



# Metropolitan Nashville Planning Department

Metro Office Building  
 Second Avenue South, 2<sup>nd</sup> floor  
 Nashville, TN 37210  
 P.O. Box 196300  
 Nashville, TN 37219-6300

Voice: 615.862.7190 800  
 Fax: 615.862.7130  
 E-mail: [planningstaff@nashville.gov](mailto:planningstaff@nashville.gov)  
[www.nashville.gov/mpc](http://www.nashville.gov/mpc)

## Downtown Code – Overall Height Modification

Please complete this application for a modification request in Downtown Code (DTC) Zoning Areas. A letter of purpose; submittal of relevant site, building and/or signage plans, and other necessary documentation are also required upon submission of this application to the Planning Commission.

DTC Sub-District: \_\_\_\_\_ Project Name: \_\_\_\_\_

Property address \_\_\_\_\_

Map: \_\_\_\_\_ Parcel Number: \_\_\_\_\_

Date Submitted: \_\_\_\_\_ Application Number: \_\_\_\_\_  
 (assigned by Planning Dept. staff)

**Overall Height Modification: \$2,800**

**APPLICANT:**

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

**Property Ownership:** Affected property owner(s) shall sign the application for any DTC Modification. Failure to provide this information will deem your application **incomplete** and postpone your application's consideration.

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

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

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

E-mail: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

Applicant's Signature: \_\_\_\_\_ Property Owner's Signature: \_\_\_\_\_

DTC Overall Height Modification Proposal shall include:		
1	A letter of purpose indicating the reason for the modification. Identify how the proposed modification complies with the intent of the DTC, including the provisions outlining additional height for exceptional design.	
2	Relevant site plans, building elevations, and landscape plans associated with the proposed modification	
3	Proposals shall include all relevant information needed to determine design and compliance including site plan, elevations, and building dimensions.	
4	Scale: All proposal drawings submitted must be to scale and labeled with dimensions.	
DTC CHECKLIST: what to submit for the Modification		
1	Complete the DTC overall height modification application form.	
2	Proposal submission; one (1) digital copy and one (1) hard copy.	
3	Letter and exhibits detailing how the project has made reasonable efforts to use all appropriate bonuses available in the DTC Bonus Height Program.	

- Contact the Design Studio of the Metro Planning Department before filing an application to begin the process.
- The Planning Department Executive Director shall first determine whether the development has made reasonable efforts to use all appropriate bonuses available in the DTC BHP.
- If such a determination is made, the applicant shall hold a community meeting providing notices to property owners within 300 feet.
- The Planning Commission shall then review the modification request and *may (or may not)* grant additional height for exceptional design.