



Metropolitan Nashville Planning Department

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Downtown Code – BONUS HEIGHT CERTIFICATION

Please complete this application for a certification request of compliance with the Bonus Height Program in Downtown Code zoning district (DTC). A letter of purpose; submittal of relevant site, architectural, and landscape plans/exhibits, and other necessary documentation are also required upon submission of this application to the Planning Commission.

DTC Sub-District: _____ **Project Name:** _____

Property address _____

Map: _____ **Parcel Number:** _____

Date Submitted: _____ **Application Number:** _____
(assigned by Planning Dept. staff)

APPLICANT:

- Architect/Engineer/Consultant Optionee Property Owner Purchaser of property Lease Other

Property Ownership: Affected property owner(s) shall sign the application for any DTC Bonus Height Certification. Failure to provide this information will render your application **incomplete** and postpone your application's consideration.

Applicant's Name: _____ **Property Owner's Name:** _____

Company Name: _____ **Company Name:** _____

Address: _____ **Address:** _____

E-mail: _____ **E-mail:** _____

Phone: _____ **Fax:** _____ **Phone:** _____ **Fax:** _____

Applicant's Signature: _____ **Property Owner's Signature:** _____

DTC Bonus Height Program Certification of Compliance submission shall include:

1	A letter of purpose indicating how the project is meeting the Bonus Height Program (BHP), and a brief description of the overall project/development. Include clear calculations and descriptions demonstrating compliance with the BHP standards.	
2	Relevant site plans, building elevations/sections/floor plans, landscape plans, and other exhibits that clearly demonstrate compliance with the BHP provisions and the how the bonus stories are derived, including labels and annotation as needed.	
3	Other necessary documentation as may be required by the DTC BHP and the Planning Department.	
4	Scale: All proposal drawings submitted must be to scale and labeled with dimensions.	

DTC Bonus Height Certification CHECKLIST: what to submit for the Bonus Height Certification

1	Complete the DTC Bonus Height Certification application form.	
2	DTC Bonus Height Program Certification of Compliance submission; digital copy and (1) hard copies	