



## DEPARTMENTAL & PERMIT PRIORITY REVIEW PROCESS FOR AFFORDABLE HOUSING DEVELOPMENTS

### GUIDELINES

#### **Background**

Metro offers prioritization for departmental review of certain permit applications and related reviews for qualifying affordable housing developments. Prioritized departmental review merely provides for the review of eligible permit applications in advance of other applications, out of chronological sequence. The review process itself is not otherwise expedited. The Metro Housing Division determines whether a project meets affordability criteria and issues affordability certification letters that can be provided to respective Metro departments.

#### **Affordable Housing Eligibility**

The prioritization process applies only to the following:

1. permit applications for multi-family residences meeting the threshold for affordable housing established in the table below; and
2. permit applications for recipients of grants or property from the Barnes Fund for Affordable Housing, as recommended through the Metropolitan Housing Trust Commission pursuant to Section 2.149.040 of the Metropolitan Code of Laws; and
3. departmental reviews related to the above-referenced applications.

The following table shall be used to identify the threshold at which the proposed housing units shall be considered affordable, based upon Median Household Income (MHI). If you need assistance in determining the MHI for your project, please email [MetroHousing@Nashville.gov](mailto:MetroHousing@Nashville.gov).

	<b>Rental at 60% MHI or less</b>	<b>Rental at greater than 60% MHI to 80% MHI</b>	<b>Rental at greater than 80% MHI to 100% MHI</b>	<b>For-sale at greater than 60% MHI to 80% MHI</b>	<b>For-sale at greater than 80% MHI to 100% MHI</b>
<b>Single-family and two-family uses</b>	12.5% of total residential units	15% of total residential units	17.5% of total residential units	10% of total residential units	15% of total residential units
<b>Multi-family uses less than 3 stories</b>	12.5% of residential floor area	15% of residential floor area	17.5% of residential floor area	10% of residential floor area	15% of residential floor area
<b>Multi-family uses (3 to 6 stories)</b>	10% of residential floor area	12.5% of residential floor area	15% of residential floor area	N/A	N/A
<b>Multifamily uses (≥7 stories)</b>	7.5% of residential floor area	10% of residential floor area	12.5% of residential floor area	N/A	N/A
For the purpose of this table, the residential floor area shall be the net leasable residential floor area.					



### **Applicable Permit Types and Related Departmental Reviews**

The following permit types and related departmental reviews are eligible for the expedited review process:

- Any permit issued pursuant to Chapter 16.28 of the Metropolitan Code of Laws, including master building permits, individual building permits, foundation permits, and demolition permits;
- Tree removal permit issued by the Department of Codes Administration;
- Urban Forester review for landscape and irrigation;
- Grading permit and related review issued by Metro Water Services;
- Public water and sewer extension permit;
- Cross-connect permit for private water and sewer service;
- Department of Public Works traffic study review; review of public road improvements, curb cuts and sidewalks; and trash collection approvals;
- Fire Marshal life safety review and sprinkler and/or riser room approval;
- Metropolitan Planning Department review of plans and building elevations for Planned Unit Development (PUD), overlay, or Specific Plan (SP) development; plat review; review of final plat for lot creation, right-of-way dedication, and easement dedication; and
- Permits issued for office or construction trailers on construction sites.

If an eligible permit application lacks necessary information, is incomplete, or is otherwise deficient at the time it is identified for prioritized departmental review, the application shall be returned to its ordinary chronological order with no prioritization provided.

### **Requirements for Affordability Certification**

To receive an affordability certification letter, the project must meet the Affordable Housing Eligibility criteria listed above, and the applicant must

1. Complete and return the Priority Review Request Form to the Metro Housing Division.
2. On the Request Form, acknowledge that the applicant has read and understands the Guidelines for receiving departmental and permit priority review.
3. If the applicant is not a Barnes Fund grantee, provide documentation that the applicant is participating in another income-based affordable housing program. The documentation should include information on the number of units that will be income-restricted, income levels targeted, and the period of affordability.

### **Request Priority Review**

If you would like to request priority review, please complete the **Request Form** and email to [MetroHousing@Nashville.gov](mailto:MetroHousing@Nashville.gov).