

TOWN OF COLLIERVILLE

Site Plan Flowchart

Planning Division
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Stage of the Development	Project Milestone	Applicable Milestone Dates	
		Applicant's	Town's
Prior to Any Application	Deciding Applicable Processes, Fees, & Submittal Requirements:		
	Schedule Exploratory Meeting with Staff (optional)		
	Schedule Preapplication Conference (optional) [A] [B]		
	Schedule Traffic Methodology Meeting (required if Traffic Impact Analysis Needed) [B]		
Preliminary Site Plan Stage (if applicable)	Preliminary Site Plan (if applicable):		
	Initial Preliminary Site Plan Application for Staff Review [B]		
	Consolidated Staff Comments Provided		
	Public Review Submittal of corrected Preliminary Site Plan (revised to address staff comments) [B]		
	DRC/HDC Consideration of Preliminary Site Plan		
	PC Consideration of Preliminary Site Plan		
	BMA Consideration of Preliminary Site Plan		
Final Site Plan & Development Agreement Stage	Final Site Plan & Development Agreement:		
	Initial Final Site Plan Application for Staff Review [B]		
	Consolidated Staff Comments Provided		
	Applicant Appeals of Staff Decisions Related to the Design Guidelines (if applicable) [B]		
	DRC Consideration of Appeals of Staff Decisions/Waivers Related to the Design Guidelines <u>or</u> HDC Consideration of Certificate of Appropriateness for Final Site Plan, if applicable		
	Submit Corrected Final Site Plan and Development Agreement Information [B]		
	BMA Consideration of Development Agreement [C]		
Building Permit Stage	Building Permit:		
	Initial Building Permit Application [B] [D]		
	Preconstruction Meeting (if applicable)		
	Issuance of Building Permit		

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 Preliminary and/or Final Site Plan and Building Permit 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 often have to go before the PC for approval. This step can be done concurrently with the Final Site Plan review.
- 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.)

[D] Applicants are encouraged to submit for a building permit at any point after they receive consolidated staff comments on the initial Final Site Plan application, as site plan comments often affect the site layout and exterior of the building.