



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

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

PLANNED DEVELOPMENT OUTLINE PLAN CHECKLIST

**This form must accompany all planned development outline plans submitted for review*

DATE: _____ DOCKET/CASE NUMBER: _____

NAME OF DEVELOPMENT*: _____

LOCATION OF DEVELOPMENT: _____

**Check with the Shelby County Register's Office to ensure the proposed name is not a duplicate of a previously recorded development in a different location*

Disclaimer: This document is provided as a general guideline for the submittal requirements. Information contained herein is for the designer's aid. The intent of this document is to provide information and guidance only. The engineer and/or surveyor is ultimately responsible for the accuracy and completeness of the design submittal. Additional information may be required on an individual basis.

Key: X = Item met, N/A = Not applicable

FEES

_____ All Land Use and Development Services (LUDS) fees are required to be paid prior to the review of any plat; see [Land Use Controls Fee Schedule](#) for applicable fees.

COPIES FOR INITIAL SUBMITTAL

_____ Two paper copies

_____ Digital copy in pdf format

*Note: Once the initial review has been completed a member of the Land Use and Development Services Department will contact you regarding required revisions, if applicable, and next steps.

FORMAT

_____ 20"x24" copy size

_____ Select an appropriate engineer scale for the drawing: 1"=10', 1"=20', 1"=30', 1"=40', 1"=50', 1"=60', or 1"=100'

_____ Font type: Arial

_____ All type size must be at minimum 1/10 of an inch

_____ Conditions formatted with line spacing and indentation

_____ Title Block in lower right-hand corner of all sheets in LUDS Standard Format—numbers 1-2 shall be bold and 1/5" and numbers 3-16 shall be regular and 1/10" (see exhibit 1)

1. Title: Outline Plan

2. Name of development
Example: Bison Planned Development
3. Most recent LUDS PD case number (do not use a major or minor modification case number)
4. List former LUDS PD case numbers, if applicable (do not include major or minor modification case numbers), if there are no former case numbers write "N/A" for not applicable.
5. Jurisdiction: City of Memphis or Shelby County, Tennessee for unincorporated
6. Number of lots – write "N/A" for not applicable on outline plans
7. Total acreage
8. Ward____, Block____, Parcel____ (City)
District____, Block____, Parcel____ (County)
9. Developer
10. Engineer or Surveyor
11. 100-year flood elevation
12. FEMA map panel number
13. FEMA map date
14. Current date, update with each revision
15. Scale
16. Sheet number

OUTLINE PLAN

- ____ Vicinity map, located in the upper right-hand corner of sheet 1
- ____ North arrow
- ____ Graphic scale
- ____ All general notes shall be consolidated and numbered
- ____ Include the concept plan and all conditions, waivers, variances, etc.
- ____ Floodway and Floodplain per FEMA Map indicated by shading
- ____ Tie-in from corner of property to centerline of nearest dedicated street intersection
- ____ Property boundary lines and dimensions, existing utilities and easements, rail lines, and public right-of-way (streets, alleys, etc.), including centerlines, crossing or adjacent to the subject property
- ____ Identification of adjacent property owners
 1. If a final plat is adjacent to the subject property, show name of the final plat, plat book and page number, acreage, lot number, and dashed lot lines in a shade of gray
 2. If no final plat is recorded adjacent to the subject property, show owner(s) name, warranty deed instrument number, acreage, and dashed parcel lines in a shade of gray
- ____ Add the following statement to sheet 1 outlined in bold and 1/5" font size in a box:

NO BUILDING PERMIT SHALL BE ISSUED AS A RESULT OF THE RECORDING OF THIS PLAT.

CERTIFICATES AND SIGNATURES

- ____ All certificates shall be 1/10 of an inch except as otherwise shown in the Title Block (see Title Block on pages 1-2 and exhibit 1)

- _____ All signatures must be signed with a medium point pen in black permanent ink when the plat is ready for recordation—do not complete this until instructed to execute certificates
- _____ LUDS certificate (see exhibit 2)
- _____ Executed engineer's certificate containing the engineer's signature, seal, and date (see exhibit 3)
- _____ Executed surveyor's certificate containing the surveyor's signature, seal, and date. Survey accuracy shall meet the requirements of the current edition of the *Rules of Tennessee State Board of Examiners for Land Surveyors – Standards of Practice* (see exhibit 4)
- _____ Executed owner's certificate with executed notary acknowledgement and seal (see exhibits 5 and 6A-F)
- _____ Executed mortgagee's certificate with executed notary acknowledgement and seal (see exhibit 7)

EXHIBITS

Exhibit 1 – Title Block

1. OUTLINE PLAN		
2. NAME OF DEVELOPMENT		
3. CASE NUMBER:		4. FORMER CASE NUMBERS:
5. MEMPHIS, TENNESSEE OR SHELBY COUNTY, TENNESSEE		
6. NUMBER OF LOTS: N/A	7. ACREAGE:	8. WARD OR DISTRICT ____, BLOCK ____, PARCEL ____
9. DEVELOPER:		10. ENGINEER OR SURVEYOR:
11. 100-YEAR FLOOD ELEVATION:	12. FEMA MAP PANEL NUMBER:	13. FEMA MAP DATE:
14. DATE:	15. SCALE:	16. SHEET ____ OF ____

*Note: Do not include the gray numbers; they are for reference purposes only. Where “OR” occurs select the appropriate option, see the “FORMAT” section on pages 1-2 for Title Block references.

Exhibit 2 – LUDS Certificate

<u>LAND USE AND DEVELOPMENT SERVICES CERTIFICATE</u>	
THIS OUTLINE PLAN CONFORMS WITH THE PLANNED DEVELOPMENT ACTED ON BY THE LAND USE CONTROL BOARD ON ____ (DATE) ____ AND APPROVED BY THE COUNCIL OF THE CITY OF MEMPHIS ON ____ (DATE) ____.	
BY _____	DATE _____
ZONING ADMINISTRATOR	
LUDS _____	DATE _____

*Note: modify certificate as appropriate i.e. remove or add bodies, departments, and language as necessary.

Exhibit 3 – Engineer’s Certificate

<u>ENGINEER’S CERTIFICATE</u>	
I HEREBY CERTIFY THAT THIS PLAT IS TRUE AND CORRECT, IS IN CONFORMANCE WITH THE DESIGN REQUIREMENTS OF THE MEMPHIS AND SHELBY COUNTY UNIFIED DEVELOPMENT CODE, THE SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT, AND TAKES INTO ACCOUNT ALL APPLICABLE FEDERAL, STATE, AND LOCAL BUILDING LAWS AND REGULATIONS.	
BY _____ (SEAL)	DATE _____
TENNESSEE LICENSE NO. _____	

Exhibit 4 – Surveyor’s Certificate

<u>SURVEYOR’S CERTIFICATE</u>	
I HEREBY CERTIFY THAT THIS A CATEGORY ____ SURVEY AND THAT THE PRECISION OF THE UNADJUSTED SURVEY IS 1: ____ OR GREATER; THAT THIS PLAT HAS BEEN PREPARED BY ME OR UNDER MY INDIVIDUAL SUPERVISION AND CONFORMS WITH APPLICABLE STATE LAWS, THE MEMPHIS AND SHELBY COUNTY UNIFIED DEVELOPMENT CODE, AND SPECIFIC CONDITIONS IMPOSED ON THIS DEVELOPMENT RELATING TO THE PRACTICE OF SURVEYING.	
BY _____ (SEAL)	DATE _____
TENNESSEE LICENSE NO. _____	

Exhibit 5 Notary Certificate

NOTARY CERTIFICATE

STATE OF TENNESSEE
COUNTY OF SHELBY

BEFORE ME, THE UNDERSIGNED, A NOTARY PUBLIC IN AND FOR THE SAID STATE AND COUNTY AT MEMPHIS, DULY COMMISSIONED AND QUALIFIED, PERSONALLY APPEARED _____, WITH WHOM I AM PERSONALLY ACQUAINTED, AND WHO UPON HER OATH ACKNOWLEDGED HIS/HERSELF TO BE OWNER OF THE PROPERTY, THE WITHIN NAMED BARGAINER, AND THAT HE/SHE EXECUTED THE FOREGOING INSTRUMENT FOR THE PURPOSE THEREIN CONTAINED. IN WITNESS WHEREOF, I HAVE HEREUNTO SET MY HAND AND AFFIXED MY NOTARIAL SEAL AT MY OFFICE THIS _____ DAY OF _____.

NOTARY PUBLIC _____

MY COMMISSION EXPIRES _____

Exhibit 6A Owners Certificate – Individual

OWNER'S CERTIFICATE

I/WE, _____ (OWNER'S NAME), THE UNDERSIGNED OWNER(S) OF THE PROPERTY SHOWN, HEREBY ADOPT THIS PLAT AS MY/OUR PLAN OF DEVELOPMENT. I/WE CERTIFY THAT I AM/WE ARE THE OWNER(S) OF THE SAID PROPERTY IN FEE SIMPLE, DULY AUTHORIZED TO ACT, AND THAT SAID PROPERTY IS NOT ENCUMBERED BY ANY TAXES WHICH HAVE BECOME DUE AND PAYABLE.

(NAME), OWNER

*Note: (NAME) is to be replace with the typed owners name and then the appropriate individual is to sign above the line.

Exhibit 6B Owners Certificate – Partnership

OWNER'S CERTIFICATE

WE, _____ PARTNERSHIP, THE UNDERSIGNED OWNER OF THE PROPERTY SHOWN, HEREBY ADOPT THIS PLAT AS OUR PLAN OF. WE CERTIFY THAT WE ARE THE OWNER OF THE SAID PROPERTY IN FEE SIMPLE, DULY AUTHORIZED TO ACT, AND THAT SAID PROPERTY IS NOT ENCUMBERED BY ANY TAXES WHICH HAVE BECOME DUE AND PAYABLE.

BY: (ABC CORPORATION), PARTNER

BY: (XYZ CORPORATION), PARTNER

(NAME), (TITLE)
(ABC CORPORATION)

(NAME),(TITLE)
(XYZ CORPORATION)

*Note 1: this is an example in which the partnership itself requires two partners to bind the partnership. The City and County only require one signature.

*Note 2: (NAME), (TITLE), and (CORPORATION) are to be replaced with the typed information and then the appropriate individual is to sign above the line.

Exhibit 6C Owner's Certificate – Trustee

OWNER'S CERTIFICATE

I, _____ (TRUSTEE NAME), TRUSTEE FOR _____ (OWNER NAME), THE UNDERSIGNED OWNER OF THE PROPERTY SHOWN, HEREBY ADOPT THIS PLAT AS MY PLAN OF DEVELOPMENT. I CERTIFY THAT I AM THE OWNER OF THE SAID PROPERTY IN FEE SIMPLE, DULY AUTHORIZED TO ACT, AND THAT SAID PROPERTY IS NOT ENCUMBERED BY ANY TAXES WHICH HAVE BECOME DUE AND PAYABLE.

(TRUSTEE NAME), TRUSTEE FOR (OWNER NAME)

*Note: (TRUSTEE NAME) and (OWNER NAME) are to be replaced with the typed information and then the appropriate individual is to sign above the line.

Exhibit 6D Owner's Certificate – Sole Proprietorship

OWNER'S CERTIFICATE

WE, THE _____ (COMPANY NAME), A SOLE PROPRIETORSHIP, THE UNDERSIGNED OWNER OF THE PROPERTY SHOWN, HEREBY ADOPT THIS PLAT AS OUR PLAN OF DEVELOPMENT. WE CERTIFY THAT WE ARE THE OWNER OF THE SAID PROPERTY IN FEE SIMPLE, DULY AUTHORIZED TO ACT, AND THAT SAID PROPERTY IS NOT ENCUMBERED BY ANY TAXES WHICH HAVE BECOME DUE AND PAYABLE.

(INDIVIDUAL NAME), (COMPANY NAME), SOLE PROPRIETORSHIP

*Note: (INDIVIDUAL NAME) and (COMPANY NAME) are to be replaced with the typed information and then the appropriate individual is to sign above the line.

Exhibit 6E Owner's Certificate – Corporation/Company (Corp., Co., Inc., Ltd., LLC., etc.)

OWNER'S CERTIFICATE

WE, _____ (CORPORATION/COMPANY NAME), THE UNDERSIGNED OWNER OF THE PROPERTY SHOWN, HEREBY ADOPT THIS PLAT AS OUR PLAN OF DEVELOPMENT. WE CERTIFY THAT WE ARE THE OWNER OF THE SAID PROPERTY IN FEE SIMPLE, DULY AUTHORIZED TO ACT, AND THAT SAID PROPERTY IS NOT ENCUMBERED BY ANY TAXES WHICH HAVE BECOME DUE AND PAYABLE.

(NAME), (TITLE), (CORPORATION NAME)

*Note: (NAME), (TITLE), and (CORPORATION NAME) are to be replaced with the typed information and then the appropriate individual is to sign above the line.

Exhibit 6F Owner's Certificate – Joint Venture

OWNER'S CERTIFICATE

WE, _____ (VENTURE NAME), JOINT VENTURE, THE UNDERSIGNED OWNER OF THE PROPERTY SHOWN, HEREBY ADOPT THIS PLAT AS OUR PLAN OF DEVELOPMENT. WE CERTIFY THAT WE ARE THE OWNER OF THE SAID PROPERTY IN FEE SIMPLE, DULY AUTHORIZED TO ACT, AND THAT SAID PROPERTY IS NOT ENCUMBERED BY ANY TAXES WHICH HAVE BECOME DUE AND PAYABLE.

(NAME), ATTORNEY-IN-FACT FOR (VENTURE NAME), JOINT VENTURE

*Note: (NAME) and (VENTURE NAME) are to be replaced with the typed information and then the appropriate individual is to sign above the line.

Exhibit 7 – Mortgagee’s Certificate

MORTGAGEE’S CERTIFICATE

WE, _____ (INSTITUTION NAME), THE UNDERSIGNED MORTGAGEE OF THE PROPERTY SHOWN, HEREBY CONSENT AND AGREE TO THE PLAN OF DEVELOPMENT AS SUBMITTED BY _____ (OWNER NAME), OWNER OF THE PROPERTY.

(NAME), (TITLE), (INSTITUTION NAME)

*Note: (NAME), (TITLE), and (INSTITUTION NAME) are to be replaced with the typed information and then the appropriate individual is to sign above the line.