



# Metropolitan Nashville Planning Department

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## Community Plan Amendment Application

**APPLICATION FEE: \$4,670**

**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	Applicant

\*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?**

\_\_\_\_\_

\_\_\_\_\_

**Applicant:** All communication by phone, fax, e-mail, or mail will be with the applicant.

Architect  Engineer  Optionee  Property Owner  Purchaser of property  Leasee  Other

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

Applicant's Signature: \_\_\_\_\_

Business: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  business  home  cell

Alt. Phone: \_\_\_\_\_  business  home  cell

Fax: \_\_\_\_\_  business  home

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

Checklist

- \_\_\_\_\_ Application completely filled-out
- \_\_\_\_\_ Map showing property to be amended or copy of provision or section of Community Plan to be amended
- \_\_\_\_\_ Filing fee

# Community Plan Amendment Procedure

- Submit the amendment application and filing fee to the Planning Department. Checks should be made payable to “Metro Government”. VISA/MC are also accepted as well as cash.
- The Executive Director will determine whether the amendment is a “major” or “minor” amendment.
  - **Major plan amendments** require one or more community meetings convened by the Planning Department prior to the public hearing at the Planning Commission.
  - **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.
  - **MPC Agenda Scheduling**
    - 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.
    - 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.
- Planning Department staff will prepare a report and recommendation to the Planning Commission one week prior to the Commission’s public hearing.
- 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.