



# Metropolitan Nashville Planning Department

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## Urban Design Overlay (U.D.O.) Application – Development Within Approved Existing U.D.O.

The Metro Nashville Zoning Code requires this application be completed for development requests in an already approved Urban Design Overlay (UDO). A map identifying the property, submittal of plans, payment of a filing fee, and other necessary documentation are also required upon submission of this application to the Planning Commission. Checks should be made payable to “Metropolitan Nashville Government”.

Existing U.D.O.’s Name: \_\_\_\_\_

U.D.O. Project No. \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Type of UDO Request ?  Final Site Plan submittal / building permit request within existing U.D.O.  
 Final Site Plan (new public infrastructure)

Reason(s) for this submittal: \_\_\_\_\_

### Supporting Documentation Submitted?

- Traffic Study (when required by Metro Public Works)
  - Geotechnical Study (when necessary)
  - Shared Parking Study (when necessary)
  - Road/alley Construction Plans (when necessary)
  - Drainage Calculations (when necessary)
  - Sewer Capacity Purchased (when necessary)
- Sewer availability/capacity must be established prior to application submittal.  
 Sewer capacity (30%) must be purchased prior to final approval of the UDO by MPC.
- Review Checklist (on back page)
  - Other \_\_\_\_\_

### Associated Cases?

- Final Plat (when necessary)
- Mandatory Referral

### APPLICANT:

- Architect  Engineer  Optionee  Property Owner  Purchaser of property  Leasee  Other

**UDO Ownership:** The name, map and parcel number of involved property/properties, and signature(s) of the affected property owner(s) shall be submitted along with this application (separate sheet may be used). 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: \_\_\_\_\_

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

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

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

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

Applicant’s Signature: \_\_\_\_\_ Owner’s Signature: \_\_\_\_\_

**Prior to submittal be sure to:**

Read the Urban Design Overlay (UDO) document and understand the regulatory elements to the document (regulating plan, bulk standards, etc.). Review any applicable traffic impact study pertaining to the Urban Design Overlay.

<b>UDO CHECKLIST: What to submit for Final Site Plan and/or for a Building Permit</b>		
1	A complete UDO application form.	
2	A filing fee by check or cash.	
3	Vicinity map (not to scale).	
4	Plan submission: Eleven (11) complete sets of plans must be uniformly collated, stapled, and pre-folded with each submittal. Schematic site analysis and site plan to be included.	
5	Site data table including: map(s), parcel(s), proposed uses, existing zoning, gross site acreage, acreage in open space, total parking provided, proposed lot numbers, proposed number of units/lots, proposed lot sizes, building coverage, gross density, FAR, ISR, Gross Floor Area by structure.	
6	Bulk Standards Table which may include some of the following: proposed building and/or frontage type(s), building materials, glazing requirements, proposed maximum building height and conformance with height regulations set in UDO and setbacks.	
7	Submission shall include building elevations clarifying materials and illustrating conformance with glazing requirements.	
8	Submissions shall include cross-sections of any proposed streets.	

<b>UDO Site Plan Checklist: One or more sheets may be submitted that include the following:</b>		
1	Scale: All drawings submitted must be to scale	
2	Schematic site analysis shall show existing vegetation, existing topography, waterbodies, floodway and floodplain, and soils.	
3	Site Plan submission shall show floodway, floodplain and slopes greater than 15% and identify critical lots with an asterisk (*)	
4	Site Plan submission shall show proposed improvements, including building locations, building sizes, building height, uses, setbacks, parking, and landscaping.	
5	Site Plan submission shall show proposed walls and fences (including materials and height).	
6	Site Plan submission shall have joint access easements and driveways labeled.	
7	Site Plan submission shall show existing and proposed utilities serving site (show existing utility lines within 100 feet).	
8	Site Plan submission shall show grading plans, including existing topography, proposed contour lines at 5 foot intervals, off-site grading, soils and slopes, erosion controls. Final grading plans to be sealed by an engineer registered in Tennessee.	
9	Site Plan submission shall show landscaping plans with proposed vegetation, required buffers and screening, and Tree Density Unit calculations.	
10	Site Plan submission shall clearly identify location of the mechanical/HVAC units, garbage and recycling facilities, and loading and maintenance areas (if applicable).	
11	Site Plan submission shall show existing utility and drainage easements, access easements, unbuilt or unaccepted public ROW.	
12	Site Plan submission shall show fronting roads and ROW labeled with any proposed/required ROW dedications or reservations.	
13	Site Plan submission shall show the right-of-way of all proposed streets, both public and private.	
14	Site Plan submission shall show any subdivision of property into parcels and outparcels (proposed & existing).	
15	Final plans shall be stamped and signed by a qualifying professional (engineer, architect, landscape architect).	

**Fee:** Applications within an adopted UDO \$160\*  
 \*Note: This is The Planning Department’s review fee for each building permit within an existing UDO.

**Comprehensive Fee:** For UDO revisions and final applications, where a preliminary UDO was adopted by Council prior to June 21, 2007, the final UDO application fee shall be the difference between any fee(s) paid previously and the comprehensive fee of \$8,845.00. "Previous fees" include those paid by you or other persons and entities within the UDO development.

**Fees paid to date \$ \_\_\_\_\_ + Fees for current application \$ \_\_\_\_\_ = shall not exceed \$8,845.00**

Once the proposed comprehensive fee has been paid, any future UDO application submittals will not require a fee, unless a Council action is required on that application. The comprehensive fee, however, excludes building and sign permit reviews. The Planning Department’s review fee for each building permit or sign permit is \$160.