



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 - \$1,000; Minor Amendment - \$500

Application No. _____

Date Submitted: _____

(Assigned by Planning Department staff)

Community Plan _____

Associated cases: PUD UDO Zone change Subdivision Mandatory Referral

Map	Parcel(s) If portion, use "part of parcel...."	Current Land Use Policy or Other Plan Provision to Be Amended	Requested Community Character Policy* or Other Amendment	Number of Acres	Property Owner

*Consult the *Community Character Manual* to determine which Community Character Policy to propose.

How does the existing land use policy (or other plan provision) restrict the envisioned development?

How will the proposed community character policy (or other amendment) benefit the development envisioned?

How will the proposed community character policy (or other amendment) enhance the character of the area?

Architect Engineer Optionee Property Owner Purchaser of property Leasee Other

PLEASE TURN OVER

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. PLEASE NOTE THAT 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

E-mail: _____

**Applicant
Signature:** _____

Print Name: _____

Checklist

- _____ Application filled-out completely
- _____ Map showing property to be amended
- _____ Application fee
- _____ Trustees - disclosure of all beneficiaries

Application Fee: \$ _____ .00

Accepted by: _____ Date: _____

Community Plan Amendment Procedure

1. Contact the Community Plans Division of the Metro Planning Department ahead of filing an application for a plan amendment to determine if the plan amendment will be deemed a “major” or “minor” plan amendment. Contact Cindy Wood at 862.7166 or Cynthia.Wood@nashville.gov
2. The Executive Director will determine whether the amendment is a “major” or “minor” amendment.
 - a. **Major plan amendments** require one or more community meetings convened by the Planning Department prior to the public hearing at the Planning Commission. The application fee for a Major plan amendment is \$1,000.
 - b. **Minor plan amendments** may also entail a community meeting, if a meeting is requested by the district Councilmember(s) or determined to be necessary by the Planning Department. The application fee for a Minor plan amendment is \$500.
 - c. **MPC Agenda Scheduling**
 - i. For minor amendments not involving a community meeting, the request will be placed by staff on the next available Planning Commission agenda (based upon the normal six-week review cycle for Planning Commission agenda items) for the Commission to hold a public hearing and reach a decision on the matter.
 - ii. For major amendments and for minor amendments with a community meeting, the request will be placed by staff on the Planning Commission agenda for the Commission meeting that is more than six weeks, but no more than twelve weeks, after the request is filed so as to allow adequate time to conduct the community meeting.
3. Once the determination of whether the plan amendment will be a “Major” or “Minor” plan amendment is made, the applicant submits the amendment application and filing fee to the Planning Department. 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. Staff will prepare a report and recommendation to the Planning Commission one week prior to the Commission’s public hearing.
5. At the public hearing the Planning Commission will approve, approve with conditions, or disapprove the request or to defer the matter for further information or analysis by staff or the applicant.