



Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MID AMERICA MALL MEMPHIS, TENNESSEE 38103-2084 (901) 576-6601

APPLICATION FOR RIGHT-OF-WAY DEDICATION PLAT APPROVAL

Date: _____

Case #: _____

PLEASE TYPE OR PRINT

Name of ROW: _____

Property Owner of Record: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip _____

Property Owner E-Mail Address: _____

Applicant/Developer: _____ Phone # _____

Mailing Address: _____ City/State: _____ Zip _____

Applicant/Developer 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: _____

Property Location:

Street Address: _____

Inside of Memphis City Limits Yes No

Inside Memphis 3 Mile Jurisdiction Yes No

Unincorporated Shelby County Yes No

City of _____ Reserve Area Yes No

Distance to nearest intersecting street: _____

Existing Zoning: _____ Proposed Use of Adjacent Property: _____

R.O.W. Dedication Area: _____ Acres in Overall Tract: _____

Deed Instrument # (s): _____ **Please attach a copy of all deeds.**

Proposed Electrical Distribution Method: _____ Overhead _____ Underground

Is any variance from the Unified Development Code requested: _____ Yes _____ No

(If yes, attach letter requesting said variance(s) referencing the specific section from which relief is sought with appropriate justification.)

Pre-Application Conference held on: _____ with _____

I (we) hereby make application for the preliminary approval of the right-of-way dedication described above and on the accompanying plat under authority of Article 9.9 of the Memphis and Shelby County Unified Development Code. I (we) accept responsibility for any errors or omissions which may result in the postponement of the plat 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 RIGHT-OF-WAY PLAN DEDICATION APPLICATION

A **THE APPLICATION** – Two (2) collated sets of this application in accordance with the requirements of the Unified Development Code and as outline 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 preliminary plan shall be provided on sheets 8.5"x11" in size. All preliminary plans shall be folded to a size not over 9"x14" with title facing out. The application with original signatures completed either with legible print or typewritten. Each application set shall be compiled in the following order:

- 1) This application, 8.5"x11" Preliminary Plat, Vicinity Maps, Property Deeds & Easements of Record, 2-3 sets of gummed-backed Mailing Labels, 2 sets of paper copied Mailing Labels, Letter of Intent, 20"x24" Preliminary Plat, folded.
- 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) 576-6619.)

B **Vicinity Map** – Two (2) prints showing the proposed street dedication (boldly outlined) and all parcels adjacent to the street dedication. For parcels located within the notification area (adjacent property) show parcel dimensions, owner's name (on the vicinity map unless prior approval is given to do otherwise), public streets, alleys or private drives that the site abuts.

C **Lists of Names & Addresses** - Two (2) complete lists of names and mailing addresses, including zip codes, typewritten on 1"x 2^{5/8}" self-adhesive mailing labels and 2 paper set, for all current owners adjacent to the proposed street dedication. Three (3) sets of self-adhesive mailing labels and paper copies are needed for subject properties located in unincorporated Shelby County but within five (5) miles of the Memphis City limits.

D **Filing Fee** – *(All Fees Are Subject To Change without Prior Notice)*
 Submit a non-refundable check or money order in the amount of \$300.00.

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