



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

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

**ADMINISTRATIVE MINOR MODIFICATION / RERECORDING APPLICATION  
TO FILE ONLINE USE THE [DEVELOP 901 CITIZEN PORTAL](#)**

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

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

PLEASE TYPE OR PRINT

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:** \_\_\_\_\_

Justification for Request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this application in response to a citation, stop work order, or zoning letter? \_\_\_\_\_ (yes or no)  
If yes, please provide a copy of the citation, stop work order, and/or zoning letter along with any other relevant information: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## ADMINISTRATIVE MINOR MODIFICATION / RERECORDING 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

#### **UDC References for Minor Modifications:**

- a) Planned Development – UDC Paragraph 9.6.11E(3)
- b) Special Use Permit – UDC Sub-Section 9.6.12C
- c) Subdivision – UDC Sub-Section 9.7.9A
- d) Board of Adjustment – UDC Section 9.22.9

**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 [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/CONCEPT/FINAL PLAN** –

- a) **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 dimensions and arrangements of buildings on the property; the location of points of ingress to and egress (driveways), parking lots and loading areas on the site, elevations, landscape plan,

etc.

- b) **Rerecording** – the existing recorded Outline Plan or Final Plat shall be changed to illustrate the proposed modification(s). Modifications can be made to the original plat or new plat sheets may be generated to supplement the original plat sheets. Note if this is a rerecording, then submitting the [Rerecording Supplemental Checklist](#) is also required.

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

**ORIGINAL APPROVAL DOCUMENTS** – The original case/docket approval records, e.g. notice of disposition, resolution, ordinance, recorded outline plan, recorded final plat, etc.

**Additional documents may be required prior to approval.**