Metro Nashville Planning Department Community Plan Amendment Procedures

Applicants seeking to rezone property in Metropolitan Nashville and Davidson County may find that they need to apply for an amendment to the community plan that includes their site in order for their application to be supportable by the Planning Commission. This document outlines the procedure to be followed in amending a community plan. Community plan amendments involve changes to the long-range direction for relatively large areas that have implications beyond individual sites. The long-range direction contained in the community plans was established through extensive public participation processes. These broader implications mean that the process of amending a community plan is significantly more involved than changing a property's zoning.

Background Planning Department staff recommendations to the Planning Commission regarding zone change applications are based on the community character policies that are applied to all properties in Davidson County through the community planning process. In order for a zone change proposal to be supportable, the requested zoning must be consistent with the policy(ies) that apply to the subject site.

Procedure Applicants need to consult both the Community Character Manual (CCM) and the community plan that applies to their site to determine if they will need to submit a community plan amendment application along with their zone change application. The CCM and 14 community plans are companion documents. The CCM contains all the standard development and preservation policies for Davidson County. The 14 community plans contain any Supplemental Policies that may supplement the CCM's standard community character policies for a particular area. Applicants should read the policies for their site to make sure they understand them before beginning the application process.

Make sure you have done the following before filing a community plan amendment application:

- Consult the Interactive Property Maps at http://maps.nashville.gov/propertykiva/site/main.htm to determine which standard CCM and Special Policies apply to the site and which community plan covers the site.
- Consult the Community Character Manual at http://www.nashville.gov/PlanningDepartment/Community-Planning-Design/CCM.aspx to read the standard community character policy that applies to the site.
- Consult the applicable community plan at http://www.nashville.gov/Planning-Department/CommunityPlanning-Design/Community-Plans.aspx.
- Contact Anita McCaig of the Planning Department's Community Plans Division at anita.mccaig@nashville.gov / 615-862-7156 to begin the process of determining which Community Character Policy(ies) to propose, whether the amendment will be considered a Major or Minor Amendment, and the study area for the proposed amendment.
- In most cases, a pre-application conference will be needed before the application is filed. In all cases, there will be internal discussions among Planning Department staff before the application is ready for filing.
- The final determinations regarding whether a community plan amendment will be considered a Major or Minor amendment and the location and extent of the plan amendment study area will be made in writing by the Planning Department Executive Director or Assistant Director and provided to the applicant prior to filing the application. This written determination is required in order for a community plan amendment application to be accepted as a complete application by the Planning counter in the Development Services Center.
- It is important to provide adequate lead time to complete these preliminary steps in order to avoid delays in the approval process. This requires conducting due diligence and contacting staff several weeks before the applicant's target filing deadline.