

TOWN OF COLLIERVILLE

Subdivision Flowchart

Planning Division
500 Poplar View Pkwy
Collierville, TN 38017

Telephone: (901) 457-2360
Email: planning@colliervilletn.gov
Website: www.colliervilletn.gov



Stage of the Development	Project Milestone	Applicable Milestone Dates [B]	
		Applicant's	Town's
Prior to Any Application	Deciding Applicable Processes, Fees, & Submittal Requirements:		
	Exploratory Meeting with Staff (optional)		
	Preapplication Conference (optional)[A]		
	Traffic Methodology Meeting (required if Traffic Impact Analysis Needed)		
Planned Development (PD) Stage (if applicable)	Prior to PD Public Review:		
	Neighborhood Meeting (required)		
	Initial PD Application for Staff Review		
	Consolidated Staff Comments Provided		
	PD Public Review:		
	Public Review Submittal & Revisions		
	PC Consideration of PD		
	DRC/HDC Consideration of PD		
Subdivision Stage	BMA Consideration of PD		
	Sketch Plat (if applicable):		
	Initial Sketch Plat Application for Staff Review		
	Consolidated Staff Comments Provided		
	PC Consideration of Sketch Plat		
	Preliminary Subdivision Plat:		
	Initial Preliminary Subdivision Plat & Construction Drawing Application for Staff Review		
	Consolidated Staff Comments Provided		
	Public Review Submittal & Revisions Preliminary Plat & COS (if applicable)		
	PC Consideration of Preliminary Plat		
	DRC/HDC Consideration of COS (if applicable)		
	Development Agreement:		
	Submit Corrected Plans and Development Agreement Information		
	BMA Consideration of Development Agreement [C]		
	Preconstruction Meeting (if applicable)		
	Final Subdivision:		
Initial Final Subdivision Plat Application for Staff Review			
PC Consideration of Final Plat			

Footnotes & Disclaimers:

[A] While the staff will provide comments on conceptual drawings provided at the Preapplication Conference, with the mass grading permit application (if applicable), and/or Planned Development stage (if applicable), they will not be thoroughly reviewed by staff. Staff will do an in-depth review of the construction plans with the Sketch Plat (if not waived by applicant), Preliminary Subdivision Plat, and/or Final Subdivision stages. Additional staff comments/conditions are customary and to be expected during the later stages of the review once additional information is provided or changes in the project are made.

- [B] There are aspects of the planning process that are outside of the control of the Town. To avoid delays, applicants and design professionals should review the following and plan accordingly.
- Applicants should hold a Preapplication Conference with staff, with their design professionals in attendance, before formally applying.
 - Applicants need to select design professionals that are either already knowledgeable of the Town's processes and regulations or have the demonstrated capacity to learn them quickly.
 - Design professionals need to turn in complete information/sufficient applications by the published deadlines.
 - Applicants need to minimize the number of waiver requests from Town standards, as the processing of these requests by the boards/commissions can increase the time needed to process an application and, depending on the outcome, delays could occur due to the need to revise the construction plans.
 - Town boards/commissions are likely to defer applications if there are unanswered questions and/or multiple conditions of approval. Avoid delays by providing complete information and making sure the plans meet all checklist/formatting requirements, are legible, and comply with Town standards.
 - Applicants should consider apply for a grading only permit if they are interested in starting construction soon or avoiding issues with weather or the seasonal availability of asphalt. Such advanced permits cannot be issued until certain procedural requirements are met related to existing tree removal/preservation.
 - Applicants should apply for Final Subdivision Plats (if needed to create the lot/divide property/create easements) early on in the process. These plats usually must go before the PC for approval.
 - It is important for the applicant and design professional to know the dates they'll get comments from staff on the application and to be prepared make any revisions promptly and submit them to staff per the published deadlines. Staff will offer to set up a meeting or conference call to review the comments and any questions. Applicants should take staff up on such offers.
- [C] BMA consideration is not needed for all Development Agreements. Staff can approve certain agreements (if waivers of standards are not needed, minimal traffic impacts expected, etc.)