



# Metropolitan Nashville Planning Department

Metro Office Building  
 Second Avenue South, 2<sup>nd</sup> Floor  
 Nashville, TN 37210  
 P.O. Box 196300  
 Nashville, TN 37219-630

Voice: 615.862.7190  
 Fax: 615.862.7130  
 planningstaff@nashville.gov  
 www.nashville.gov/mpc

## Downtown Code Application Cover

Please complete this cover sheet for each submittal package within DTC zoning. Applications are processed by the Planning Front Counter; please submit digital copies only via the ePlans portal (instructions attached). For questions regarding transmittal of documents and processing of fees, please contact the Planning Front Counter.

### Basic Information

Project Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Residential Units	Hotel Keys	Office (gross SF)	Retail/Restaurant (gross SF)	Vehicular Parking

Map(s)	Parcel(s)	Land Area (in acres)

Brief Description:

### Applicant Information

APPLICANT:  Architect/Engineer/Consultant  Optionee  Property Owner  Purchaser of property  Leasee  Other

Applicant's Name: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

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

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

Property Ownership: Property owner(s) must sign all DTC applications. Failure to provide this information will deem your application incomplete and postpone your application's consideration.

### Review Type

- Concept Plan Review (no charge)
  Major Modification (\$6,550)
  Minor Modification (\$5,900)
  Overall Height Modification (\$20,000 or \$40,000\*)
  Final Site Plan (\$2,000)
  DTC Building Permit Review (\$1,250)
  Bonus Height Certification (\$450)

\*If the Overall Height Modification qualifies as Tier 1, the fee shall be \$20,000. If it qualifies as Tier 2, the fee shall be \$40,000.

COMPLETED BY PLANNING STAFF

DTC Case Number(s): \_\_\_\_\_

DTC Subdistrict: \_\_\_\_\_



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## Downtown Code – Overall Height Modification Checklist

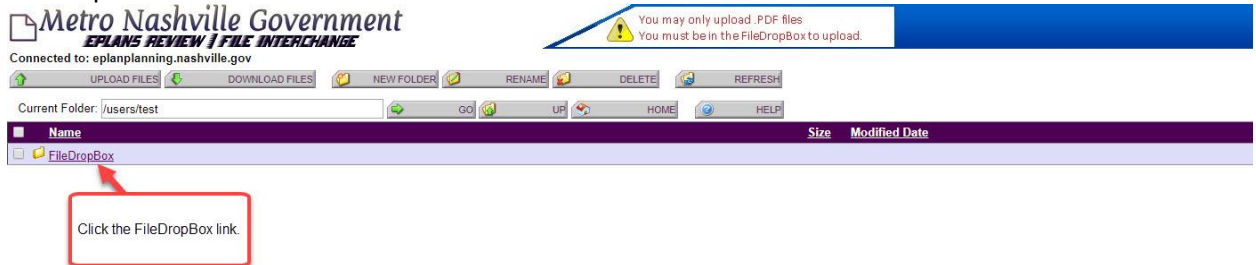
Please complete this checklist for an Overall Height Modification review within Downtown Code (DTC) zoning district. A Concept Plan shall be also applied for at the time that an Overall Height Modification is applied for.

1	<b>Determination Letter signed by Executive Director (must attach or this application is deemed incomplete)</b>
2	<b>Letter of Purpose</b>
	Identify the modification(s) requested including the magnitude of the deviation
	Identify the public benefit commitment(s) being made as part of the application
	Provide a detailed narrative justifying the request
3	<b>Supporting Materials</b>
	Site plans and building elevations clearly illustrating specifics of the request
	Building elevations
	Landscape plans
	Any other relevant information needed to determine zoning compliance including site and building dimensions.

## Uploading an Electronic Review Document

1. The public end user will request an ftp account to be setup by emailing [ePlanPlanning@nashville.gov](mailto:ePlanPlanning@nashville.gov).
2. Once the end user has a username and password, they can login at <https://eplanplanning.nashville.gov/>

3. Once logged in, the user should upload their files in the FileDropBox folder by clicking the FileDropBox link.



4. Once the FileDropBox folder is open, the use should click the Upload Files button on the top right corner of the page.



5. The user should now click the Choose File button and select the file that will be uploaded for review.



### UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **1000 MB**.  
The Files will be uploaded to **"/users/test"** Folder.

Overwrite selected Files on the server

File 1:  No file chosen

File 2:  No file chosen

File 3:  No file chosen

File 4:  No file chosen

File 5:  No file chosen

Click the Choose File button

6. Once the desired files have been selected, click the Upload button.



### UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **1000 MB**.  
The Files will be uploaded to **"/users/test"** Folder.

Overwrite selected Files on the server

File 1:  My Test PDF.pdf

File 2:  No file chosen

File 3:  No file chosen

File 4:  No file chosen

File 5:  No file chosen

Click the Upload button once you are done selecting your files.

7. Your file will now appear in the list of files in the FileDropBox.

 **Metro Nashville Government**  
*EPLANS REVIEW | FILE INTERCHANGE*

Connected to: eplanplanning.nashville.gov

 You may only upload .PDF files  
You must be in the FileDropBox to upload.

 File upload completed successfully  
-My Test PDF.pdf

UPLOAD FILES | DOWNLOAD FILES | NEW FOLDER | RENAME | DELETE | REFRESH

Current Folder: /users/test/FileDropBox | GO | UP | HOME | HELP

Name	Size	Modified Date
 My Test PDF.pdf	30 KB	4/6/2020 10:50:11 AM

Your file will now appear in the list of files in the FileDropBox.