



# Metropolitan Nashville Planning Department

Metro Office Building  
800 Second Avenue South  
Nashville, TN 37201  
www.nashville.gov/mpc

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## Subdivision Amendment Application

Application Submittal Date \_\_\_\_\_ Subdivision No. (assigned) \_\_\_\_\_

MPC Scheduled Agenda Date \_\_\_\_\_ Planned Unit Development No. \_\_\_\_\_

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**APPLICATION FEE: \$1,250.00**

### TO BE COMPLETED BY THE APPLICANT

Subdivision Name \_\_\_\_\_ Phase No. \_\_\_\_\_ Section No. \_\_\_\_\_ Lot No. \_\_\_\_\_

Register of Deeds: Book No. \_\_\_\_\_ Page No. \_\_\_\_\_

Map \_\_\_\_\_ Parcel(s) \_\_\_\_\_ Location \_\_\_\_\_

Purpose / Reason for Change  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Property owner(s) name: \_\_\_\_\_ Agent name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Owner's signature: \_\_\_\_\_ Applicant's signature: \_\_\_\_\_

(authorized agent)

Owner Email: \_\_\_\_\_ Applicant email: \_\_\_\_\_

### **AMENDMENT CHECKLIST**

- \_\_\_\_\_ 1. Proof of ownership (e.g. copy of property deed)
- \_\_\_\_\_ 2. Five copies of an exhibit (drawn to scale) identifying existing and proposed changes. (Example: copy of plat, mortgage loan inspection survey, Metro property map)
- \_\_\_\_\_ 3. Letters from property owners located of any adjacent property indicating their approval of the proposed subdivision amendment. If located within a Planned Unit Development (PUD), then must also submit homeowner's association approval (HOA).
- \_\_\_\_\_ 4. Application fee (make check payable to "Metro Government")

**NOTE**  
Upon approval by the Planning Commission, a staff member will prepare an instrument to be recorded in the register's office of Davidson County, Tennessee. Prior to recording, the instrument must be signed by the owner(s), by the Secretary of the Metropolitan Planning Commission, and by a notary public as witness.

# LETTER FROM ABUTTING / ADJOINING PROPERTY OWNER

The sample text below may be used by you in creating a letter for your abutting / adjoining neighbors to sign, acknowledging their understanding of your request to amend the setback(s) for your property on the final subdivision plat recorded with the Davidson County Register of Deeds.

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## SAMPLE TEXT

[Date]

Metro Nashville Planning Dept.  
800 Second Avenue South  
Nashville, TN 37201

SUBJECT: Amending the [street, side or rear] setback on [street address] for an addition to [home, garage, deck, patio]

Our neighbors, [name(s) of applicants], own a home at [street addresss], nearby our own property at [insert neighbor's address]. We understand that they plan to amend their [street,side or rear] setback off of from [X feet] to [Y feet] in order to [add, extend] their [garage, porch, deck, patio, house, carport]. We have discussed and reviewed the plans and proposed changes, and support their project.

[Signature of neighbors – all owners must sign (ex. husband & wife)]  
[Name of neighbor(s) - printed]

Property Address

**SEE BACK FOR SAMPLE LETTER >>>>>**

# SAMPLE LETTER

April 20, 2006

Metro Nashville Planning Dept.  
800 Second Avenue South  
Nashville, TN 37201

**SUBJECT:** Amending the Street Setback at 123 Main Street for an Addition  
to the Existing Home.

Our neighbors, Cindy and David Hamilton, own a home at 123 Main Street, nearby our own property at 125 Main Street. We understand that they plan to amend their street setback along Main Street from 55 feet to 42 feet in order to add on to their existing home for a new kitchen. We have discussed and reviewed the plans and proposed changes, and support their project.

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Susan Bass

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Rick Bass

Susan and Rick Bass  
125 Main Street  
Nashville, TN 37201