



# B&B HOMESTAY ZONING OVERLAY APPLICATION

## METROPOLITAN HISTORIC ZONING COMMISSION

3000 Granny White Pike, Nashville, TN 37204

615-862-7970, 615-862-7974 fax, [HistoricalCommission@nashville.gov](mailto:HistoricalCommission@nashville.gov)

**DEADLINE: A complete application must be received at least 40 days prior to the meeting date.**

**PROPERTY ADDRESS:** \_\_\_\_\_

### APPLICANT

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Email \_\_\_\_\_

Owner     Contractor     Architect/Designer     Other \_\_\_\_\_

Will the property owner live permanently on the property?    Yes    No

Additional Explanation: \_\_\_\_\_

Please provide 2 of the following for "proof of occupancy." TN driver's license, other state of TN ID card, Davidson County voter registration card, pay stub, work ID or badge, IRS W2 form, or bank statement. If the property is owned by more than one person or a company, please also provide proof that the occupant is at least a 50% owner.

What buildings on the property will house guest rooms?

\_\_\_\_\_

How many guest rooms are proposed:    1    2    3

### INFORMATION TO BE SUBMITTED WITH APPLICATION

- A complete Preservation Permit Application, in addition to this application, if any exterior alterations are planned.
- A short history of the building showing that it meets the criteria of a historic building—see section 17.36.120.1 on page 2 for criteria.
- Information about the dimensions, location and materials of any planned signage.
- Site plan, to-scale and no larger than 11 x 17 showing location and number of existing parking spaces as well as any proposed parking and all existing buildings.
- Floor plans showing the use of all spaces and calling out proposed guest rooms.
- Photographs of all four sides of the building(s) and the overall site.
- Certificate from Fire Marshal showing that the property has passed a safety inspection for the proposed use.

Applications may be scanned and emailed to [HistoricalCommission@nashville.gov](mailto:HistoricalCommission@nashville.gov).

Applicant will be required to process the notifications and return to MHZC for mailing.

### ADDITIONAL STEPS

A Bed and Breakfast Homestay is a rezoning; therefore, there must also be an application to the Planning Department for a Bed and Breakfast Homestay. The Planning Department can provide additional information in terms of public hearings with the Planning Department and Metro Council, application fees, notice requirements and processes.

**SIGNATURE** \_\_\_\_\_ **DATE** \_\_\_\_\_

I/We the above signed do hereby make application for a Preservation Permit following plans and proposals to be undertaken within the boundaries of an historic preservation overlay pursuant to Article IX of the Metropolitan Code.

### **Article III. Historic Overlay Districts**

#### **17.36.120 Historic Districts Defined. C. Historic Bed & Breakfast Homestay.**

1. An historic bed and breakfast homestay is defined as a building or structure, containing three or fewer furnished guest rooms for pay within a private, owner-occupied historically significant structure. Meals may be provided to overnight guests, and the maximum stay for any guest shall be fourteen consecutive days. An historic bed and breakfast homestay shall meet one of the following criteria:
  - 1. The bed and breakfast homestay is associated with an event that has made a significant contribution to local, state or national history;**
  - 2. It is associated with the lives of persons significant in local, state or national history;**
  - 3. It embodies the distinctive characteristics of a type, period or method of construction, or that represents the work of a master, or that possesses high artistic value; or**
  - 4. It is listed or is eligible for listing in the National Register of Historic Places.**
  
2. In addition to the criteria listed in subsection C.1. of this section, the historic bed and breakfast homestay shall satisfy the following conditions:
  - a. Exterior work proposed to be done will be subject to design review guidelines adopted by the metropolitan historic zoning commission for determining the architectural compatibility and historical significance of such work. The design review guidelines for historic landmarks shall apply to historic bed and breakfast homestays. The metropolitan historic zoning commission's approval of work shall be granted in writing as a condition for issuance of a zoning permit.
  - b. Owner-occupied. The owner of the property must reside permanently in the historic home. Where there is more than one owner of the home, or where an estate, corporation, limited partnership or similar entity is the owner, a person with controlling interest, or possessing the largest number of outstanding shares owned by any single individual or corporation, shall reside permanently in the historic home. If two or more persons own equal shares that represent the largest ownership, at least one of the persons shall reside permanently in the historic home.
  - c. No more than one off-street parking space shall be provided for each guest room. The commission shall advise on the appropriate location and potential adverse impacts caused by the off-street parking of vehicles, and may recommend fencing, screening and landscaping to buffer and protect surrounding residential properties.
  - d. No signs shall be permitted for advertising. An accessory residential sign, not to exceed the dimensions of one square foot of area, displaying the name and/or address of the owner may be permitted.
  - e. The bulk regulations of the district for a residence shall apply. Overnight guest rooms may be located within historically significant accessory structures.
  - f. The owner shall maintain and make available to the zoning administrator a guest register for each calendar year.
  - g. Meal service shall be restricted to overnight guests only; no cooking facilities shall be permitted in any guest room.
  - h. The metropolitan fire marshal shall approve the structure for safety.