Certification for the Sketch Plat.</li> </ul>															

Effective Date	Amendment Description
	<ul style="list-style-type: none"> <li>▪ Article IV (Specifications), a Registered Land Surveyor and Registered Professional Engineer must prepare a Sketch plat, a recent survey is required for a Preliminary Plat, and the Town Planner and Engineer must sign final plat certificates before the plat is recorded.</li> <li>▪ Article V (Definitions), added definition of Departmental Review Team (DRT), removed the references to the Chief Planner title, and added cross references to the subdivision infrastructure construction plans.</li> </ul>
October 2, 2014	<p>Amended the following (see PC Resolution 2014-A for full edits):</p> <ul style="list-style-type: none"> <li>▪ Article II (“Procedures for Plat Approval, Bonding, and Construction”) of the Town of Collierville Subdivision Regulations was amended to provide an option for Development Agreements associated with infrastructure construction plans for subdivisions with less than \$10,000 of public improvements and less than \$10,000 of total development fees to be executed by the Mayor and not require full Board of Mayor and Aldermen authorization.</li> <li>▪ Article IV (“Specifications for Documents to be Submitted”) of the Town of Collierville Subdivision Regulations was amended relative to the criteria used by the Town Engineer to reduce the level of study or waive a requirement for a Traffic Impact Analysis.</li> <li>▪ Related to the above-mentioned amendment concerning Development Agreements, Article II (“Procedures for Plat Approval, Bonding, and Construction”) and Article V (“Definitions”) of the Town of Collierville Subdivision Regulations were amended to clarify the Minor Subdivision process and to update the definitions of “Minor Subdivision” and “Major Subdivision” accordingly.</li> </ul>
November 2, 2017	<p>Amended the following (see PC Resolution 2017-D for full edits):</p> <ul style="list-style-type: none"> <li>▪ Article II, Section 2 relative to submittal requirements for Sketch Plats</li> <li>▪ Article II, Section 5 related to Development Agreements to reference the processes outlined in the Zoning Ordinance</li> <li>▪ Article III, Section 7 related to the maximum cul-de-sac length</li> <li>▪ Article IV, Section 1 related to the submittal requirements for Sketch Plats</li> </ul>
January 1, 2021	<p>Amended the following (see PC Resolution 2020-A for full edits):</p> <ul style="list-style-type: none"> <li>▪ Article I, Section 7 related to Previously Preliminarily Approved Subdivisions or Finally Approved Subdivisions;</li> <li>▪ Article II, Section 3 related to the Review of Preliminary Plat and Infrastructure Construction Plans;</li> <li>▪ Article II, Section 5 related to the Effective Period of Approval and Time Extensions;</li> <li>▪ Article II, Section 6 related to Public Hearings and Effective Periods of Approval;</li> <li>▪ Article III, Section 5 related to Blocks And Layout;</li> <li>▪ Article III, Section 6 related to Road Design And Connectivity;</li> <li>▪ Article III, Section 7 related to Road Design and Connectivity, Cul-De-Sacs and Other Dead End Streets, Street Grades, Corner Radii, and Street Improvements;</li> <li>▪ Article III, Section 8 related to Survey Corner Monuments;</li> <li>▪ Article III, Section 13 related to Technical Specifications;</li> <li>▪ Article IV related to Traffic Impact Study Requirements and Plat Certificates and Notifications;</li> <li>▪ Article VI, Section 1 related to the Enactment Date and Tree Surveys &amp; Tree Replacement Plans;</li> <li>▪ Article V related to Definitions; and,</li> <li>▪ The Appendix related to Road Design, Technical Specifications, and the Sample Letter of Credit.</li> </ul>
May 1, 2024	<p>Amended the following (see PC Resolution 2024-A for full edits):</p>

Effective Date	Amendment Description
	<ul style="list-style-type: none"> <li>▪ Article I, Section 7 related to referencing the new Vesting section (§151.313) being added to the Zoning Ordinance by Ordinance 2023-09, which closely mirrors TCA 13-4-310 adopted in 2014 by the Tennessee Legislature.</li> <li>▪ Article I, Section 9 related to Public Chapter No. 1128 adopted in 2022 by the Tennessee Legislature and conditions of approval by cities related to required infrastructure improvements.</li> <li>▪ Article II, Section 3 related to expiration dates of Preliminary and Final Subdivision Plats to be more consistent with the new Vesting section (§151.313).</li> <li>▪ Article II, Section 5 related to the Initial Letter of Credit Amount for Residential Subdivision Development Agreements increasing from \$100,000 to \$150,000 to match a recent decision by the Board of Mayor and Aldermen’s direction on October 23, 2023, related to minimum surety amounts. Changes also made to the expiration dates of Development Agreements to be more consistent with the new Vesting section (§151.313). Clarification is made that with “conversions,” the letter of credit amount needs to cover 100% of the cost for any remaining road improvement improvements, including the final surface coat of asphalt.</li> <li>▪ Article II, Section 6 related to the expiration dates of Final Plats to be more consistent with the new Vesting section (§151.313).</li> <li>▪ Article III, Section 7 related to curb cuts and driveway requirements. These sections were moved to the Town Code (§ 92.39).</li> <li>▪ Article III, Section 7 related to the process used for reviewing sidewalk waivers.</li> <li>▪ Article IV, Section 2 related to referencing the new TIA section (§151.008) being established in the Zoning Ordinance by Ordinance 2023-09.</li> <li>▪ Appendix E related to a summary of all changes made by PC Resolution 2024-A.</li> </ul>