



*Memphis and Shelby County*  
*Office of Planning and Development*

CITY HALL 125 NORTH MAIN STREET-SUITE 468 MEMPHIS, TENNESSEE 38103-2084 (901) 576-6601

**APPLICATION FOR RESIDENTIAL  
CORRIDOR REVOCATION**

Date: \_\_\_\_\_

Case #: \_\_\_\_\_

PLEASE TYPE OR PRINT

Name of Development: \_\_\_\_\_

Property Owner of Record: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner E-Mail Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Applicant E- Mail Address: \_\_\_\_\_

Representative: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Representative E-Mail Address: \_\_\_\_\_

Engineer/Surveyor: \_\_\_\_\_ Phone # \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip \_\_\_\_\_

Engineer/Surveyor E-Mail Address: \_\_\_\_\_

Street Address Location: \_\_\_\_\_

Distance to nearest intersecting street: \_\_\_\_\_

**Pre-Application Conference held on:** \_\_\_\_\_ with \_\_\_\_\_

**Neighborhood Meeting Requirement Met:** Yes or No  
(If yes, documentation must be included with application materials)

**I (we) hereby make application for the Residential Corridor Revocation described above and on the accompanying materials. I (we) accept responsibility for any errors or omissions which may result in the postponement of the application being reviewed by the Memphis & Shelby County Land Use Control Board at the next available hearing date. I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.**

\_\_\_\_\_  
Property Owner of Record

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

### 8.5.1 Purpose

A Residential Corridor Overlay District (-RC) serves as an additional layer of land use control that prohibits approval of nonresidential development (with the exception of certain civic and institutional uses) within 200 feet on either side of a designated roadway. This designation is intended to provide protection against encroachment of nonresidential uses along a designated Residential Corridor.

### 8.5.5 Procedure for Classification

- A. Through the rezoning process (see Chapter 9.5), any resident in the City of Memphis or unincorporated portion of Shelby County may file an application, accompanied by a fee approved by the Memphis City Council and Shelby County Board of Commissioners, with Planning Director requesting that a street or section of a street be designated as a Residential Corridor or a previously designated segment be deleted.
- B. The deletion of a street or segment of a street that has been designated as a Residential Corridor shall require a 2/3 vote of the governing bodies.

## REQUIREMENTS PRIOR TO APPLICATION SUBMISSION

**PRE-APPLICATION CONFERENCE** - Not more than six (6) months nor less than five (5) working days prior to filing an application, the applicant shall arrange for a mandatory pre-application conference with OPD. After consultation with an OPD staff member and obtaining his/her signature on the application a full application may be submitted.

**NEIGHBORHOOD MEETING** – At least ten (10) days, but not more than 120 days, prior to a hearing before the Land Use Control Board, the applicant shall provide an opportunity to discuss the proposal with representatives from neighborhoods adjacent to the development site.

**GUIDE FOR SUBMITTING  
RESIDENTIAL CORRIDOR REVOCATION APPLICATION**

**THE APPLICATION** - Two (2) collated sets of this application in accordance with the requirements of the Unified Development Code and as outlined below shall be submitted to OPD. The following information is required to be submitted for consideration as a complete application, and except for copies of the Site/Concept Plan, shall be provided on sheets of 8.5"x11" in size. The application with original signatures shall be completed either with legible print or typewritten. Each application set shall be compiled in the following order:

- 1) This application, 8.5"x11" Site/Concept Plan, Plot Plan, Legal Description, Vicinity Map, 2-3 sets of gummed-backed Mailing Labels, 2 sets of paper copied Mailing Labels, Letter of Intent, 20"x24"Site/Concept Plan (folder), copy of Deed(s).
- 2) A compact disc with all submittal documents in "PDF" and any proposed conditions in "WORD".

*(For additional information concerning these requirements contact Land Use Control Section at (901) 576-6601.)*

**B PLOT PLAN AND LEGAL DESCRIPTION**

- 1) Two (2) copies of the plot plan, drawn to scale (1"=50', =100' or =200'), showing each parcel to be considered. Two or more parcels may be described on one sheet. If property is encumbered by easements, show type and location on plot plan.
- 2) Two (2) copies of legal description shall be attached to plot plan if not shown or described on the plan.

**C VICINITY MAP**

Two (2) copies showing the subject property (boldly outlined) and all parcels within a 500' radius. If the 500' radius includes less than 25 property owners, the radius shall be extended at 100' intervals to reach a minimum of 25 property owners provided, however, that the maximum total radius is 1,500'. Show for each parcel its dimensions, owner's name (on the vicinity map unless prior approval is given to do otherwise) and the public streets, alleys or private drives that it abuts. In situations where the parcels on the map are so small that the property owner's names are unable to fit and numbered legend is used, every effort should be made to place the legend on the map itself and not a separate sheet.

**D LIST OF NAMES AND ADDRESSES**

- 1) Two (2) complete lists of names and mailing addresses, including zip codes, of all adjacent property owners of the subject site, typewritten on 1"x 2<sup>5/8</sup>" self-adhesive mailing labels and 2 paper sets.
- 2) Two (2) self-adhesive mailing labels (1"x 2<sup>5/8</sup>") each for the owner of record, applicant, representative and/or engineer/surveyor.

**E FILING FEES (All Fees Are Subject To Change without Prior Notice)**

- 1) A fee of \$400.00 shall be submitted with application package. Make check payable to "M/SC Office of Planning and Development"

**\*ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND THE SUBMITTER MUST RECEIVE A RECEIPT OF ACCEPTANCE FROM STAFF**