



Metropolitan Nashville Planning Department

Metro Office Building
800 Second Avenue South, 2nd floor
Nashville, TN 37210
P.O. Box 196300
Nashville, TN 37219-6300

Voice: 615.862.7190
Fax: 615.862.7130
E-mail: planningstaff@nashville.gov
www.nashville.gov/mpc

Landmark Sign Designation Application

The Metro Nashville Zoning Code, Section 17.32.145 and Section 17.40.170.B, requires this application be completed to apply to designate a sign as a Landmark Sign.

“Landmark Sign” means a sign that exemplifies the cultural, architectural, or commercial identity of Nashville and Davidson County, is iconic in its location, and contributes to the surrounding neighborhood character.

The application also includes: a map identifying the property, submittal of plans, payment of the filing fee, and other necessary documentation. Checks should be made payable to “Metropolitan Nashville Government”.

Landmark Sign’s Name: _____

Address: _____

Map Number: _____ **Parcel Number:** _____ **Date Submitted:** _____

Landmark Sign Designation:

- Historic** - a Landmark Sign that exemplifies the cultural, architectural or commercial history of Nashville and Davidson County and was constructed more than 50 years before the date of application.
- Vintage** - a Landmark Sign that is iconic and culturally significant and was constructed between 50 and 25 years before the date of application.
- Replica** - a Landmark Sign that is an exact reproduction of an historic sign which no longer exists.

Supporting Documentation:

- Landmark Sign Checklist (reverse side)
- Landmark Sign Site Plan Checklist (reverse side)

Associated Cases:

- Zone Change, UDO, or PUD
- Final Plat (when necessary)
- Mandatory Referral
- General Plan Amendment

APPLICANT:

- Architect
- Engineer
- Optionee
- Property Owner
- Purchaser of Property
- Leasee
- Other

Ownership: The name, map and parcel number of involved property/properties, and signature(s) of all property owners of the parcel where the sign is currently located, or will be located, shall be submitted along with this application (separate sheet may be used). Failure to provide this information will deem your application **incomplete** and postpone your application’s consideration.

Applicant’s Name: _____

Property Owner’s Name: _____

Company Name: _____

Company Name: _____

Address: _____

Address: _____

City: _____ State: _____ Zip: _____

City: _____ State: _____ Zip: _____

Phone: _____ business home cell

Phone: _____ business home cell

Fax: _____ business home

Fax: _____ business home

E-mail: _____

E-mail: _____

Applicant’s Signature: _____

Property Owner’s Signature: _____

Landmark Sign Designation APPLICATION

1	A complete Landmark Sign application form, including everything on the Eligibility Checklist and the Plan Checklist.	
2	A filing fee of \$160.00 by check or cash.	

Landmark Sign ELIGIBILITY CHECKLIST

3	Eligibility Submission: Three (3) complete sets of the Eligibility Submission (see below) must be uniformly collated, stapled, and pre-folded with each submittal.	
3a	Vicinity map (not to scale).	
3b	Evidence of eligibility: Provide historic documentation and narrative as to how the sign meets the standards of Section 17.32.145A and 17.32.145 B, C or D (whichever is applicable). Documentation may include photos, drawings, postcards, building permits and/or other historic data showing detailed information that show the sign's original design, condition and location.	
3c	Existing Conditions: photos, drawings, and other supporting documentation of the existing condition of the sign.	

Landmark Sign PLAN CHECKLIST

4	Plan Submission: Eleven (11) complete sets of the Sign Site Plan (see below) must be uniformly collated, stapled, and pre-folded with each submittal.	
4a	Scale: All drawings submitted must be to scale.	
4b	Property map(s) and parcel(s) numbers of the site shall be stated on the application and plans.	
4c	Show existing structures, buildings (noting pedestrian entrances), roads, driveways, and utilities on-site and within 100 feet of the sign.	
4d	Detailed plans: photos, drawings and other supporting documentation for the restoration, adaptive reuse, construction, maintenance and/or relocation of the sign.	

Fee: Applications for Landmark Sign designation \$160.00

Fees paid to date \$ _____ = \$160.00

The Planning Department's fee for each Landmark Sign application is \$160. This does not include sign permit fees.