

# TOWN OF COLLIERVILLE

## Planned Development Amendment (Minor) Checklist

Planning Division  
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**GENERAL DESCRIPTION:** §151.160(J)(1) of the Zoning Ordinance allows for a Planned Development (PD) Outline Plan to be amended through an abbreviated process if the Town Planner finds the change to be “minor” (see Step 2 for what is considered minor). The minor PD Amendment process should not be used to grant waivers of Town standards or increases in density or intensity that are more appropriately reviewed by the Board of Mayor and Aldermen (BMA) through the Major PD Amendment process.

Requests for a minor modification must explain the nature of the request and provide justification for the change, which could include illustrating the proposed change.

If the Town Planner determines the proposed modification is not minor, or the determination is not affirmed by the BMA, the applicant has the option to seek a “major” amendment (see applicable checklist).

### Step 1- Optional Pre-Application Conference with Town Staff:

As a service to the prospective applicant/property owner, staff offers the opportunity for a Pre-application Conference with key staff. Pre-application Conferences are intended to be a “one-stop shop” for potential applicants to meet with all departments involved in the development process at the same meeting. They can prove to be very beneficial to both the applicant and staff, as the officials responsible directly for the review (Planning, Engineering, Codes, Fire, Public Services, Police, and Parks & Recreation, etc) can be in attendance if requested.

The primary purpose of the meeting is for Staff to explain the applicable development processes, permits, and fees pertinent to the project prior to applicants submitting a formal Planned Development Amendment (Minor) application. These meetings also provide an opportunity for the developer to discuss his/her proposal with Town officials and get their input. Applicable rules and regulations will be discussed as they relate to the proposal, but the Pre-application Conference does not constitute an application nor are any preliminary staff comments binding. In addition to notes from the meeting taken by the Staff, other relevant information will be made available to the applicant at the end of the meeting (applications, checklists, forms, latest fee schedule, submittal calendar, etc.). Formal notes are taken during the meeting by staff and emailed to the potential applicant after the meeting for a record of what was discussed.

Pre-application Conferences are typically scheduled every Tuesday afternoon from 2:00 pm to 5:00 pm at the Development Department located at Town Hall. Each meeting is usually an hour long. A Pre-application Conference can be scheduled by contacting the Planning Division at [planning@colliervilletn.gov](mailto:planning@colliervilletn.gov) or 901-457-2360.

**Step 2- Staff Review:** To initiate the staff review process, the applicant must submit an application package (see box above right). Cover letters for PD Amendment (Minor) applications should address, at a minimum, the following:

- name of the PD being amended;
- location of the subject property (street address, parcel number, etc.);
- current property ownership;

### Submittal Requirements for a Planned Development Amendment (Minor)

#### Staff & Public Review Phases:

- Completed general Application Form (see Preapplication Conference notes for guidance on how to complete form)
- Electronic version of the entire submittal package (PDF Format - on disk, flash drive, or emailed)
- Cover Letter, including the proposed text and/or graphics and justification – two (2) copies
- Images and/or graphics, as applicable – two (2) copies
- Review Fee: \$500
- Other Information that was specifically requested at the Preapplication Conference

#### Post-Approval Phase:

- Varies based on the specific request. Consult the “Next Steps” in the approval letter. In all cases, the mylar for the Outline Plan will need to be re-recorded with the Shelby County Register of Deeds.
- Recording fees (as applicable)

- ❑ specific section within the Outline Plan to be amended and the exact wording and/or illustrations proposed.
- ❑ justification for the request (how change will not reasonably be expected to cause a change in the internal function of the site/development, how change will not create an off-site impact);
- ❑ how change is consistent with the intent of the original Outline Plan); and
- ❑ what steps the applicant has taken to contact other property owners within the limits of the PD and properties within 500 feet of the limits of the PD to inform them of the change. At a minimum this should include a letter informing nearby property owners of the proposed change and how to contact the Town Planner with questions or concerns. A neighborhood meeting could also be held with the affected property owners, but this is not required. Address labels for affected property owners are available upon request from the Planning Division. This step could be waived if public notices are to be mailed by the Town for DRC meeting items.

The Town Planner will review the request and, once the neighbors have had sufficient opportunity to contact the Planning Division to ask questions or express concerns, make a preliminary determination based on §151.160(J)(1) whether the requests are:

- slight variations or alterations to the Outline Plan text or graphics which cannot reasonably be expected to cause a change in the internal function of the site/development or the PD’s off-site impact; and
- consistent with the intent of the original Outline Plan.

Such a determination does not approve the request amendment (see Step 3).

**Step 3- Public Review:** The Minor PD Amendment will not be considered approved until the following has occurred:

- ❑ The Town Planner will request a recommendation from the Design Review Commission (DRC) for amendments to comprehensive sign plans (CSPs) or minor common open space changes before the request is forwarded to the BMA.
- ❑ Per § 151.160(J)(1), before a minor planned development amendment is recorded, the BMA must first review and affirm the determination of the Town Planner.

Once the DRC and/or BMA have reviewed the decision of the Town Planner, a letter will be issued with the Town’s final decision and the applicant’s next steps.

**Step 4- Post-Approval Phase:** If the request is approved, a PDF of the Outline Plan showing the amendment will be requested for confirmation that the changes have been made and any conditions addressed. A mylar version of the Outline Plan will need to be provided to the Town for signatures and recording with the Shelby County Register of Deeds to document the amendment. The applicant is responsible for any recording fees. The Town keeps copies of the Outline Plan mylar.

Changes may also be needed to the applicable Pattern Book for the PD on file with the Planning Division before the amendment can be considered finalized.



*Town of*  
**Collierville**  
Permit & Application Center

**Consider Applying Online or Using Dropbox:** Planning-related permits/development applications can be submitted through the online Permit & Application Center. This solution will allow you to upload PDF versions of the plans and documents, track the status of the permit/application, and much more! If you pay fees online there will be a 3.5% convenience fee. Otherwise, you can mail a check to Town Hall noting the case number and project. See this checklist for what needs to be uploaded. Go to the following link to get started: <https://collierville.portal.iworq.net/portalhome/collierville> In most cases, paper copies will still be needed of application materials in addition to PDFs submitted online. To avoid coming into Town Hall, feel free to use the green "Development Department Dropbox" on the east side of Town Hall next to the Codes Division entrance. To be able to check on the status of your application and upload PDF revisions later, you will need a "Contractor Code" number that will be assigned when you apply for the first time. For those that submit to the Town often, you will use the same contractor code for all new applications. Please direct questions about submitting online Planning-related applications to [planning@colliervilletn.gov](mailto:planning@colliervilletn.gov) or 901-457-2300.