



# Metropolitan Nashville Planning Department

Metro Office Building  
 800 Second Avenue South  
 Nashville, TN 37219  
[www.nashville.gov/mpc](http://www.nashville.gov/mpc)

Voice: 615/862-7190  
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## Specific Plan Application

SP Project No. \_\_\_\_\_ Date Submitted: \_\_\_\_\_

SP Name \_\_\_\_\_

Type of SP Request  Preliminary SP  Preliminary & Final SP  Final SP  Amend SP

Description of the SP:

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

Associated cases:  PUD  General Plan Amendment  Subdivision  Mandatory Referral

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

**Community Plan Consistency** (to be completed by applicant):

\_\_\_\_\_  
 Land Use Policy (e.g. Neighborhood Maintenance, Neighborhood Evolving, Mixed-Use Corridor, etc.)

### Application Fees - New/Amendment/Final

SP Type	Application Fee	Description
Tier 1	\$2,500	Project is 0-5 residential units and/or less than 10,000 SF of non-residential uses
Tier 2	\$4,500	Project is 6-25 residential units and/or 10,000-25,000 SF of non-residential uses
Tier 3	\$6,195	Project is 26 or more residential units and/or greater than 25,000 SF of non-residential uses

**SP PRE-APPLICATION CONFERENCE.** While not required, a pre-application conference with the planning staff is strongly encouraged. Staff will provide feedback on your SP proposal, advise you on application submittal items, and review a projected review & approval schedule. *Submit the Pre-Application request form available on the Planning website to schedule a meeting. Please note it is advisable to submit the request at least 2 weeks prior to your desired meeting date.*

**Applicant:** All communication 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 owner(s) indicating that you are acting as their agent. The letter needs to include map and parcel, existing zoning, and requested zoning.

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Architect  Engineer  Optionee  Property Owner  Purchaser of property  Lessor  Other

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**Property Owner'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

Phone: ( ) \_\_\_\_\_  business  home  cell Phone: ( ) \_\_\_\_\_  business  home  cell

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

**Property Owner's Signature(s):** \_\_\_\_\_

**Property Owner's Signature(s):** \_\_\_\_\_

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

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

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

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

Phone: ( ) \_\_\_\_\_  business  home  cell

Phone: ( ) \_\_\_\_\_  business  home  cell

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

Per Resolution RS2019-1788, I certify that I have notified the Metropolitan Council Office and the district Councilmember of this request. The attached email is documentation of said notification.

**ONLY USE FOR NEW PRELIMINARY SP / AMEND SP**

Initial: \_\_\_\_\_

I have reviewed this application and its associated SUBMITTAL CHECKLIST fully, and believe that I have complied with all of 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's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# “Must Haves” and “Must Dos”

## Specific Plan: Development Plan (preliminary)

✓ if completed

- \_\_\_\_\_ ① **APPLICATION.** A completed application along with items #2 – #9 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 preliminary SP plan application. A capacity study/permit will be required with the final SP plan.
- 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 **LAND USE TABLE.** Table listing all land uses proposed to be allowed in the SP district. Uses should be listed as categorized in the Zoning Code.
- \_\_\_\_\_ ⑤ **DEVELOPMENT STANDARDS.** Written text with illustrations, tables, and exhibits detailing the site specific development standards related to building/structure types that are proposed in the SP 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. In case any standards are inadvertently omitted, please indicate what zoning district should apply (e.g. CL, CS, MUL).
- \_\_\_\_\_ ⑥ **PRELIMINARY DEVELOPMENT 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 SP Development Plan.
- \_\_\_\_\_ ⑦ **DEVELOPMENT & PHASING SCHEDULE:** Detailed development and construction schedule for entire site, including any phases or sections.
- \_\_\_\_\_ ⑧ **DIGITAL DATA FILE** (non-write protected) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of preliminary SP application submittal, with each plan revision submittal during staff review, and after preliminary SP approval by Council.
- \_\_\_\_\_ ⑨ **SUBMITTAL CHECKLIST:** The SP Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your zone change application to SP 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.

**(NOTE:** The Executive Director may approve the omission of certain items from the application that are inappropriate or unnecessary based on the purpose and intent of the application. If an item is proposed for omission, the applicant shall clearly state what requirement is omitted and why the item was omitted.) Additional information or clarification may be requested during the review process.

**The Specific Plan Submittal Checklists are online on the Planning Department’s Applications and Fees page.**

## Specific Plan: Final Site Plan

✓ if completed

### ① PUBLIC WATER & SEWER:

#### Metro Water Services

A capacity study/permit will be required with the final site plan application. 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 Water Services (Development Services) **before submitting your final SP application**; *failure to do so will result in SP final site plan delays.* *Contact Metro Stormwater at (615)862-7225.*

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 SP application is submitted. *Contact Metro Public Works: 862-8760*

④ **FINAL SITE PLAN.** Submit 10 copies of the SP 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 SP application submittal, with each plan revision submittal during staff review, and after final SP approval by the MPC.

⑥ **SUBMITTAL CHECKLIST:** The SP Submittal Checklist lists everything that should be included for all plans and documents needed to review your zone change application to the SP District. 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. (**NOTE:** The Executive Director may approve the omission of certain items from the application that are inappropriate or unnecessary based on the purpose and intent of the application. If an item is proposed for omission, the applicant shall clearly state what requirement is omitted and why the item was omitted.)

The Specific Plan Submittal Checklists are online on the Planning Department's Applications and Fees page.

## Specific Plan: Building Permit

✓ if completed

① **CONDITIONS OF APPROVAL:** All conditions of the preliminary SP, and where a final SP and/or final plat were required, all conditions pertaining to the final SP, 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 SP 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.