



**MEMPHIS AND  
SHELBY COUNTY** **DIVISION OF PLANNING  
AND DEVELOPMENT**

City Hall – 125 N. Main Street, Suite 468 – Memphis, Tennessee 38103 – (901) 636-6619

**ADMINISTRATIVE SITE PLAN REVIEW APPLICATION  
TO FILE ONLINE USE THE [DEVELOP 901 CITIZEN PORTAL](#)**

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

Previous Case/Docket #: \_\_\_\_\_

PLEASE TYPE OR PRINT

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

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

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

Property Owner Email Address: \_\_\_\_\_

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

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

Applicant Email Address: \_\_\_\_\_

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

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

Representative Email Address: \_\_\_\_\_

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

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

Architect/Engineer/Surveyor Email Address: \_\_\_\_\_

**PREMISES LOCATION** (Describe by street address & directional location description, e.g. 200 Johnson Street, North side of Johnson Street, 100 feet east of Brown Street): \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Did you have a pre-application meeting with the Division of Planning and Development (DPD)?**

**Planner:** \_\_\_\_\_ **Date of Meeting:** \_\_\_\_\_

Type of Administrative Site Plan Review (check one)?

4.1 ASPR    Special Purpose District    Overlay District    9.12 Administrative

YES    NO – Request for Administrative Deviation?

If an Administrative Deviation is requested, please list all and explain each: \_\_\_\_\_

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YES    NO – Is this application in response to a citation, stop work order, or zoning letter?

If yes, please provide a copy of the citation, stop work order, and/or zoning letter along with any other relevant information: \_\_\_\_\_

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### **ENGINEERING REVIEW**

YES    NO – Is right-of-way (ROW) dedication required? If yes, dedication of ROW must be clearly indicated on the submitted site plans. Note all dedications will require either a plat or other appropriate instrument to be recorded with the Shelby County Register of Deeds as part of the approval process.

YES    NO – For projects located in the sensitive drainage basins, does it represent a disturbance of an acre or more of land?

YES    NO – Are there improvements being proposed inside the ROW, such as drainage, sewer lines, or roadway construction?

YES    NO – Is the property located in the Fletcher Creek Overlay District, a particular geographic area in Cordova (see Unified Development Code (UDC) Chapter 8.9)?

YES    NO – Is a detention basin required?

### **ADMINISTRATIVE FINAL PLAT REVIEW APPLICATION GUIDE**

To file online use the Develop 901 Citizen Portal: [www.aca-prod.accela.com/SHELBYCO/Default](http://www.aca-prod.accela.com/SHELBYCO/Default)

### **GENERAL INFORMATION**

#### **UNIFIED DEVELOPMENT CODE (UDC) REFERENCES FOR ADMINISTRATIVE SITE PLAN REVIEW (ASPR):**

- a) 4.1 ASPR – UDC Chapter 4.1
- b) Special Purpose Districts – UDC Article 7
- c) Overlay Districts – UDC Article 8
- d) 9.12 Administrative – UDC Chapter 9.12

**PRE-APPLICATION MEETING** – This is a meeting in which the Division of Planning and Development Land Use and Development Services discusses the procedures, standards, and regulations required of a request in accordance with the Unified Development Code with the applicant(s) and/or their representative(s), see Section 9.3.1 of [Unified Development](#)

[Code](#) for additional information. To schedule a pre-application meeting please call Land Use and Development Services at (901) 636-6619.

**APPLICATION REVIEW PROCESS** – [Click here](#) to view a flowchart that explains the review process by application type, as well as the expected review time for each.

**APPLICATION ASSISTANCE** – [Click here](#) to view a list of firms and individuals who frequently provide assistance with the filing of applications with the Division of Planning and Development.

**FILING FEE(S)** – See the [Land Use Fee Schedule](#) and [Construction Fee Schedule](#). Make checks payable to “M/SC Division of Planning and Development”

### **REQUIRED DOCUMENTS**

As part of the application, the following documents are required to be submitted:

**LETTER OF INTENT** – A brief narrative statement generally describing the nature, location, and extent of the development and the market it is intended to serve.

**SITE PLAN** – In general, a drawing of the subject property drawn to an engineering scale, showing property boundary lines and dimensions, existing utilities and easements, roadways, rail lines and public rights-of-way, crossing and adjacent to the subject property; the proposed height, dimensions, and arrangements of buildings on the property; the type and location of proposed landscaping; the location of points of ingress to and egress (driveways), parking lots and loading areas on the site, any proposed substantial re-grading of the site and any significant topographical or physical features of the site including water courses or ponds; etc.

**DEED(S)** – Most recent deed(s) on file with [Shelby County Register of Deeds](#).

**OWNER AFFIDAVIT** – [Affidavit of ownership or owner designee](#).

**Additional documents may be required prior to approval including, but not limited, to:**

**ELEVATIONS** – Building elevations may be required upon request by the Division of Planning and Development. Factors that will be taken into consideration by the Division of Planning and Development in its determination that building elevations are required are surrounding land uses, frontage requirements, proximity of the requested building(s) to the public right-of-way, conditions, etc.

**LANDSCAPE PLAN** – A detailed diagram that includes the specific location and spacing of plant materials. All plant materials shall be identified in a planting schedule chart that indicates the symbol, quantity, common name, botanical name, and minimum size at planting—caliper and height.