

## METRO HISTORIC ZONING COMMISSION

### REQUIRED NOTICE FOR SETBACK DETERMINATION GUIDANCE

#### PROCESS

If your project requires a change to the setbacks required by base zoning, it is your responsibility to notify all adjacent property owners by snail mail at least 7 days prior to the public hearing. This means notifying all properties on each side of the subject property, behind it and across the street. The notification must be mailed and include a site plan. If notice is not completed, it will mean that your project review will be delayed until the following hearing. To assure that there is no delay and that you have a record of sending the notices, we recommend sending them certified mail, placing a copy of the notice in the door of the neighboring properties, and posting a yard sign.

Metro Mapping and the Property Assessor's websites are two resources that may be used to find the mailing address of adjoining property owners: <http://www.nashville.gov/Planning-Department/Mapping-and-GIS/Interactive-Maps.aspx> or <http://www.padctn.org/real-property-search/>. On both websites your initial search can be the property address for which the request is being made. The search will provide a map where you can click on each adjoining property and find the property owner and associated mailing address.

Following is a sample letter that may help in the notification request.

#### SAMPLE LETTER

Dear Property Owner:

This letter is to notify you about a potential setback determination for *[insert address]*. The Metro Historic Zoning Commission (MHZC) has the ability to adjust the setback requirements of base zoning where there is historic precedence. In this case, there is a required *[insert amount of setback and whether it is a front, rear or side setback requirement]*; however, we are proposing to construct a *[insert new building, addition, etc.]* that will have a setback of *[insert amount of setback]*.

*[You may choose to include additional information about the project.]*

The Metro Historical Commission will hold a public hearing for this case on *[insert date of hearing]* at Howard Conference Center on Fulton Campus (700 2nd Avenue South), 2 pm. If you have any questions, please contact the MHZC staff at 615-862-7970 or [HistoricalCommission@nashville.gov](mailto:HistoricalCommission@nashville.gov). Comments may be sent via email to *[insert email of your staff lead]* or may be given to the Commission in person at the public hearing. Please note that Commissioners are not allowed to discuss the project outside of a public hearing. An agenda for the meeting and the Staff Recommendation which further outlines the

details of our project may be found online at online at [www.nashville.gov/Historical-Commission/About/Historic-Zoning-Commission/Meeting-Information.aspx](http://www.nashville.gov/Historical-Commission/About/Historic-Zoning-Commission/Meeting-Information.aspx), then click on the appropriate year to the left.

*Attach site plan.*