



## Metropolitan Nashville Planning Department

Metro Office Building  
 800 2nd Ave South  
 Nashville, TN 37210  
[nashville.gov/mpc](http://nashville.gov/mpc)

Voice: 615-862-7190  
 Fax: 615-862-7130  
 E-mail: [planningstaff@nashville.gov](mailto:planningstaff@nashville.gov)

### Part 1: Street Tree Plan Procedures

1. Before filling out an application for a Street Tree Plan, review the attached Application Checklist and contact Harriett Jameson Brooks, Planner 2, in the Design Studio of the Nashville Planning Department for a pre-application meeting. Phone: 615-862-7193 or email [harriett.brooks@nashville.gov](mailto:harriett.brooks@nashville.gov).
2. The Planning Department Executive Director will determine whether the proposed plan constitutes a Minor Plan Amendment, Major Plan Amendment, and/or Major and Collector Street Plan (MCSP) Amendment.

Amendment Type	Required Community Meetings	Property Owner Notification Buffer	Application Fee	Review Cycle
Minor Plan Amendment	One or more	1300 ft. from subject site	\$1000	8 weeks
Major Plan Amendment	Planning director discretion	600 ft. from subject site	\$2000	6 weeks
MCSP Plan Amendment	Planning director discretion		\$500	

3. The Executive Director will sign a Plan Amendment Determination Form.
4. Once the applicant receives the determination letter, s/he may submit the amendment application required fees to the Planning Department front counter. Cash, checks, and VISA/MC are accepted. Checks should be made payable to "Metro Government."
5. Planning department staff will work with the applicant to schedule any necessary community meetings and mailings to the community. A report and recommendations to the Planning Commission will be prepared and posted online one week prior to the Commission's public hearing.
6. At the public hearing, the Planning Commission will approve, approve with conditions, disapprove, or defer the case for further information and analysis. \*

\* The Rules and Procedures of the Metropolitan Planning Commission require an affirmative vote of at least six members of the Commission for adoption of a plan or any amendment to a plan (See Section VIII. Specific Rules, A. Plan Adoption or Amendment on page 8 of the Rules and Procedures).



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### Part II: Street Tree Plan Application

Application Number: \_\_\_\_\_ Date Submitted: \_\_\_\_\_  
(Assigned by Planning Department Staff)

#### Contact Information *(All Fields Required)*

Primary Applicant Name & Affiliation: \_\_\_\_\_

Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Secondary Contact Name & Affiliation (if Applicable): \_\_\_\_\_

Email: \_\_\_\_\_ Primary Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

Organization(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

#### Proposed Plan Information

Community Plan(s) \_\_\_\_\_

Associated Case, if applicable (SP, UDO, MCSP Amendment, Rezoning, etc;) \_\_\_\_\_

#### Attachment Checklist

*All documents are required.*

- Determination letter** signed by Planning Executive Director or designee
- Narrative description** of the proposed street tree plan. Include the objective of the plan, its location (streets), scope of proposal (just planting or planting & streetscape changes, etc;), & how it would be a better fit for the area.
- Landscape Drawing Set** stamped by a Professional Landscape Architect, including the following:
  - **Existing Conditions Plan** with plan extents, affected streets & properties, & identification of any potential hazards such as overhead utilities, driveway locations, streetlights, & signage.
  - **Tree Removal and Protection Plan** (if applicable)
  - **Landscape Plan & Plant Schedule** with species, plant size, & placement
  - **Construction and Planting Details**
  - **Planting and Maintenance Specifications**

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_