Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MAIN STREET MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

APPLICATION FOR
SPECIAL PURPOSE & OVERLAY DISTRICTS
ADMINISTRATIVE REVIEW

Date:_____ Case #:_____

Owner/Applicant/Engineer/Architect Information

Property Owner Of Record:_____Phone #:_____
Mailing Address: _____City/State_____Zip_____
E-Mail: _____

Applicant/Developer:_____Phone #:_____
Mailing Address: _____City/State_____Zip_____
E-Mail: _____

Representative:_____Phone #_____
Mailing Address: _____City/State_____Zip_____
E-Mail:_____

Architect/Engineer:_____Phone #_____
Mailing Address: _____City/State_____Zip_____
E-Mail:_____

Name of Special District: (Check One)

Uptown District____ Midtown District____ University District ____ SCBID____ Medical Center____

Site Information

Development/Project Name:_____

Project Address:_____

Assessor Ward, Block, Parcel#:_____

Deed Instrument Number or Plat Book and Page:_____

(Street Number) (Street Name) (Linear Feet of Frontage)

_____

_____

Distance to Nearest Intersection:_____

Existing Zoning:_____Property Size: _____

Proposed Use of Property: _____

Request for Administrative Deviation: Yes_____ No_____

If Yes, type (Building and Parking Placement, Elements, or Height) and the percentage of deviation

_____

I (we) hereby make application for approval of the site plan attached to this application. 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/Representative Date

GUIDE FOR SUBMITTING SITE PLAN REVIEW APPLICATION

A **THE APPLICATION**

Five (5) 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 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) One (1) original Application, 8.5"x11" Site Plan, 20"x24" Site Plan (folded), Letter of Intent, copy of Deed(s).
2) Four (4) sets of copies in the following order: Application, Site Plan, 8.5"x11" Letter of Intent, 20"x24" Site Plans, folded.
3) 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) 576-6619.)

B. **SITE PLAN**

Five (5) prints of site plan showing each parcel as referenced to public street right-of-way. Site plans shall include the following: (a) property boundary lines and dimensions, existing and proposed utilities and easements, roadways, rail lines and public rights-of-way crossing adjacent to the subject property; (b) the proposed height, dimensions and arrangements of buildings on the property; (c) the proposed building elevations, material, and transparency;(d) the type and location of landscaping proposed; (e) the location of points of ingress to and egress from driveways, parking lots and loading areas on the site; (f) the location of roadway medians and any proposed modifications; and (g) any proposed substantial regrading of the site and any significant topographical or physical features of the site including water courses. Site plans shall be drawn at a scale compatible with the scale of the project.

C. **LETTER OF INTENT**

Five (5) copies of a letter explaining the proposed land use, building(s), parking, landscaping, phasing if any and any other significant features of the proposed development.

D. **FILING FEES** ***All Fees Are Subject To Change without Prior Notice***

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**

SPECIAL PURPOSE & OVERLAY DISTRICTS
ADMINISTRATIVE SITE PLAN CHECK LIST

Site plans shall be drawn at a scale of 1 inch equals 100 feet and shall include, but not be limited to, the following:

1.) Property boundary lines and dimensions; available utilities; and easements, roadways, rail lines and public rights-of-way crossing and adjacent to the subject property

2. Conformance with Building Regulations according to the designated road frontage (see District Overlay Regulation related to site).

A.) Building Placement and Elevations

1. Drawing of the primary and secondary street building elevations
2. Dimensions of the overall building height and width
3. Dimensions of the height of the ground floor and upper floors
4. Lot area and width and lot coverage by building
5. Setbacks
6. Parking setback

B. Building Elements:

1. Dimensions of the windows, doors and blank wall area
2. A Chart listing the following elements:
a. Amount of blank wall area and transparent area (windows and doors) in square feet and percentage.
b. The area and percentage for the ground floor and each upper floor per frontage shall be listed separately
3. Location of building entrance

3.) Illustration of streetscape;

4.) The type and location of proposed landscaping (including illustrations of applicable landscape plates);

5.) The location and points of ingress and ingress;

6.) The location of driveways and parking lots;

7.) The location of trash collection, trash compaction, recycling collection, and other similar service areas;

8.) The location of garage doors, bay doors, or loading areas;

9.) The location of all roof, ground and wall mounted mechanical equipment (e.g. air handling equipment, compressors, duct work, transformers, elevator equipment);

10.) The location of any drive-through facilities;

11.) Illustrations of the proposed building or building expansion's relationship to existing buildings within 100 feet of the site;

13.) Illustrations of proposed signs including location, materials, dimensions, and type of lighting.