



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 PLANNED DEVELOPMENT MAJOR MODIFICATION/LUCB SITE PLAN (CORRESPONDENCE) APPROVAL

Date: _____

Previous 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: _____

Correspondence item Street Address Location: _____

Distance to nearest intersecting street: _____

	Parcel 1	Parcel 2	Parcel 3
Area in Acres:	_____	_____	_____
Existing Zoning:	_____	_____	_____
Existing Use of Property	_____	_____	_____
Requested Use of Property	_____	_____	_____

Type of Correspondence Item Requested:

___ Major Modification(s) (See UDC Para. 9.6.11E(2) for a list of Major Modifications)

___ Land Use Control Board Site Plan Approval

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: _____

**GUIDE FOR SUBMITTING
MAJOR MODIFICATION OR LUCB SITE PLAN APPLICATION
(CORRESPONDENCE CASE)**

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, 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. **SITE PLAN/PLAT** - Two (2) copies of the site plan/plat showing each parcel as referenced to public street right-of-way. Site plan/plats shall include the following: (a) property boundary lines and dimensions, existing and proposed utilities and easements, roadways, rail lines and public rights-of-way crossing adjacent to the subject property; (b) the proposed height, dimensions and arrangements of buildings on the property; (c) the type and location of landscaping proposed; (d) the location of points of ingress to and egress from driveways, parking lots and loading areas on the site; (e) the location of roadway medians and any proposed modifications, and (f) any proposed substantial re-grading of the site and any significant topographical or physical features of the site including water courses. Site plans shall be drawn at a scale compatible with the scale of the project.

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^{5/8}" self-adhesive mailing labels and 2 paper sets.
- 2) Two (2) self-adhesive mailing labels (1"x 2^{5/8}") 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) A fee of \$300.00 shall be submitted with application package. Make check payable to "M/SC Office of Planning and Development"

E. **FILING DEADLINE**

The application should be received on the established application deadline, unless waived by the Planning Director or the conditions of the Planned Development Outline-Final Plan, Planned Commercial (C-P) District General Plan, Special Use Permit, or Subdivision Plan establishes another deadline.

***ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND THE
SUBMITTER MUST RECEIVE A RECEIPT OF ACCEPTANCE FROM STAFF**