



# 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 PLAT OF RECORD REVOCATION APPROVAL

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

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: \_\_\_\_\_

Plat Street Address Location: \_\_\_\_\_

Inside of Memphis City Limits Yes No

Inside of Memphis 5 Mile Jurisdiction Yes No

Unincorporated Shelby County Yes No

City of Reserve Area Yes No

Distance to nearest intersecting street: \_\_\_\_\_

	Parcel 1	Parcel 2	Parcel 3
Existing Zoning:	_____	_____	_____
Existing Use of Property	_____	_____	_____
Requested Use of Property	_____	_____	_____
Number of Acres: _____	Number of Lots: _____	Minimum Lot Area: _____	

Deed Instrument # (s): \_\_\_\_\_ Please attach a copy of all deeds.

Proposed Electrical Distribution Method: \_\_\_\_\_ Overhead \_\_\_\_\_ Underground

Pre-Application Conference held on: \_\_\_\_\_ with \_\_\_\_\_

**PLAT OF RECORD REVOCATION APPROVAL**

I (we) hereby make application for the approval of the revocation of platted subdivisions and plan of development described above and in the accompanying revocation instrument. I (we) accept responsibility for any errors or omissions which may result in the postponement of the application 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.

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Property Owner of Record

Date

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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.

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

**GUIDE FOR SUBMITTING  
PLAT OF RECORD REVOCATION APPROVAL**

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 Preliminary Plan, shall be provided on sheets of 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 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" Recorded Plat print, Revocation Instrument 8.5"x14", Vicinity Map, 2-3 sets of gummed-backed Mailing Labels, 2 sets of paper copied Mailing Labels, Letter of Intent, 20"x24" print of Recorded 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) 576-6601.)*

B. **FINAL PLAT**

The original final plat or copy thereof shall be submitted to OPD. If there is more than one property owner a copy of the final plat shall show the individual boundaries of each property owner.

C. **REVOCATION INSTRUMENT**

Submit two (2) copies of a "revocation instrument" stating the reasons for the vacation of the plat and containing a metes and bounds boundary description of the lots and streets to be vacated (OPD will provide an example upon request).

D. **VICINITY MAP**

Two (2) copies showing the subject property (boldly outlined) and all parcels within a 500' radius. If the 500' radius includes less than 25 property owners, the radius shall be extended at 100' intervals to reach a minimum of 25 property owners provided, however, that the maximum total radius is 1,500'. Show for each parcel its dimensions, owner's name (on the vicinity map unless prior approval is given to do otherwise) and the public streets, alleys or private drives that it abuts. In situations where the parcels on the map are so small that the property owner's names are unable to fit and numbered legend is used, every effort should be made to place the legend on the map itself and not a separate sheet.

E. **LIST OF NAMES AND ADDRESSES**

- 1) Two (2) complete lists of names and mailing addresses, including zip codes, of all owners shown on the vicinity map, typewritten on 1"x 2<sup>5/8</sup>" self-adhesive mailing labels and 2 paper sets.
- 2) Two (2) self-adhesive mailing labels (1"x 2<sup>5/8</sup>" each for the owner of record, applicant, representative and/or engineer/surveyor.

F. **FILING FEES** *(All Fees Are Subject To Change without Prior Notice)*

- 1) Submit a non-refundable check or money order in the amount of \$400.00 + \$30.00 per lot. Make check payable to "M/SC Office of Planning and Development"