



Metropolitan Nashville Planning Department

Metro Office Building
 800 Second Avenue South
 Nashville, TN 37201
 www.nashville.gov/mpc

Voice: 615.862.7190
 Fax: 615.862.7130
 E-mail: planningstaff@nashville.gov

Community Plan Amendment Application

Application Fee: Major Amendment – \$9,150; Minor Amendment - \$4,350

Community Plan Amendment Procedure

1. Before filling out an application for a plan amendment, Contact Anita McCaig, Planner III in the Community Plans Division of the Metro Nashville Planning Department.
 Phone: 615-862-7156 or Email: Anita.McCaig@nashville.gov
2. The Planning Department Executive Director will determine whether the amendment is a Major or Minor amendment, the study area for the proposed amendment, and whether a community meeting is required.

Amendment Type	Community Meeting Requirement	Property Owner Notification Buffer	Application Fee	Review Cycle/ MPC Agenda Scheduling
Major Plan Amendment	One or more meetings, convened by Planning Dept.	1300 feet from subject site	\$9,150	8 Weeks
Minor Plan Amendment	Meeting requirement at discretion of	600 feet from subject site	\$4,350	6 Weeks

3. Once the amendment type is made and the Executive Director has signed the Plan Amendment Determination form, the applicant 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”.
4. 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.
5. At the public hearing, the Planning Commission will approve, approve with conditions, disapprove, or defer the case for further information or analysis.
 Please note that the Rules and Procedures of the Metropolitan Planning Commission require an affirmative vote of at least six members of the Commission for the 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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Application No. _____ Date Submitted: _____
(Assigned by Planning Department staff)

Community Plan(s) _____
Associated cases: PUD UDO Zone change Subdivision Mandatory Referral
 Major and Collector Street Plan Amendment

A Plan Amendment Determination Form signed by the Planning Department Executive Director is required as part of this application. Failure to attach this material will result in an application being considered incomplete.

Attach a list containing the following information for each parcel in the application:

- Map and Parcel Numbers (if any portions of parcels are included, use “part of parcel...”)
- Number of Acres
- Property Owner(s)
- Current Community Character Policy or other provision to be amended
- Requested Community Character Policy or other amendment

Describe how the proposed community plan amendment would be a better fit for the future of the area in question and adjacent areas than the current policy(ies).

Summarize the changed conditions that might support changing the community plan as proposed in this application.

Explain why a change to the community plan might be justified at this time.

APPLICANT CONTACT INFORMATION

NOTE: All communication by phone, fax, e-mail, or mail will be with the applicant.
You must fill in all information — fields are not optional.

A letter indicating the consent of the property owner, signed by the property owner may be requested and required at the discretion of the Executive Director.

Applicant's Name _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ business home cell

Phone: _____ business home cell

Fax: _____ business home

Applicant E-mail: _____

Applicant Signature: _____

Print Name: _____

Checklist – for staff use only

- _____ Application filled out completely
- _____ Planning Department Executive Director Major or Minor Amendment Determination Memo with map showing properties to be included in the amendment study area
- _____ List of properties
- _____ Application fee
- _____ Trustees - disclosure of all beneficiaries

Application Fee: \$_____.00

Accepted by: _____ Date: _____