



Metropolitan Nashville Planning Department

Metro Office Building
800 Second Avenue South
Nashville, TN 37219

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Pre-Application Meeting Request

PRE-APPLICATION CONFERENCE. While not required, a pre-application conference with the planning staff is strongly encouraged prior to filing an application. Staff will provide feedback on your proposal, advise you on application submittal items, and review a projected review & approval schedule.

To request a meeting, fill out the form below, attach requested information, and send by email to the Pre-Application Coordinator, Shawn Shepard, shawn.shepard@nashville.gov. You may also submit the form and associated materials to the Planning Department Front Service Counter located in the Development Services Center, 1st Floor of the Metro Office Building, 800 2nd Avenue South. Please use a separate form for each site or project.

Please note: Meetings are scheduled on a first come, first served basis. Due to the volume of pre-application requests, meeting dates may not be available immediately. It is advisable to submit the request at least two weeks in advance of your desired meeting dates.

CONTACT INFORMATION (primary contact for all questions and meeting scheduling)

Applicant's Name: _____ **Company Name:** _____

Phone: _____ **business** _____ **home** _____ **cell** _____ **Email:** _____

 Architect Engineer Optionee Property Owner Purchaser of property Lessor Other

SUBJECT OF MEETING (check all that apply)

Rezoning SP (new) Amend SP Final SP Subdivision PUD Plan Amendment Other

SITE LAYOUT/CONCEPT: Attach a concept or sketch illustrating the proposed development. (Please note: Meetings to discuss an SP or subdivision concept will not be scheduled until a conceptual site layout is provided.)

PROPERTY INFORMATION (list all properties to be discussed; you may attach a separate list if needed)

Map	Parcel (use "part of parcel..." if a portion)	Current zoning	# of acres

Description of the Proposal or Questions for Staff:

FOR OFFICE USE ONLY		
Date Submitted: _____	Assigned: _____	Date Scheduled: _____