



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

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

**LAND USE CONTROL BOARD REZONING 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:** _____

Area A

Area B

Area C

Acres:	_____	_____	_____
Existing Zoning:	_____	_____	_____
Existing Use of Property:	_____	_____	_____
Requested Use of Property:	_____	_____	_____
Requested Zoning:	_____	_____	_____

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: _____

REVIEW CRITERIA (UDC Sub-Section 9.5.7B)

In making recommendations, the Land Use Control Board shall consider the following matters:

1) Consistency with any plans to be considered (see Chapter 1.9): _____

2) Compatibility with the present zoning (including any residential corridor overlay district) and conforming uses of nearby property and with the character of the neighborhood: _____

3) Suitability of the subject property for uses permitted by the current versus the proposed district: _____

4) Whether the proposed change tends to improve the balance of uses, or meets a specific demand in the City or County: _____

- 5) The availability of adequate police services, fire services, school, road, park, wastewater treatment, water supply and stormwater drainage facilities for the proposed zoning: _____
- _____
- _____
- _____

LAND USE CONTROL BOARD REZONING APPLICATION GUIDE

To file online use the Develop 901 Citizen Portal: www.aca-prod.accela.com/SHELBYCO/Default

GENERAL INFORMATION

UNIFIED DEVELOPMENT CODE (UDC) REFERENCES FOR REZONINGS:

- a) Zoning Change – UDC Chapter 9.5

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.

NEIGHBORHOOD MEETING – At least ten (10) days, but not more than one hundred twenty (120) days, prior to a hearing before the Land Use Control Board, the applicant shall provide an opportunity to discuss the proposal with representatives from neighborhoods adjacent to the development site, see Section 9.3.2 of the [Unified Development Code](#) for additional information, procedures, standards, and requirements.

APPLICATION DEADLINES – A link to the Applications Deadlines Calendar can be found on the Land Use and Development Services' [webpage](#).

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”

POSTED NOTICE – Posting sign(s) may be required; refer to Sub-Sections 9.3.4A and 9.3.4C of the [Unified Development Code](#) for specific requirements. If posted notice is required, the sign [affidavit](#) and a photograph of each sign on the subject property are also mandatory. [Download](#) templates of the sign in a PowerPoint document. [Click here](#) for a list of companies that may be able to produce posted notice signs.

ZONING CHANGE REQUIREMENTS

A rezoning must meet the following requirements of Section 9.5.2 of the UDC:

- A. A zoning change shall correspond with the boundary lines of existing tracts and lots, and with the centerline of any abutting streets or alleys. Where the boundaries of a zoning change request stop short of an exterior property line, it must be possible to subdivide and develop that portion of the property outside the proposed zoning change boundary in accordance with the existing zoning and other requirements of this development code.
- B. All zoning requirements shall be met within the boundaries of the area being rezoned. If all of the requirements

cannot be met on the site being rezoned, the zoning change shall be expanded to include all property necessary to meet zoning requirements.

- C. Any zoning change affecting property within a community redevelopment area shall be supported by the Community Redevelopment Plan for that area.

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.

PLOT PLAN – 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; etc.

LEGAL DESCRIPTION IN WORD – A land description legally sufficient in the matter of locatability that identifies a particular locatable area or areas to which the interest conveyed attaches. It should contain title identity, not interfere with the senior rights of others, be so written that either at the present or at a future date, a competent surveyor can readily locate it, not contain words capable of alternate interpretations, contain measurement data sufficient to describe a geometric area that closes mathematically, and be based on a recent survey.

VICINITY MAP – Map showing the subject property (boldly outlined) and all adjacent parcel owners. Refer to Sub-Section 9.3.4A of the [Unified Development Code](#) for specific notification requirements. Note two hardcopy sets of sticky labels must be provided and shall be dropped off at Suite 477 in City Hall, 125 N Main Street, Memphis, TN 38103. [Public Notice Tool User Guide](#).

MAILING LABELS OF NAMES AND ADDRESSES – A complete list of names and mailing addresses, of all property owners shown on the vicinity map, typewritten, and formatted as 1" x 2 5/8" labels (Avery 5160). Additionally, include the application property owner of record, applicant, representative, and/or Architect/Engineer/Surveyor. [Public Notice Tool User Guide](#).

DEED(S) – Most recent deed(s) on file with [Shelby County Register of Deeds](#).

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

Additional documents may be required prior to approval.