



Metropolitan Nashville Planning Department

Metro Office Building
 800 Second Avenue South
 P.O. Box 196300
 Nashville, TN 37219

Voice: 615.862.7190
 E-mail: planningstaff@nashville.gov

Institutional Overlay Application

IO Project No. _____

Date Submitted: _____

IO Name: _____

Type of IO Request ? Preliminary IO Preliminary & Final IO Final IO Amend IO
 Cancel IO Modification (minor)

Description of the IO:

Associated cases: Zone Change General Plan Amendment Subdivision Mandatory Referral

Map	Parcel(s) If portion, use "part of parcel..."	Current Zoning	# of Acres

Application Fees

New / Amend / Cancel	\$2,800
Final Site Plan	\$2,200
Modification (minor)*	\$1,400

* Metro Zoning Code, Section 17.40.140.E (Changes to an Institutional Overlay District)

Applicant: All communication by phone, fax, e-mail, or mail will be with the applicant. [If you are not the property owner](#), and the owner(s) have not signed below, you will need to submit a letter, from the property owners(s) indicating you are acting as their agent. The letter needs to include map/parcel, existing zoning, & requested zoning.

-
- Architect Engineer Optionee Property Owner Purchaser of property
 Lessee Other
-

Property Owner's

Name: _____

Company Name: _____

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ business home cell

Phone: _____ business home cell

E-mail: _____

Property Owner's

Signature: _____

Property Owner's

Name: _____

Company Name: _____

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ business home cell

Phone: _____ business home cell

E-mail: _____

Property Owner's

Signature(s): _____

Applicant

Name: _____

Company Name: _____

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ business home cell

Phone: _____ business home cell

E-mail: _____

Per Resolution RS2019-1788, I certify that I have notified the district Councilmember of this request, and the Metropolitan Council Office (staff Planning & Codes Liaison: matthew.wilkinson@nashville.gov). The attached email is documentation of said notification.

ONLY USE FOR NEW/CANCEL/AMEND

Initial: _____

I have reviewed this application and its associated Institutional Overlay SUBMITTAL CHECKLIST fully, and believe, I have complied with all the requested submittal items. I acknowledge that plans or documents missing any of the requested information may be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval.

Applicant

Signature: _____

Date _____

“MUST HAVES” and “MUST Dos”

Institutional: Preliminary Plan

✓, if completed

___ ① **APPLICATION:** A completed application along with items #2 – #8 below.

___ ② **Copy of email sent to Council office and Councilmember:**

___ ③ **PUBLIC SEWER AND WATER:**

Metro Water Services

A capacity study/permit is not required with a Institutional Overlay Preliminary Plan application. A capacity study/permit will be required with the final site plan application.

Harpeth Valley Utility District or Madison Suburban Utility District

Provide a copy of current letter indicating water/sewer capacity fees from Harpeth Valley Utility District or Madison Suburban Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. For concept plans involving existing development and where no additional flows are involved, submit a copy of your letter of intent that was submitted to utility. *Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

___ ④ **GENERAL PLAN CONSISTENCY:** A written document describing the existing conditions on the property and how the proposed use(s) will be consistent with the principles and objectives of the General Plan, including any detailed neighborhood design plan, historic district, redevelopment district, or urban design overlay district that may exist.

___ ⑤ **LAND USE TABLE:** Table listing all land uses proposed to be allowed in the Institutional Overlay district. List land uses as categorized by the Zoning Code

___ ⑥ **DEVELOPMENT STANDARDS:** Written text with illustrations, tables, and exhibits detailing the site development standards related to building/structure types that are proposed in the IO District such as, but not limited to, height, floor area ratio, impervious surface ratio, building coverage, setbacks, permitted setback encroachments, landscaping, and parking. Standards need not be uniform for entire site. Standards may vary by building and use; however, provide map keyed to site plan showing where such standards are proposed.

___ ⑦ **PRELIMINARY PLAN:** Detailed development (site) plan complying with attached submittal checklist. If landscaping is proposed, provide detail either on site plan (if very minor improvements) or on separate landscape plan. Submit 10 copies of the Institutional Overlay Plan.

___ ⑧ **DEVELOPMENT & PHASING SCHEDULE:** Development and construction schedule for entire site, including any phases or sections.

___ ⑨ **SUBMITTAL CHECKLIST:** The IO Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your Institutional Overlay District. The design professional should use this checklist when preparing project packages for submission. Plans or documents missing any required information will be deemed incomplete and not accepted for project review.

Institutional Overlay: Final Site Plan

✓, if completed

- _____ ① **PUBLIC WATER & SEWER:**
Metro Water Services
A capacity study/permit will be required with the final site plan. Contact Metro Water Services at (615) 862-7225.

Harpeth Valley Utility District or Madison Suburban Utility District
Provide a copy of current letter indicating water/sewer availability from Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. *Contact Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*
- _____ ② **STORMWATER DRAINAGE & GRADING PLAN:** Submit grading and drainage plans directly to Metro Stormwater for sufficiency review and obtain sufficiency approval, **prior to submitting your final Institutional Overlay application.** Provide copy of Stormwater’s sufficiency approval with final IO application. *Contact Metro Stormwater: 862-4588.*
- _____ ③ **ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS:** Where required, roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans to Public Works. Submit these plans directly to Public Works *before* final Institutional Overlay application is submitted. *Contact Metro Public Works: 862-8760*
- _____ ④ **FINAL SITE PLAN:** Submit 10 copies of the Institutional Overlay final site plan.
- _____ ⑤ **DIGITAL DATA FILE:** (non-write protected) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of final IO application submittal, with each plan revision submittal during staff review, and after final IO approval by the MPC.
- _____ ⑥ **SUBMITTAL CHECKLIST:** The Institutional Overlay Submittal Checklist lists everything that should be included for all plans and documents needed to review your Institutional Overlay application. The design professional should use this checklist when preparing project packages for submission. Plans or documents missing any information may be deemed incomplete and not accepted for project review.

Institutional Overlay: Building Permit

✓, if completed

- _____ ① **CONDITIONS OF APPROVAL:** All conditions of the preliminary IO, and where a final IO and/or final plat were required, all conditions pertaining to the final IO, must be satisfied prior to the issuance of a building permit.
- _____ ② **PLANS:** Submit four (4) copies of the site plan, landscape plan, and any other documentation required by the final IO for a building permit. Do not submit plumbing, mechanical, or electrical plans. Staff will stamp/sign all copies, retaining one copy for our files, returning two copies to you – one of which you give to the Codes Department to issue your building permit and the other is for your records.

SUBMITTAL CHECKLIST IO APPLICATIONS

✓ Applicant	✓ Staff	A.	DATA	Prelim. IO or Amended IO	Final IO (incl. Revised Prelim & Final IO)
		1.	<p>Development Summary: In a table with bullet points, provide the following information on the first sheet of the plans or create a cover sheet.</p> <ul style="list-style-type: none"> ▪ Council district number and district councilmember name ▪ Owner(s) of Record – Name, address and phone number. (If a corporation, identify contact person and title) ▪ Overlay District Name: IO ▪ IO Name (including any former name) ▪ IO Number (to be assigned by staff after submittal) ▪ Plan preparation date (mm/dd/yy) with each revision date(s) noted too (mm/dd/yy) ▪ Scale of not less than 1"=50' along with bar scale identifying scale used. Smaller scale may be used if pre-approved by staff. ▪ Design professional – Name, company name, title, address, phone number, fax number of one or more professionals certifying preparation of plan – and where applicable, seal, signed and dated on each plan sheet as (mm/dd/yy). ▪ U.S. FEMA FIRM community panel number or map number with map effective date along with flood zone. 	•	•
		2.	Notes: The "Purpose Note" shall be the first note on plan describing IO's purpose. All other notes shall be placed beneath it in numeric order. See "Section H" of this checklist for typical required notes.	•	•
		3.	<p>Development / Site Data Table (some items may not be applicable, please note when not applicable):</p> <ul style="list-style-type: none"> ▪ Acreage: total gross acreage and acreage by land use including any open space (identify if passive or active) Categorize land uses based on Zoning Code categorization. ▪ Density: total for all phases, total for each phase. ▪ Dwelling units: total for all phases, total for each phase, total by each type overall and per phase ▪ Floor area ratio (FAR): or square footage for each category of land uses, and each individual building/structure. Land use category should be based on Zoning Code categorization. ▪ Impervious surface ratio (ISR): total site area covered by impervious surfaces with breakdown of ISR devoted to buildings and roads/sidewalks/drives ▪ Parking: total # of spaces required by Zoning Code with required ratio identified on plan, total # of spaces being provided with ratio identified on plan, and breakdown of same for each individual use and phase. ▪ Uses: Listing of all existing and proposed land uses as categorized by the Zoning Code (e.g. retail, restaurant, office, warehouse, manufacturing, apartments, townhouses, two-family structures, single-family homes). 	•	•
		4.	Vicinity Map showing relation to other development phases and surrounding area.	•	•
		B.	DETAILS		
		1.	<p>Boundary of the IO or phase shall be delineated and labeled (accurate in scale and description).</p> <p>Buildings:</p> <ul style="list-style-type: none"> ▪ Existing buildings and other structures on site and within 100 feet of the IO boundary line Label those to be removed or demolished. ▪ Proposed building locations, square footages, # of stories, height, setbacks, trash dumpsters, and loading docks (if any). ▪ Historically registered buildings or structures identified within IO boundary. 	•	•
		2.	Cemetery: acreage, name, dimensions, identify if to remain in present location or to be relocated.	•	•
		3.	Common / open space areas: acreage/square feet, label as active or passive open space, dimensions.	•	•
		4.	Critical Lots: Identify with a star (*) symbol on the face of the plan as required by 17.28.030 and 17.28.040 of the Zoning Code and/or Appendix C. of the Metro Subdivision Regulations.	•	•
		5.	Drainage: Buffered drainage ways without a floodway established, show the top of bank and the drain buffer area (sized per Stormwater Regulations).		•

	6.	Drainage: Proposed methods for the discharge of on-site stormwater, showing any off-site existing drain pipes and culverts to be used.	•	C
	7.	Drainage agreements: Cite the Register of Deeds instrument number on face of final IO plan for stormwater maintenance agreement.	•	•
	8.	Limits of water quantity quality ponds/devices (existing and proposed) must be clearly identified and labeled. For preliminary IOs/plans, identify water quality concept only.	•	•
	9.	Driveway location(s): existing on property, existing across the street, and proposed (including slope).	•	•
	10.	Fences and walls: Show location and illustrate height, types of materials to be used, and construction details. Identify the top and bottom elevations of all retaining walls.	•	•
	11.	Fire Hydrants: Show all fire hydrant locations. Any portion of a building shall be no further than 500 feet from a fire hydrant as measured via hard surface road – not a direct line from hydrant to building.	•	•
	12.	Floodplain: 100-year floodplain (existing and proposed), floodway line, buffers, and for each lot within the 100-year floodplain, the minimum first floor elevation applicable to that lot.	•	•
	13.	Landscape Plan:		
		▪ For developments which include 5,000 square feet or more of permanent structures, the landscape plan submitted with final site plan shall be prepared and sealed by a professional landscape architect registered in Tennessee. (see Section 17.24.020 of Zoning Code)		•
		▪ Any tree with 24" or greater diameter breast height, or that qualifies as a heritage tree (see Section 17.40.450.B) shall be survey located and depicted on final site plan.		•
		▪ Existing vegetation on-site and within 100-feet of IO boundary. Indicate approximate location of tree masses and mature hedgerows on-site. General description of tree species and range of sizes within tree masses. Identify and note on plan location of trees 6" in caliper or larger which are not within tree masses.	•	•
		▪ Proposed vegetation on-site with approximate location(s) to satisfy Chapter 17.24 of the Zoning Code. Identify proposed types, sizes at planting and with three years of maturity, and typical spacing, of all plant materials.	•	•
		▪ Proposed measures to protect existing vegetation to be retained during site development.		•
		▪ Screening details for all trash dumpsters or containers (see Section 17.24.060 of Zoning Code).		•
	14.	North arrow and source on all plan sheets.	•	•
	15.	Phasing or section boundaries (proposed). If existing IO, identify any boundary changes. Include a development schedule for phasing or sections.	•	•
	16.	Property map sheet match lines must be delineated and identified on face of plan.	•	•
	17.	Property tax map and parcel numbers of parcels within and abutting the IO.	•	•
	18.	Septic or any other kind of private sewerage disposal fields as approved by Metro Health Department.	•	•
	19.	Sidewalk location (approximate).	•	C
	20.	Soils: Identify soils from a generalized soil map unless a more specific study has been done. Identify slopes of 15% to 20% and then those 25% or greater.	•	•
	21.	Street Design		
		▪ Clearance for fire truck access: 20 feet of unobstructed area must be maintained along any public or private street, including any alley for fire truck access, unless street is a divided road.	•	•
		▪ Cross-sections: Dimension any proposed streets or existing streets to be widened.	•	•
		▪ Cul-de-sacs: Any cul-de-sac longer than 150' must have a turnaround approved by the Fire Marshal for fire truck turnaround, with a landscaped open space in the center (specific dimensions to be determined). Maximum cul-de-sac length is 750', measured from first intersecting street to end of cul-de-sac. Cul-de-sacs longer than 750' may be required to include mid-block traffic calming devices approved by Metro Public Works.	•	•
		▪ Any required dedication or reservation of land for right-of-way.	•	•
		▪ Deviations & variations: Any deviations and/or variations from the Engineering Division of Public Works Details and Specifications will be required to obtain approval from the Director of Engineering or his designated representative.	•	•
		▪ Fire lanes must be provided for any building less than 30 feet in height with a setback of 150 feet or more from a public street, and for any building 30 feet or taller with a setback of 50 feet or more from a public street.	•	•
		▪ Grades & cross-slopes, vertical design, speed, horizontal radius, tangents between reverse curves – (see Section 2-6.2.1 of Sub. Regs.)		C
		▪ Intersections existing within 150 feet of the IO boundary.	•	•
		▪ Names, location, and width of all existing and proposed public and private streets and other public ways. Label all streets that are to be private, including any alleys.	•	•
		▪ Pavement: Show pavement width of any existing public or private streets.	•	•
		▪ Right-of-Way: Identify any dedicated or reserved rights-of-way, but which have never been built and/or accepted for public maintenance. Indicate whether through this plan, rights-of-way will be constructed or abandoned.	•	•
		▪ Scenic routes: Lots along a scenic street per the adopted Major Street Plan must show the required building setback line per the Zoning Code.	•	•
		▪ Sight distance must be shown as per current edition of AASHTO Manual.	•	•
		▪ Temporary turnarounds must be shown if street to be extended in future. Turnaround shown to the property line (no spite/reserve strip). If street is proposed for extension and less than 300 feet in length, no turnaround required.	•	•

		22.	Topography: Show existing contours (entire site) and proposed contours (areas to be developed) in five foot intervals or less, labeling contours every 10 feet as well as sinkholes or other natural depressions, and within 100 feet of IO boundary. Both types of contours must be shown on same sheet and easily distinguishable from one another. USGS contours are not acceptable.	•	•
		23.	Traffic signals: Existing and proposed within 150 feet of the IO boundary.	•	•
		24.	Traffic impact study (TIS): Show all public roadway improvements of any required TIS on plan.	•	•
		25.	Utility lines: Label and dimension all electrical and gas lines (existing and proposed).	•	•
		26.	Water and sewer lines: Location and size of existing and proposed supply lines and fire hydrants.	•	•
		27.	Wetlands: Show the Department of Army approved wetland delineation line and the drain buffer area (sized per Stormwater Regulations).	•	•
		28.	Zoning district boundaries depicted according to the Official Zoning Map.	•	•
C. DOCUMENTS					
		1.	Development schedule for entire site along with breakdown of dates for each phase and section.	•	•
		2.	Digital output file (non-write protected) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of preliminary and final IO application submittal, with each plan revision submittal during staff review, after preliminary IO approval by Council, and after final IO approval by MPC.	•	•
		3.	Metro Water Services - Active Water & Sewer Services Capacity study/permit		•
		4.	Metro Water Services - Plan Review Fee Worksheet	•	•
		5.	Metro Water Services – Stormwater Drainage Calculations: Submit stormwater drainage calculations and construction plans with final IO application.		C
		6.	Traffic Study: Submit four copies of any required Traffic Impact Study to Planning Department. If previously submitted to Metro Public Works, then only two copies are required to be submitted to Planning Department with the IO application. Submittal Date: _____	•	•
D. EASEMENTS AND DEDICATIONS					
		1.	Street (right-of-way) dedication or reservation.		
		2.	Dedication or reservation for public park, school, or greenway (if applicable).		
		3.	All private cross-access, joint-access, and other easements identified by drawing or note.	•	•
		4.	Greenway easements must be shown in accordance with the Subdivision Regulations.	•	•
		5.	Public access easement(s) existing and proposed (permanent / temporary).	•	•
		6.	Public infrastructure easements: Identify existing utility or drainage easements, including any to be abandoned or relocated, and label as “old existing easement” and “relocated easement”. <u>If Metro Council approval is required for easement abandonment or relocation, that approval must be obtained prior to final IO or final plat approval, whichever occurs last; attach copy of application.</u> If a formal request to abandon the easement has previously been filed with a Metro agency, identify date application was submitted to that agency and attach a copy of the application. Where applicable, label any easement abandoned with the council ordinance number that abandoned the easement. Agency: _____ Submittal Date: _____	•	•
		7.	Scenic Landscape Easement identified for any Scenic Roads designated by the Major Street Plan.	•	•
E. RELATED APPLICATIONS					
		1.	Easement or Right-of-Way Abandonment or Relocation (if applicable): <ul style="list-style-type: none"> ▪ Street and alley closures – submit application and required fee to Metro Public Works; ▪ Easement abandonments or encroachments (water, sewer or drainage) – submit application and required fee to Metro Water Services; ▪ Easement abandonments or encroachments (all others), including encroachments into Metro right -of-way – submit application and required fee to Metro Public Works. 		•
		2.	Bond Application submittal for any public infrastructure improvements, where no final plat required.		•
		3.	Metro Water Services: Payment of \$500 for Water & Sewer Availability Request. Identify below the receipt number and date paid. Receipt # _____ Date Paid: _____	•	•
		4.	Metro Water Services: Payment of applicable construction plan review fees.		•
		5.	Metro Water Services: Payment of 30% of Sewer Capacity Fee prior to submittal of any final IO plan, where no future final plat will be recorded. Attach copy of receipt to IO application as proof of payment.		•

	6.	Stormwater Management Committee (SMC) (if applicable): Submittal of application and \$50 fee for any variance to the Stormwater Regulations with Metro Water Services. SMC must act to approve/disapprove variance request prior to the Metro Planning Commission acting to approve/disapprove final IO.		•
	F.	PLANS (NOTE: All plans noted below should be submitted directly to reviewing agency, prior to submitting IO application).		
	1.	Metro Health Department: Any septic areas or other private sewerage disposal systems must be preliminarily approved on a copy of the IO plan by the Metro Health Department (signed and dated), prior to submittal of IO plan application. See attached requirements.	•	•
	2.	Metro Public Works: With final IO submittal, submit 2 sets of roadway & sidewalk construction plans, including summary of lengths to be bonded, grading plans, and profiles. Identify below the date plans were submitted to Public Works for review/approval. (Sidewalks (C20), grades and cross-slopes (C22), road construction (C22)). Submittal Date: _____		C
	3.	Metro Water Services (Stormwater): With final IO submittal, submit 3 sets of grading and drainage plans with 1 set of worksheet calculations. Refer to Appendix A of the Stormwater Management Manual for specific submittal requirements, including applicable construction review fees; nashville.gov/stormwater/grading_permit_related.htm. Identify below the date plans and calculations were submitted to Stormwater for review/approval. (Drainage (C7, C8, C9, C10, C13), public infrastructure easements (E4)). Submittal Date: _____		C
	4.	Metro Water Services (Water & Sewer): With final IO submittal, submit 2 sets of water & sewer construction plans. Refer to Residential and Commercial Handbooks for specific submittal requirements, including applicable construction plan review fees; nashville.gov/water/permits_handbooks.htm. Identify below the date plans were submitted to Water Services for review/ approval. (Utility lines (C26), water and sewer lines (C27), public infrastructure easements (E4)). Submittal Date: _____		C
	G.	PLAN NOTES		
	1.	Greenways: "Except as authorized by approved construction plans, no grading, cutting of trees, or disturbance of natural features shall be performed within this easement."	•	•
	2.	Metro Fire Marshal: "The required fire flow shall be determined by the Metropolitan Fire Marshal's Office, prior to the issuance of a building permit."	•	•
	3.	Metro Health Department - Septic: Any notes required by the Metro Health Department.	•	•
	4.	Metro Planning - Railroad / Limited Access Highway Buffer: "This strip of land is reserved for screening. The placement of structures hereon is prohibited."	•	•
	5.	Metro Planning - Scenic Road: "Except as authorized by approved construction plans, no grading, cutting of trees, or disturbance of natural features shall be performed within this easement except driveway crossing which shall be located to provide minimal disturbance."	•	•
	6.	Metro Planning - Street Signs (public or private street): "No building permit may be issued on any lot until street name signs are installed and verified by the Metropolitan Department of Public Works on all streets on which the lot depends for access."	•	•
	7.	Metro Planning – Federal Compliance All development within the boundaries of this plan meets the requirements of the Americans with Disabilities Act and the Fair Housing Act. ADA: http://www.ada.gov/ U.S. Justice Dept.: http://www.justice.gov/crt/housing/fairhousing/about_fairhousingact.htm	•	•
	8.	Metro Water Services - Stormwater (78-840): "Any excavation, fill or disturbance of the existing ground elevation must be done in accordance with storm water management ordinance No. 78-840 and approved by The Metropolitan Department of Water Services.	•	•
	9.	Metro Water Services - Stormwater (waterway buffer): "The buffer along waterways will be an area where the surface is left in a natural state and is not disturbed by construction activity. This is in accordance with the Stormwater Management Manual, Volume 1 Regulations.	•	•
	10.	Metro Water Services - Stormwater (Culvert/Driveway): Where applicable, "Size driveway culverts per the design criteria set forth by the Metro Stormwater Manual. (Minimum driveway culvert in Metro ROW is 15" CMP)."	•	•
	11.	Metro Water Services - Stormwater (Preliminary Plan/Plan): "This drawing is for illustration purposes to indicate the basic premise of the development. The final lot count and details of the plan shall be governed by the appropriate regulations at the time of final application."	•	•
	12.	Metro Water Services – Stormwater (Access): "Metro Water Services shall be provided sufficient and unencumbered ingress and egress at all times in order to maintain, repair, replace, and inspect any stormwater facilities within the property.		•
	13.	Metro Water Services – Water & Sewer (Private Service Line Note: Residential): "The owner of lot _ is responsible for the installation, operation and maintenance of the private _____ service line which is located in a ___ private _____ service line easement crossing a portion of lot ___ as shown on this plan."	•	•

		14.	Metro Water Services - Water & Sewer (Unknown commercial/industrial Use): <u>"Note to Prospective Owners:</u> You are strongly advised to contact Metro Water Services Engineering (Development Services) to determine adequacy of public water and sewer facilities for intended development of property. "	•	•
		15.	Metro Water Services - Water & Sewer: "Individual water and/or sanitary sewer service lines are required for each parcel."	•	•