



# 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 PRELIMINARY MAJOR 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: \_\_\_\_\_

**Unincorporated Areas:** For residential projects in unincorporated Shelby County, please provide the following information:

Number of Residential Units: \_\_\_\_\_ Bedrooms: \_\_\_\_\_

Expected Appraised Value per Unit: \_\_\_\_\_ or Total Project: \_\_\_\_\_

	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

Article 5/Section 3.9.2 Waivers

Is any Waiver from Article 5 or Section 3.9.2 of the UDC requested? \_\_\_ Yes \_\_\_ No

If yes, attach a letter requesting said variance(s) referencing the specific section of the Unified Development Code from which relief is sought with appropriate justification in accordance with Section 9.7.7F of the UDC.

Variiances

If the Office of Planning and Development (OPD) determines your submitted site plan requires Board of Adjustment (BOA) action on a particular standard of the Unified Development Code, this application will not be heard by the Land Use Control Board (LUCB) until an application is submitted to the BOA. Once a BOA application is received by OPD, OPD will proceed to send any public notices, including neighborhood meeting notification, for the next available LUCB meeting. Notices will not be sent out prior to a BOA application being received. All neighborhood notification and public notices shall meet the timing provided in Sections 9.3.2 and 9.3.4 of the UDC. In lieu of a BOA application being filed, this application for a Special Use Permit may be replaced with an application for a Planned Development within 14 days of the filing deadline for this application, unless the site is located within the Medical Overlay District (see Sec. 8.2.2D of the UDC). If neither a Board of Adjustment nor a Planned Development application is received within 90 days of the filing deadline for this application, then this application shall be considered defective and withdrawn from any future consideration by the Land Use Control Board.

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

**Neighborhood Meeting Requirement Met:** Yes or Not Yet (Circle one)  
 (If yes, documentation must be included with application materials)

**PRELIMINARY MAJOR 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
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## 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 PRELIMINARY MAJOR 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**