



Metropolitan Nashville Planning Department

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Urban Design Overlay (U.D.O.) – New/Amend/Cancel

The Metro Nashville Zoning Code requires this application be completed for the creation of a new Urban Design Overlay (UDO). All information on the checklist below is required.

You are required to notify the district councilmember and Council office about your zone change application, prior to submitting it to the Planning Dept.

Checks should be made payable to "Metropolitan Government."

U.D.O.'s Name: _____ U.D.O.'s Project Name: _____

Map: _____ Parcel Number: _____ Date Submitted: _____

Application No. _____
(Assigned by Planning Department staff)

Comprehensive Fee: Applications for a newly created UDO \$2,800

The proposed comprehensive fee is the fee to change the zoning for the property. Any future UDO application submittals for final site plan approval or building permit applications shall also require a fee.

Supporting Documentation Submitted?

- Traffic Impact Study (when required by Metro Public Works)
- Geotechnical Study (when necessary)
- Parking Study (when necessary)
- Review Checklist (on back page)
- General Plan Amendment
- Sewer Capacity Purchased (when necessary)

Associated Cases?

- Zone Change
- Final Plat (when necessary)
- Mandatory Referral
- Sewer Availability Letter

Metro Water Services

A capacity study/permit is not required with a new/amendment/cancellation application. A capacity study/permit will be required with the final site plan application.

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.*

Per Resolution RS2019-1788, I certify that I have notified the district Councilmember of this request, and the Metropolitan Council Office (staff Planning & Codes Liaison: matthew.wilkinson@nashville.gov). The attached email is documentation of said notification.

Initial: _____

APPLICANT:

Architect Engineer Optionee Property Owner Purchaser of property Leasee Other

UDO Ownership: The name, map and parcel number of involved property/properties, and signature(s) of all property owners within the boundary of a newly created UDO 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
 E-mail: _____ E-mail: _____
 Applicant's Signature: _____ Owner's Signature: _____

UDO CHECKLIST: what to submit for a newly proposed Urban Design Overlay		
1	A complete UDO application form.	
2	A filing fee by check or cash.	
3	Copy of email sent to Council office & Councilmember	
4	Plan submission: Eleven (11) complete sets of plans must be uniformly collated, stapled, and pre-folded with each submittal. Schematic site analysis and site plan to be included.	
5	Site data table including: map(s), parcel(s), proposed uses, existing zoning, gross site acreage, acreage in open space, establish parking ratios, proposed lot numbers, proposed number of units/lots, proposed lot sizes, building coverage, gross density, maximum FAR, ISR.	
6	Bulk Standards Table which may include the following: proposed building and/or frontage type(s), building materials, glazing requirements, proposed maximum building height and proposed setbacks/build-to line.	
UDO Site Plan Checklist: One or more sheets may be submitted that include the following:		
1	Scale: All drawings submitted must be to scale	
2	Property map(s) and parcel(s) numbers of the site shall be stated on the application and plans.	
3	Vicinity map and boundary of the proposed UDO district. UDO boundary shall be clearly delineated and labeled.	
4	Existing vegetation, existing topography, waterbodies, floodway and floodplain, and soils.	
7	Existing and proposed utilities serving the site and existing utilities within 100 feet.	
8	Proposed uses in each structure (including number of units for residential and square feet for commercial uses).	
9	Existing structures, buildings, roads, and driveways on-site and within 100 feet of the site.	
10	Illustrate proposed phasing of the development.	
11	Existing utility and drainage easements, access easements, unbuilt or unaccepted public ROW.	
12	Fronting roads and ROW labeled with any proposed/required ROW dedications or reservations.	
13	Right-of-way of all proposed streets, both public and private, access easements and driveways. Street cross sections must be included.	
14	Proposed subdivision of property into parcels and outparcels (proposed & existing) and identify critical lots with an asterisk (*).	
15	Proposed setbacks as required by the UDO.	