



# Metropolitan Nashville Planning Department

Metro Office Building  
800 Second Avenue South, 2<sup>nd</sup> 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](mailto:planningstaff@nashville.gov)  
[www.nashville.gov/mpc](http://www.nashville.gov/mpc)

## Major and Collector Street Plan – Minor Amendment Application

Property owners seeking to amend the Major and Collector Street Plan (MCSP) designation or Standard Right-of-Way for a street abutting their property must first have a pre-application meeting with Planning staff to consider if the street may administratively be labeled a “constrained street” with a reduced right-of-way requirement. If the street cannot be labeled a “constrained street” and/or if the applicant still wants the MCSP designation or right-of-way amended, then the applicant must file an application with the Metro Planning Commission to amend the MCSP. The application must include a map identifying the property and payment of a filing fee. Checks should be made payable to “Metropolitan Nashville Government.” **An incomplete application will not be accepted.** Note that if the amendment is approved, it requires that the MCSP Community Plan map be re-filed with the Register of Deeds. The cost to do this is born by the applicant.

**Application Fee:** \$500.00 **Application No.** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Date of Pre-Application:** \_\_\_\_\_

### Property and Street Information

Property Address: \_\_\_\_\_

Map/Parcel No: \_\_\_\_\_ Street Name(s): \_\_\_\_\_

MCSP Designation(s): \_\_\_\_\_

Standard Right-of-Way Width(s): \_\_\_\_\_ Constrained Street  yes  no

### **Existing Conditions**

Right-of-Way Width \_\_\_\_\_ Number of Lanes \_\_\_\_\_ Sidewalk Width \_\_\_\_\_

Zoning \_\_\_\_\_ CCM/LUPA Policy \_\_\_\_\_ Bus Route(s) # \_\_\_\_\_

On street parking  yes  no Median  yes  no Bike lanes  yes  no Planting strip/wells  yes  no

### **Associated Application Case Number(s)**

Final Plat \_\_\_\_\_  Mandatory Referral \_\_\_\_\_  Zone Change \_\_\_\_\_

**Appeal Type?**  Appeal of Standard ROW width  Appeal of MCSP Designation

**Reasoning for Request?** (attach any documentation, diagrams, or additional information to this application)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Applicant Information

Applicant's Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Applicant

Signature: \_\_\_\_\_

#### Checklist

- \_\_\_\_\_ Date of Pre-application Meeting
- \_\_\_\_\_ Application filled out completely
- \_\_\_\_\_ Map showing extent of roads
- \_\_\_\_\_ Application fee: \$\_\_\_\_\_.00
- Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_
- \_\_\_\_\_ If necessary, check payable to Register of Deeds

## Major and Collector Street Plan – Amendment Application Procedure

1. A pre-application meeting must be held with Planning staff to discuss the street's context and any related site proposal issues. If Planning staff does not determine the street to be a "constrained street" with a reduced right-of-way amount or the street is determined to be "constrained" with a reduced right-of-way, but the applicant still desires a further-reduced right-of-way amount, the applicant should file an application for a Minor Amendment to the Major and Collector Street Plan with the Metropolitan Planning Commission.
2. An applicant can file the Minor Amendment to appeal to the Standard Right-of-Way width, to appeal the MCSP Designation or both.
3. All information on the application must be complete. The complete application, a map showing the extent of the roads, and an application fee are required to be submitted.
4. Once filed, the Minor Amendment will be placed on an upcoming Metropolitan Planning Commission agenda for a public hearing and consideration.
5. The Minor Amendment requires notification as described by the Rules and Procedures of the Metropolitan Planning Commission in Section VIII. A. 4.

*For all minor amendments to a plan, notice of public hearing shall be mailed to owners of property in and within 500 feet of the perimeter of the proposed change at least ten calendar days prior to the public hearing. In addition, an attempt shall be made to notify any representative groups that may be impacted by the proposed amendment and organizations known to the Commission's staff as groups that represent the interests of neighborhood groups or similar interests in the area.*

Planning staff reserves the right to extend the extent of the application (the segment of the street) if sound planning practice warrants that.

6. The Metropolitan Planning Commission will hold the public hearing and make the final determination.
7. An approved amendment to the MCSP Designation will require a Community Plan Map that serves as County's Major Thoroughfare Plan to be filed with the Davidson County Register of Deeds. After the amendment is approved, Planning staff will contact the applicant to have the applicant provide a check payable to the Register of Deeds to cover the cost of filing the updated, accurate Community Plan map with the Register of Deeds.