



# Metropolitan Nashville Planning Department

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

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

## Urban Design Overlay (U.D.O.) Application – Create New U.D.O.

The Metro Nashville Zoning Code requires this application be completed for the creation of a new 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”.

**U.D.O.’s Name:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

**Supporting Documentation Submitted?**

- Traffic Impact Study (when required by Metro Public Works)
- Geotechnical Study (when necessary)
- Parking Study (when necessary)
- Sewer Availability Letter  
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?**

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

**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 all property owners within the boundary of a newly created UDO 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: \_\_\_\_\_

<b>UDO CHECKLIST: what to submit for a newly proposed Urban Design Overlay</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, establish parking ratios, proposed lot numbers, proposed number of units/lots, proposed lot sizes, building coverage, gross density, maximum FAR, ISR.	
6	Bulk Standards Table which may include the following: proposed building and/or frontage type(s), building materials, glazing requirements, proposed maximum building height and proposed setbacks/build-to line.	
7	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	Property map(s) and parcel(s) numbers of the site shall be stated on the application and plans.	
3	Boundary sketch of the proposed UDO district for the newly proposed UDO. UDO boundary shall be clearly delineated and labeled.	
4	Schematic site analysis shall show existing vegetation, existing topography, waterbodies, floodway and floodplain, and soils.	
5	Site Plan submission shall show floodway, floodplain, and slopes greater than 15% and identify critical lots with an asterisk (*)	
6	Site Plan submission shall have joint access easements and driveways labeled.	
7	Site Plan submission shall show existing and proposed utilities serving the site (also show existing utility lines within 100 feet).	
8	Proposed uses in each structure (including number of units for residential and square feet for commercial uses).	
9	Show existing structures, buildings, roads, and driveways on-site and within 100 feet of the site.	
10	Illustrate proposed phasing of the development.	
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	Site Plan submission shall show existing and proposed utilities serving the site (also show existing utility lines within 100 feet).	
16	Site Plan submission shall show setbacks clearly identified as required by the UDO.	

**Comprehensive Fee: Applications for a newly created UDO \$8,845.00\***

**\*Note:** 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 \$ \_\_\_\_\_ = \$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.