



Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MAIN STREET-SUITE 468 MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

APPLICATION FOR PLANNED DEVELOPMENT MINOR MODIFICATION APPROVAL

Date: _____

P.D. Case #: _____

PLEASE TYPE OR PRINT

Name of Development: _____

Minor Modifications: See the UDC Paragraph 9.6.11E(3)

- a. Modifications may be approved by the Planning Director if they are within the scope and intent of the original approval. The following items shall be considered by the Planning Director in approving minor modifications:
 - 1. Compliance with all applicable requirements of this development code;
 - 2. That the modification will not have a substantial or undue adverse effect upon adjacent properties, the neighborhood, traffic conditions, parking, public infrastructure, and other matters affecting the public health, safety and general welfare; and
 - 3. That the proposed modification will not result in the destruction, loss, or damage of any significant natural, scenic, or historic district, site, or feature.
- b. The Planning Director may include conditions to insure compatibility of the proposed modification with surrounding properties, uses, and the purpose and intent of this development code.
- c. The Planning Director shall notify the applicant whether the revision qualifies for administrative approval and the basis for the determination.
- d. The Planning Director, following consultation with the Technical Review Committee, if appropriate, shall act on the revised plan within 21 days.

Description of and justification for request:

**GUIDE FOR SUBMITTING APPLICATION FOR PLANNED
DEVELOPMENT MINOR MODIFICATION APPLICATION**

- A. The existing recorded Outline Plan or Final Plat shall be changed to illustrate the proposed modification(s). Modifications can be made to the original mylars or new mylar sheets may be generated to supplement the original mylar sheets.
- B. Any changes on the plat are to be noted with a Delta Symbol at the place of change with a number placed inside each Delta Symbol to note the latest re-recording. For example, a plat being re-recorded for the first time will contain Delta Symbols with a “1” inside the symbol. Subsequent re-recordings will include sequential numbering (ex. “2” for the second re-recording of the plat, etc.)
- C. The Delta Symbols are to be placed on the plat more specifically as follows:
 - a. By each title block on each sheet of the plat;
 - b. By each graphic or text change to the plat;
 - c. By each certificate added to the plat;
 - d. By the OPD Re-recording Statement.
- D. Any graphic or dimensional changes are to be at an engineering scale.
- E. The OPD Re-recording Statement shall clearly define the purpose of the plat re-recording.
- F. An Owner’s Certificate, Notary’s Certificate, and Engineers/Surveyor’s Certificate (where applicable) shall be provided to certify the changes being made on the re-recorded plat.
- G. For the original submittal, submit 2 copies folded with the title block facing out with a digital copy saved to a .pdf extension.
- H. After revisions (first mark-up) the applicant shall submit the plat mylars and three unfolded paper copies with the information above to the Office of Planning and Development. Accompanying the plat will be a check in the amount of \$150 payable to the Office of Planning and Development and a check in the amount of \$17 payable to the Shelby County Register. A re-recording may also require a sign off by the City or County Engineering Offices who may charge a separate fee.