## Metropolitan Nashville Planning Department

Metro Office Building
800 Second Avenue South
P.O. Box 196300
Nashville, TN 37219-6300
www.nashville.gov/mpc

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# Planned Unit Development Application

Application must be completed in full and submitted with appropriate fee at least 6 weeks in advance of Metro Planning Commission (MPC) meeting. **Eleven (11)** paper plans must be submitted at a scale 1"=50' or greater. All plans must be uniformly collated and prefolded vertically to form a packet of no more than ten (10) inches in width. Checks should be made payable to "Metropolitan Government."

**PUD Project No.** _____ **Date Submitted:**_____

**PUD Name** _____

**Type of PUD Request ?**

- □ Administrative
- □ Revise Preliminary Plan
- □ Revise Preliminary & Final Plan
- □ Final Plan
- □ New PUD
- □ Amend PUD
- □ Cancel PUD

Reason for this Submittal _____

_____

## Fee: $1,975.00

**Supporting Documentation Submitted ?**

- □ Traffic Study (when required by Metro PWorks)
- □ Geotechnical Study
- □ Shared Parking Study (when necessary)
- □ Road Construction Plans (Final PUDs only)
- □ Drainage Calculations (Final PUDs only)
- □ Sewer Availability Letter (Preliminary PUDs only)
- □ Sewer Capacity Letter & Receipt of Purchase (Final PUDs only)
- □ Other_____

**Associated Cases ?**

- □ Zone Change # _____
- □ Final Plat (when necessary) #_____
- □ Mandatory Referral #_____
- □ General Plan Amendment

**Existing and Proposed Uses?**

Please fill-in table below for the **entire** PUD not just any portion, phase or outparcel you may be seeking approval to revise (including any final approval), amend or cancel.

**If you do not have the information in your files to complete this table**, please call 862-7190 to make an appointment so you can research the PUD files.

| Map | Parcel(s) | Existing Uses | Approved Square Feet / Units / Lots | *Existing Built* Square Feet / Units / Lots | # of Acres | Proposed Uses | *Proposed* Square Feet / Units / Lots | # of Acres |
|---|---|---|---|---|---|---|---|---|
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|---|---|---|---|---|---|---|---|---|
| | | **TOTALS:** | | | | | | |

□ Architect □ Engineer □ Optionee □ Property Owner □ Purchaser of property □ Leasee □ Other

**PUD Ownership**
The name, address and signature(s) of all property owners, **not optionee(s)**, within the area affected by a new PUD or PUD amendment must be submitted along with this application (separate sheet may be used). Only the affected property owners (those within the area to be revised or amended) are required to sign the application for any PUD revision or amendment. Failure to provide this information will result in your application being deemed **incomplete** and may delay consideration of your application.

Applicant's Name: _____
Company Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ □ business □ home □ cell

Phone: _____ □ business □ home □ cell

Fax: _____ □ business □ home

E-mail: _____

Property Owner's Name :_____
Company Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ □ business □ home □ cell

Phone: _____ □ business □ home □ cell

Fax: _____ □ business □ home

E-mail: _____

**Applicant**
Signature: _____

**Owner**
Signature(s): _____

**NOTE**: All communication by phone, fax, e-mail, or mail to both the applicant and owner.

# "MUST HAVES" and "MUST DOs"

## BEFORE SUBMITTING A PRELIMINARY PUD APPLICATION

✓, **if completed**

_____ ❶ **PUBLIC SEWER:** Copy of current letter indicating sewer availability from Metro Water Services, Harpeth Valley Utility District, or Madison Suburban Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. (Sewer capacity fee letters are good for 1 year from date issued). For preliminary PUDs involving existing development and where no additional flows are involved, submit a copy of your letter of intent that was submitted to utility. *Contact Metro Water Services at 862-4578; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

_____ ❷ **PUD SUBMITTAL CHECKLIST:** The Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your PUD application. The design professional should use this checklist when preparing project packages for submission. Plans or documents missing any required information will be deemed incomplete and not accepted for project review. Additional information or clarification may be requested during the review process. **See Attached.**

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## BEFORE SUBMITTING A FINAL PUD APPLICATION

✓, **if completed**

_____ ❶ **PUBLIC WATER & SEWER:** Copy of current letter indicating water/sewer availability from Metro Water Services, Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. **When water/sewer capacity must be purchased from Metro Water Services, the amount identified in the Metro Water Services capacity letter must be paid *before* submission of the Development Plan.** Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. *Contact Metro Water Services at 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

Metro Water Services

Water & Sewer Availability Request: $50 fee; form available on-line at www.nashville.gov/water/docs/Availability_RequestForm.pdf.

- Any water/sewer capacity fees must be paid, as outlined in the water/sewer capacity fee letter from Metro Water Services. Letters are valid for 90 days and may be updated up to three times (90 additional days per update) at no additional cost.
- A minimum of 30% of the total capacity fees must be paid within 90 days of the date of the water/sewer capacity fee letter to reserve water/sewer capacity for 1 year.
- If 100% of the water/sewer capacity fees are paid, Metro Water Services reserves water/sewer capacity in perpetuity.
- Water/sewer availability letters are issued after all, or a portion of, water/sewer capacity fees are paid and water/sewer capacity is reserved.

_____ ❷ **STORMWATER DRAINAGE & GRADING PLAN:** Complete submittal of stormwater drainage and construction plans with calculation worksheets (Refer to Appendix A of the Stormwater Management Manual for specific submittal requirements; Nashville.gov/stormwater/grading_permit_related.htm). Submit these plans directly to the Stormwater Division *before* final PUD application is submitted. *Contact Metro Stormwater: 862-4588.*

_____ ❸ **ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS:** Roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans to Public Works. Submit these plans directly to Public Works *before* final PUD application is submitted. *Contact Metro Public Works: 862-8760*

_____ ❹ **PUD CHECKLIST:** The Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your PUD application. The design professional should use this checklist when preparing project packages for submission. Plans or documents missing any required information will be deemed incomplete and not accepted for project review. Additional information or clarification may be requested during the review process. **See Attached.**

SUBMITTAL CHECKLIST

# PUD APPLICATIONS

| ✓ Applicant | ✓ Staff | A. | DATA | Prelim. PUD or Amended PUD | Final PUD (incl. Revised Prelim & Final |
|---|---|---|---|---|---|
| | | 1. | Development Summary: In a table with bullet points, provide the following information on the first sheet of the plans (if a very large PUD, create a Cover Sheet). | | |
| | | | ▪ Council district number and district councilmember name | ● | ● |
| | | | ▪ Owner(s) of Record – Name, address and phone number. (If a corporation, identify contact person and title) | ● | ● |
| | | | ▪ Overlay District Name: PUD | ● | ● |
| | | | ▪ PUD Name (including any former name) | ● | ● |
| | | | ▪ PUD Number (to be assigned by staff after submittal) | ● | ● |
| | | | ▪ Cluster – Lot Residential PUD (if applicable) | ● | ● |
| | | | ▪ Plan preparation date (mm/dd/yy) with each revision date(s) noted too (mm/dd/yy) | ● | ● |
| | | | ▪ Scale of not less than 1"=50' along with bar scale identifying scale used. Smaller scale may be used if pre-approved by staff. | ● | ● |
| | | | ▪ Design professional – Name, company name, title, address, phone number, fax number of one or more professionals certifying preparation of plan – and where applicable, seal, signed and dated on each plan sheet as (mm/dd/yy). See Section 17.36.040.E of Zoning Code for list of qualified design professionals. | ● | ● |
| | | | ▪ U.S. FEMA FIRM community panel number or map number with map effective date along with flood zone. | ● | ● |
| | | 2. | Names of adjacent recorded subdivisions and corresponding plan book and page numbers. If no recorded subdivision, adjacent owner name(s) and corresponding deed book and page numbers. | ● | ● |
| | | 3. | Notes: The "Purpose Note" shall be the **first** note on plan describing PUD's purpose. All other notes shall be placed beneath it in numeric order. See "Section H" of this checklist for typical required notes. | ● | ● |
| | | 4. | Development / Site Date Table (some items may not be applicable, please note when not applicable): | | |
| | | | ▪ Acreage: total gross acreage and acreage by land use including any open space (identify if passive or active) and total net acreage if a cluster lot PUD (gross acreage minus 15% for roads and utilities). Categorize land uses based on Zoning Code categorization. | ● | ● |
| | | | ▪ Density: total for all phases, total for each phase, and any bonuses requested. | ● | ● |
| | | | ▪ Dwelling units: total for all phases, total for each phase, total by each type overall and per phase | ● | ● |
| | | | ▪ Floor area ratio (FAR): total site area with breakdown for each category of land uses, and each individual building/structure. Land use category should be based on Zoning Code categorization. | ● | ● |
| | | | ▪ Lots: total # of lots along with corresponding square footage and maximum building area per lot. For residential lots, may place lot size on actual dimensioned lot or within a table on the plan, where all lots are consecutively numbered. For non-residential, place information in a table on face of plan. | ● | ● |
| | | | ▪ Impervious surface ratio (ISR): total site area covered by impervious surfaces with breakdown of ISR devoted to buildings and roads/sidewalks/drives | ● | ● |
| | | | ▪ Parking: total # of spaces required by Zoning Code with required ratio identified on plan, total # of spaces being provided with ratio identified on plan, and breakdown of same for each individual use and phase. | ● | ● |
| | | | ▪ Square footage (gross) of all land uses, each individual use, and each individual building/structure. | ● | ● |
| | | | ▪ Uses: Listing of all existing and proposed land uses as categorized by the Zoning Code (e.g. retail, restaurant, office, warehouse, manufacturing, apartments, townhouses, two-family structures, single-family homes). | ● | ● |
| | | 5. | Vicinity Map showing relation to other development phases and surrounding area. | ● | ● |
| | | **B.** | **DEDICATIONS** (if applicable) | | |
| | | 1. | Public park dedication or reservation | ● | ● |
| | | 2. | Public school dedication or reservation | ● | ● |
| | | 3. | Public greenway dedication | ● | ● |
| | | 4. | Street (right-of-way) dedication or reservation. | | |
| | | 5. | Public (other) dedication or reservation: _____ | ● | ● |



*** C = construction plans**

SUBMITTAL CHECKLIST

# PUD APPLICATIONS

| ✓ Applicant | ✓ Staff | C. | DETAILS | Prelim. PUD or Amended PUD | Final PUD (incl. Revised Prelim & Final PUD) |
|---|---|---|---|---|---|
| | | 1. | Boundary of the PUD or phase shall be delineated and labeled (accurate in scale and description). | ● | ● |
| | | | Buildings: | | |
| | | | ▪ Existing buildings and other structures on site and within 100 feet of the PUD boundary line, including opposite sides of bordering streets. Label those to be removed or demolished. | ● | ● |
| | | | ▪ Proposed building locations, square footages, # of stories, height, setbacks, trash dumpsters, and loading docks (if any). | ● | ● |
| | | | ▪ Building envelopes for single-family and two-family homes shown by a "typical" illustration for interior, double frontage, and corner lots. Show envelope on a lot only if different from "typical". Setbacks of homes on perimeter lots per base zoning district (see Metro Zoning Code). Internal setbacks may vary. | ● | ● |
| | | | ▪ Historically registered buildings or structures identified within PUD boundary. | ● | ● |
| | | 2. | Cemetery: acreage, name, dimensions, identify if to remain in present location or to be relocated. | ● | ● |
| | | 3. | Common / open space areas: acreage/square feet, label as active or passive open space, dimensions. | ● | ● |
| | | 4. | Critical Lots: Identify with a star (*) symbol on the face of the plan as required by 17.28.030 and 17.28.040 of the Zoning Code and/or Appendix C. of the Metro Subdivision Regulations. | ● | ● |
| | | 5. | Drainage: Buffered drainage ways without a floodway established, show the top of bank and the drain buffer area (sized per Stormwater Regulations). | | ● |
| | | 6. | Drainage: Proposed methods for the discharge of on-site stormwater, showing any off-site existing drain pipes and culverts to be used. | ● | C |
| | | 7. | Drainage agreements: Cite the Register of Deeds instrument number on face of final PUD plan for stormwater maintenance agreement. | | ● |
| | | 8. | Limits of water quantity quality ponds/devices (existing and proposed) must be clearly identified and labeled. For preliminary PUDs/plans, identify water quality concept only. | ● | ● |
| | | 9. | Driveway location(s): existing on property, existing across the street, and proposed (including slope). | ● | ● |
| | | 10. | Fences and walls: Show location and illustrate height, types of materials to be used, and construction details. Identify the top and bottom elevations of all retaining walls. | ● | ● |
| | | 11. | Fire Hydrants: Show all fire hydrant locations. Any portion of a building shall be no further than 500 feet from a fire hydrant as measured via hard suface road – not a direct line from hydrant to building. | | ● |
| | | 12. | Floodplain: 100-year floodplain (existing and proposed), floodway line, buffers, and for each lot within the 100-year floodplain, the minimum first floor elevation applicable to that lot. | ● | ● |
| | | 13. | Landscape Plan: | | |
| | | | ▪ Existing vegetation on-site and within 100-feet of PUD boundary. Indicate approximate location of tree masses and mature hedgerows on-site. General description of tree species and range of sizes within tree masses. Identify and note on plan location of trees 6" in caliper or larger which are not within tree masses. | ● | ● |
| | | | ▪ Proposed vegetation on-site with approximate location(s) to satisfy Chapter 17.24 of the Zoning Code. Identify proposed types, sizes at planting and with three years of maturity, and typical spacing, of all plant materials. | ● | ● |
| | | | ▪ Proposed measures to protect existing vegetation to be retained during site development. | | ● |
| | | | ▪ Screening details for all trash dumpsters or containers (see Section 17.24.060 of Zoning Code). | | ● |
| | | 14. | Lots: | | |
| | | | ▪ Access, residential: Show driveway access points. | ● | ● |
| | | | ▪ Acreage: Identify square footage on each lot or place information in a table. | ● | ● |
| | | | ▪ Combining lots: If reconfiguring existing lots or parcels, show original lot lines as dashed lines and proposed lot lines as solid lines. Label lines as "old lot line" and "new lot line." | ● | ● |
| | | | ▪ Frontage: Lot shall abut a public street (unless otherwise approved through a PUD or UDO). | ● | ● |
| | | | ▪ Numbering: Lots shall be numbered in consecutive order. | ● | ● |
| | | 15. | North arrow and source on all plan sheets. | ● | ● |
| | | 16. | Phasing or section boundaries (proposed). If existing PUD, identify any boundary changes. Include a development schedule for phasing or sections. | ● | ● |
| | | 17. | Property map sheet match lines must be delineated and identified on face of plan. | ● | ● |
| | | 18. | Property tax map and parcel numbers of parcels within and abutting the PUD. | ● | ● |
| | | 19. | Septic or any other kind of private sewerage disposal fields as approved by Metro Health Department. | ● | ● |
| | | 20. | Sidewalk location (approximate). | ● | C |



*** C = construction plans**

SUBMITTAL CHECKLIST

# PUD APPLICATIONS

| ✓ Applicant | ✓ Staff | C. | DETAILS (con't.) | Prelim. PUD or Amended PUD | Final PUD (incl. Revised Prelim & Final PUD) |
|---|---|---|---|---|---|
| | | 21. | Soils: Identify soils from a generalized soil map unless a more specific study has been done. Identify slopes of 15% to 20% and then those 25% or greater. | ● | ● |
| | | 22. | Street Design | | |
| | | | ▪ Clearance for fire truck access: 20 feet of unobstructed area must be maintained along any public or private street, including any alley for fire truck access, unless street is a divided road. | ● | ● |
| | | | ▪ Cross-sections: Dimension any proposed streets or existing streets to be widened. | ● | ● |
| | | | ▪ Cul-de-sacs: Any cul-de-sac longer than 150' must have a turnaround approved by the Fire Marshal for fire truck turnaround, with a landscaped open space in the center (specific dimensions to be determined). Maximum cul-de-sac length is 750', measured from first intersecting street to end of cul-de-sac. Cul-de-sacs longer than 750' may be required to include mid-block traffic calming devices approved by Metro Public Works. | ● | ● |
| | | | ▪ Any required dedication or reservation of land for right-of-way. | ● | ● |
| | | | ▪ Deviations & variations: Any deviations and/or variations from the Engineering Division of Public Works Details and Specifications will be required to obtain approval from the Director of Engineering or his designated representative. | ● | ● |
| | | | ▪ Fire lanes must be provided for any building less than 30 feet in height with a setback of 150 feet or more from a public street, and for any building 30 feet or taller with a setback of 50 feet or more from a public street. | ● | ● |
| | | | ▪ Grades & cross-slopes, vertical design, speed, horizontal radius, tangents between reverse curves – (see Section 2-6.2.1 of Sub. Regs.) | | C |
| | | | ▪ Intersections existing within 150 feet of the PUD boundary. | ● | ● |
| | | | ▪ Names, location, and width of all existing and proposed public and private streets and other public ways. Label all streets that are to be private, including any alleys. | ● | ● |
| | | | ▪ Pavement: Show pavement width of any existing public or private streets. | ● | ● |
| | | | ▪ Right-of-Way: Identify any dedicated or reserved rights-of-way, but which have never been built and/or accepted for public maintenance. Indicate whether through this plan, rights-of-way will be constructed or abandoned. | ● | ● |
| | | | ▪ Scenic routes: Lots along a scenic street per the adopted Major Street Plan must show the required building setback line per the Zoning Code. | ● | ● |
| | | | ▪ Sight distance must be shown as per current edition of AASHTO Manual. | ● | ● |
| | | | ▪ Temporary turnarounds must be shown if street to be extended in future. Turnaround shown to the property line (no spite/reserve strip). If street is proposed for extension and less than 300 feet in length, no turnaround required. | ● | ● |
| | | 23. | Topography: Show existing contours (entire site) and proposed contours (areas to be developed) in five foot intervals or less, labeling contours every 10 feet as well as sinkholes or other natural depressions, and within 100 feet of PUD boundary. Both types of contours must be shown on same sheet and easily distinguishable from one another. USGS contours are not acceptable. | ● | ● |
| | | 24. | Traffic signals: Existing and proposed within 150 feet of the PUD boundary. | ● | ● |
| | | 25. | Traffic impact study (TIS): Show all public roadway improvements of any required TIS on plan. | ● | ● |
| | | 26. | Utility lines: Label and dimension all electrical and gas lines (existing and proposed). | ● | ● |
| | | 27. | Water and sewer lines: Location and size of existing and proposed supply lines and fire hydrants. | ● | ● |
| | | 28. | Wetlands: Show the Department of Army approved wetland delineation line and the drain buffer area (sized per Stormwater Regulations). | ● | ● |
| | | 29. | Zoning district boundaries depicted according to the Official Zoning Map. | ● | ● |
| | | **D.** | **DOCUMENTS** | | |
| | | 1. | **Articles of Incorporation and Bylaws:** Provide plans for improvement and maintenance of common areas, and copies of articles of incorporation and by-laws of the legal entity responsible for all common areas, if final PUD and no future final plat will be recorded. | | ● |
| | | 2. | **Board of Zoning Appeals (BZA) variances:** If any portion of the PUD does not comply with the Zoning Code, a variance must be approved by the BZA prior to final PUD approval. Attach BZA approval letter, if available. Add following information as note on plans:<br>BZA Approval: Case #_____ Action Date: _____ | | ● |



* C = construction plans

SUBMITTAL CHECKLIST

# PUD APPLICATIONS

| ✓ Applicant | ✓ Staff | D. | DOCUMENTS | Prelim. PUD or Amended PUD | Final PUD (incl. Revised Prelim & Final PUD) |
|---|---|---|---|---|---|
| | | 3. | **Development schedule** for entire site along with breakdown of dates for each phase and section. | ● | ● |
| | | 4. | **Digital output file** (non-write protected) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of preliminary and final PUD application submittal, with each plan revision submittal during staff review, after preliminary PUD approval by Council, and after final PUD approval by MPC. | ● | ● |
| | | 5. | **Signatures or Notification of Current PUD Owners:** An application to amend or cancel all or a portion of a PUD must either contain the signatures of all property owners within the PUD, or an affidavit from the applicant that all property owners within the PUD have been notified about the proposed change. *Metro Planning Commission Rules and Procedures, VIII. C. 2.* | ● | |
| | | 6. | **Metro Water Services - Active Water & Sewer Services Availability Letter** (must be less than 60 days from date letter issued). | ● | |
| | | 7. | **Metro Water Services - Active Water & Sewer Services Capacity Letter** (must be less than 1 year from date letter issued and fee paid). | | ● |
| | | 8. | **Metro Water Services - Plan Review Fee Worksheet** | ● | ● |
| | | 9. | **Metro Water Services – Stormwater Drainage Calculations:** Submit stormwater drainage calculations and construction plans with final PUD application. | | C |
| | | 10. | **Traffic Study:** Submit four copies of any required Traffic Impact Study to Planning Department. If previously submitted to Metro Public Works, then only two copies are required to be submitted to Planning Department with the PUD application. **Submittal Date:**_____ | ● | ● |
| | | **E.** | **EASEMENTS** | | |
| | | 1. | All private cross-access, joint-access, and other easements identified by drawing or note. | ● | ● |
| | | 2. | **Greenway easements** must be shown in accordance with the Subdivision Regulations. | ● | ● |
| | | 3. | **Public access easement(s)** existing and proposed (permanent / temporary). | ● | ● |
| | | 4. | **Public infrastructure easements**: Identify existing utility or drainage easements, including any to be abandoned or relocated, and label as "old existing easement" and "relocated easement". If Metro Council approval is required for easement abandonment or relocation, that approval must be obtained prior to final PUD or final plat approval, whichever occurs last; attach copy of application. If a formal request to abandon the easement has previously been filed with a Metro agency, identify date application was submitted to that agency and attach a copy of the application. Where applicable, label any easement abandoned with the council ordinance number that abandoned the easement. **Agency:**_____ **Submittal Date**:_____ | ● | ● |
| | | 5. | **Scenic Landscape Easement** identified for any Scenic Roads designated by the Major Street Plan. | ● | ● |
| | | **F.** | **RELATED APPLICATIONS** | | |
| | | 1. | **Board of Zoning Appeals (BZA):** If the PUD plan includes any request to vary from a Zoning Code requirement, that variance must be noted on the PUD application and approved by the BZA (the MPC will make a recommendation to the BZA as to whether the variance should be approved). An application for variance should be applied for at the BZA prior to Metro Council approval of the preliminary PUD. | ● | ● |
| | | 2. | **Easement or Right-of-Way Abandonment or Relocation** ***(if applicable):***<br>▪ Street and alley closures – submit application and required fee to Metro Public Works;<br>▪ Easement abandonments or encroachments (water, sewer or drainage) – submit application and required fee to Metro Water Services;<br>▪ Easement abandonments or encroachments (all others), including encroachments into Metro right -of-way – submit application and required fee to Metro Public Works. | | ● |



*** C = construction plans**

SUBMITTAL CHECKLIST

# PUD APPLICATIONS

| ✓ Applicant | ✓ Staff | F. | RELATED APPLICATIONS (con't.) | Prelim. PUD or Amended PUD | Final PUD (incl. Revised Prelim & Final PUD) |
|---|---|---|---|---|---|
| | | 3. | **Bond Application** submittal for any public infrastructure improvements, where no final plat required. | | • |
| | | 4. | **Metro Water Services**: Payment of $500 for Water & Sewer Availability Request. Identify below the receipt number and date paid.<br>**Receipt #** _____ **Date Paid:** _____ | • | • |
| | | 5. | **Metro Water Services**: Payment of applicable construction plan review fees. | | • |
| | | 6. | **Metro Water Services**: Payment of 30% of Sewer Capacity Fee prior to submittal of any final PUD plan, where no future final plat will be recorded. Attach copy of receipt to PUD application as proof of payment. | | • |
| | | 7. | **Stormwater Management Committee (SMC) (if applicable)**: Submittal of application and $50 fee for any variance to the Stormwater Regulations with Metro Water Services. SMC must act to approve/disapprove variance request prior to the Metro Planning Commission acting to approve/disapprove final PUD. | | • |
| | | **G.** | **PLANS** (NOTE: All plans noted below should be submitted directly to reviewing agency, prior to submitting PUD application). | | |
| | | 1. | **Metro Codes Department**: For any cluster-lot PUD where buffer yards are required, submit 4 sets of landscape plans showing all existing and proposed plant material, trees to be protected, detention ponds, underground irrigation, and overhead transmission lines. Plan must be prepared by a registered professional, and stamped with signed and dated seal. Identify below the date plans were submitted to Codes for review/approval.<br>**Submittal Date:**_____ | | • |
| | | 2. | **Metro Health Department**: Any septic areas or other private sewerage disposal systems must be preliminarily approved on a copy of the PUD plan by the Metro Health Department (signed and dated), prior to submittal of PUD plan application. See attached requirements. | • | • |
| | | 3. | **Metro Public Works**: With final PUD submittal, submit 2 sets of roadway & sidewalk construction plans, including summary of lengths to be bonded, grading plans, and profiles. Identify below the date plans were submitted to Public Works for review/approval. (Sidewalks (C20), grades and cross-slopes (C22), road construction (C22)).<br>**Submittal Date:**_____ | | C |
| | | 4. | **Metro Water Services (Stormwater)**: With final PUD submittal, submit 3 sets of grading and drainage plans with 1 set of worksheet calculations. Refer to Appendix A of the Stormwater Management Manual for specific submittal requirements, including applicable construction review fees; nashville.gov/stormwater/grading_permit_related.htm. Identify below the date plans and calculations were submitted to Stormwater for review/approval. (Drainage (C7, C8, C9, C10, C13), public infrastructure easements (E4)).<br>**Submittal Date:**_____ | | C |
| | | 5. | **Metro Water Services (Water & Sewer)**: With final PUD submittal, submit 2 sets of water & sewer construction plans. Refer to Residential and Commercial Handbooks for specific submittal requirements, including applicable construction plan review fees; nashville.gov/water/permits_handbooks.htm. Identify below the date plans were submitted to Water Services for review/ approval. (Utility lines (C26), water and sewer lines (C27), public infrastructure easements (E4)).<br>**Submittal Date:**_____ | | C |
| | | 6. | **Nashville Electric Service (NES):** Submit 2 copies of plan to NES for approval. One set of plans stamped approved showing easement requirements must be submitted with final PUD plan application. | | • |
| | | **H.** | **PLAN NOTES** | | |
| | | 1. | **Greenways**: "Except as authorized by approved construction plans, no grading, cutting of trees, or disturbance of natural features shall be performed within this easement." | • | • |
| | | 2. | **Metro Fire Marshal:** "The required fire flow shall be determined by the Metropolitan Fire Marshal's Office, prior to the issuance of a building permit." | • | • |



*** C = construction plans**

SUBMITTAL CHECKLIST

# PUD APPLICATIONS

| ✓ Applicant | ✓ Staff | H. | PLAN NOTES (con't.) | Prelim. PUD or Amended PUD | Final PUD (incl. Revised Prelim & Final PUD) |
|---|---|---|---|---|---|
| | | 3. | **Metro Health Department - Septic**: Any notes required by the Metro Health Department. | ● | ● |
| | | 4. | **Metro Planning – Zoning:** "Building setbacks shall be per the Metro Zoning Code." | ● | ● |
| | | 5. | **Metro Planning – Cluster-Lot PUD:** "The base zoning district is ____, and the proposed PUD will cluster lots by dropping down to the ____ zoning district." | ● | ● |
| | | 6. | **Metro Planning – Critical Lots:** "Approval of any preliminary or final PUD plan does not exempt any lot shown on the PUD plan, or any development on such lot, from compliance with all provisions of the Metro Zoning Code with respect to floodplain, steep slopes, unstable soils, sinkholes, rock outcroppings, streams, springs, and critical lots."<br><br>"Prior to the issuance of any building permit for a lot designated as a critical lot on this plan, a grading plan, known as a "critical lot plan", must be submitted to the Metro Planning Department as required by Appendix C of the Metro Subdivison Regulations. The critical lot plan will be evaluated for consistency with the regulations, including, but not limited to, the degree to which grading is minimized to preserve the natural features of the lot and the amount of cut/fill required to prepare the lot for construction. It is emphasized that a typical house design may not be suitable for a critical lot." | ● | ● |
| | | 7. | **Metro Planning - Railroad / Limited Access Highway Buffer**: "This strip of land is reserved for screening. The placement of structures hereon is prohibited." | ● | ● |
| | | 8. | **Metro Planning - Scenic Road**: "Except as authorized by approved construction plans, no grading, cutting of trees, or disturbance of natural features shall be performed within this easement except driveway crossing which shall be located to provide minimal disturbance." | ● | ● |
| | | 9. | **Metro Planning - Street Signs** (public or private street): "No building permit may be issued on any lot until street name signs are installed and verified by the Metropolitan Department of Public Works on all streets on which the lot depends for access." | ● | ● |
| | | 10. | **Metro Planning – Federal Compliance** All development within the boundaries of this plan meets the requirements of the Americans with Disabilities Act and the Fair Housing Act. ADA: http://www.ada.gov/ U.S. Justice Dept.: http://www.justice.gov/crt/housing/fairhousing/about_fairhousingact.htm | ● | ● |
| | | 11. | **Metro Water Services - Stormwater** (78-840): "Any excavation, fill or disturbance of the existing ground elevation must be done in accordance with storm water management ordinance No. 78-840 and approved by The Metropolitan Department of Water Services. | ● | ● |
| | | 12. | **Metro Water Services - Stormwater** (waterway buffer): "The buffer along waterways will be an area where the surface is left in a natural state and is not disturbed by construction activity. This is in accordance with the Stormwater Management Manual, Volume 1 Regulations. | ● | ● |
| | | 13. | **Metro Water Services - Stormwater** (Culvert/Driveway): Where applicable, "Size driveway culverts per the design criteria set forth by the Metro Stormwater Manual. (Minimum driveway culvert in Metro ROW is 15" CMP)." | ● | ● |
| | | 14. | **Metro Water Services - Stormwater** (Preliminary Plan/Plan): "This drawing is for illustration purposes to indicate the basic premise of the development. The final lot count and details of the plan shall be governed by the appropriate regulations at the time of final application." | ● | ● |
| | | 15. | **Metro Water Services – Stormwater** (Access): "Metro Water Services shall be provided sufficient and unencumbered ingress and egress at all times in order to maintain, repair, replace, and inspect any stormwater facilities within the property. | | ● |
| | | 16. | **Metro Water Services – Water & Sewer** (Private Service Line Note: Residential):<br>"The owner of lot _ is responsible for the installation, operation and maintenance of the private _____ service line which is located in a ___ private _____ service line easement crossing a portion of lot __ as shown on this plan." | ● | ● |
| | | 17. | **Metro Water Services - Water & Sewer** (Unknown commercial/industrial Use):<br>"Note to Prospective Owners:<br>You are strongly advised to contact Metro Water Services Engineering (Development Services) to determine adequacy of public water and sewer facilities for intended development of property. " | ● | ● |
| | | 18. | **Metro Water Services - Water & Sewer**: "Individual water and/or sanitary sewer service lines are required for each parcel." | ● | ● |



*** C = construction plans**

SUBMITTAL CHECKLIST

# PUD APPLICATIONS

I have reviewed the above checklist and believe I have complied with all requirements for the submittal of this checklist. I acknowledge that plans or documents missing any of the required detail will be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval.

_____ _____

Applicant Signature Date



*** C = construction plans**