



# 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 MINOR/PRELIMINARY SUBDIVISION PLAN APPROVAL

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: \_\_\_\_\_

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

|                                      |            |           |
|--------------------------------------|------------|-----------|
| <u>Inside of Memphis City Limits</u> | <u>Yes</u> | <u>No</u> |
| <u>Unincorporated Shelby County</u>  | <u>Yes</u> | <u>No</u> |
| <u>City of _____ Reserve Area</u>    | <u>Yes</u> | <u>No</u> |
| <u>Access to Public Water</u>        | <u>Yes</u> | <u>No</u> |
| <u>Access to Sanitary Sewer</u>      | <u>Yes</u> | <u>No</u> |

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

|                           | Parcel 1 | Parcel 2 | Parcel 3 |
|---------------------------|----------|----------|----------|
| Existing Zoning:          | _____    | _____    | _____    |
| Existing Use of Property  | _____    | _____    | _____    |
| Requested Use of Property | _____    | _____    | _____    |

Number of Acres: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Minimum Lot Area: \_\_\_\_\_

Deed Instrument # (s): \_\_\_\_\_ Please attach a copy of all deeds.

Proposed Electrical Distribution Method: \_\_\_\_\_ Overhead \_\_\_\_\_ Underground

Type of Subdivision: Minor \_\_\_\_

An applicant may submit as a minor subdivision plan for administrative approval provided no variations are being requested and said plan complies with the following standards:

- a. Consists of not less than one, but not more than four lots.
- b. Conforms to the MPO Long Range Transportation Plan.
- c. Does not propose the re-subdivision of any lot in a previously approved subdivision.
- d. All lots shall have the minimum required frontage on an existing approved or improved public street as set forth in Article 3, Building Envelope Standards, for the district in which the property is located and only one lot may be configured as a flag lot.
- e. Comprises only one phase.
- f. Does not adversely affect the development of adjoining property and is not in conflict with any provisions of this development code.

Minor preliminary plans shall be approved only when the Planning Director finds that all of the following conditions exist:

- 1. The plan complies with the standards of Article 5, Building Envelope Standards, Chapter 4.3, Streetscape Standards, Chapter 4.4, Access Management, Article 5, Infrastructure and Public Improvements, and any other applicable requirements of this development code;
- 2. The plan conforms to the MPO Long Range Transportation Plans;
- 3. The plan indicates that all subject lots will have frontage on existing approved or improved streets;
- 4. The plan does not propose the resubdivision of any lot in a previously approved subdivision;
- 5. New or residual tracts conform to the requirements of this development code and other applicable regulations;
- 6. No new streets are required or are likely to be required for access to interior property;
- 7. No drainage or utility easements involving City or County maintenance will be required to serve interior property;
- 8. No extension of public sewerage or water lines will be required;
- 9. The subdivision shall comprise only one phase;
- 10. The proposed subdivision will not adversely affect permissible development of the remainder of the tract or of adjoining property; and
- 11. No waivers from the requirements of Article 5, Infrastructure and Public Improvements have been requested.

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

**PRELIMINARY SUBDIVISION PLAN APPROVAL**

**I (we) hereby make application for the approval of a subdivision or land 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 |
|--------------------------|------|-----------|------|

## 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.

### GUIDE FOR SUBMITTING PRELIMINARY SUBDIVISION PLAN APPROVAL

- A. **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 Outline and/or 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" Outline and/or Site/Concept 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" Outline and/or Site/Concept Plan (folded), 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. **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.
- C. **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.
- D. **FILING FEES** *(All Fees Are Subject To Change without Prior Notice)*  
1) Submit a non-refundable check or money order in the amount of \$400.00 + \$30.00 per lot. 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**