

Pre-Application Conference Offered/Project Planner Assigned: Prior to submitting any application for a Certificate of Appropriateness (CofA), it is suggested, but not required, that the prospective applicant meet with Development Department staff for a “Preapplication Conference”. The primary purpose of the meeting is for Staff to explain the applicable submittal requirements, deadlines, meeting dates, applicable permits, public notice requirements, and applicable review fees prior to the applicant submitting a formal HDC application. Pre-application Conferences are typically scheduled every Tuesday afternoon from 1:00 pm to 5:00 pm at the Development Department located at Town Hall. Each meeting is usually an hour long. A Pre-application Conference can be scheduled by contacting the Planning Division at (901) 457-2360. The planner you meet with during the Pre-application Conference will likely be your “Project Planner,” who will be your liaison through the process.

What should I submit? Do fees apply? Consult the appropriate application checklist and application form(s) found online at this location: <https://www.colliervilletn.gov/government/town-departments/development/planning/regulations-forms-and-deadlines/applications-checklists-and-forms>.

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

Do fees apply? In some cases, yes. For example, new homes in the Historic District require a review fee of \$200 and exterior alterations to commercial buildings that are significant enough to require a development agreement will require a \$200 review fee; however, additions to existing homes, demolitions, fences, signs, accessory structures, and other minor alterations to existing structures will not require additional review fees beyond the application, building, or permit fees. HDC review of Sketch Plats or Subdivisions are included in the review fee for those application types.

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

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

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

Public Meeting Times: HDC meetings and work sessions **will be** held at **4:00pm** on the **FOURTH** Thursday of each month (**except in November and December HDC meetings will be held on third Tuesday**) in the James H. Lewellen Board Chambers of Town Hall at 500 Poplar View Parkway, unless otherwise advertised. Meeting dates, times, and application deadlines are subject to change. For additional information, applications, review fees, or to confirm deadlines and meeting dates, call (901) 457-2360.

HDC Application Submittal Deadline	HDC Meeting
12/31/24	1/23/25
2/4/25	2/27/25
3/4/25	3/27/25
4/1/25	4/24/25
4/29/25	5/22/25
6/3/25	6/26/25
7/1/25	7/24/25
8/5/25	8/28/25
9/2/25	9/25/25
9/30/25	10/23/25
10/28/25	11/18/25*
11/25/25	12/16/25*
12/30/25	1/22/26
2/3/26	2/26/26

* NOTICE: This deadline or meeting date has been adjusted from its normal date to avoid conflicts with holidays.