Community Plan Amendment Procedure

1. Before filling out an application for a plan amendment, Contact Marty Sewell, Planner III in the Community Plans Division of the Metro Nashville Planning Department. Phone: 615-862-7218 or Email: marty.sewell@nashville.gov

2. The Planning Department Executive Director will determine whether the amendment is a Major or Minor amendment, the study area for the proposed amendment, and whether a community meeting is required.

<table>
<thead>
<tr>
<th>Amendment Type</th>
<th>Community Meeting Requirement</th>
<th>Property Owner Notification Buffer</th>
<th>Application Fee</th>
<th>Review Cycle/ MPC Agenda Scheduling</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Plan Amendment</td>
<td>One or more meetings, convened by Planning Dept.</td>
<td>1300 feet from subject site</td>
<td>$2000</td>
<td>8 Weeks</td>
</tr>
<tr>
<td>Minor Plan Amendment</td>
<td>Meeting requirement at discretion of</td>
<td>600 feet from subject site</td>
<td>$1000</td>
<td>6 Weeks</td>
</tr>
</tbody>
</table>

3. Once the amendment type is made and the Executive Director has signed the Plan Amendment Determination form, the applicant may submit the amendment application required fees to the Planning Department Front Counter. Cash, checks and VISA/MC are accepted. Checks should be made payable to “Metro Government”.

4. Planning Department staff will work with the applicant to schedule any necessary community meetings and mailings to the community. A report and recommendations to the Planning Commission will be prepared and posted online one week prior to the Commission’s public hearing.

5. At the public hearing, the Planning Commission will approve, approve with conditions, disapprove, or defer the case for further information or analysis.
Please note that the Rules and Procedures of the Metropolitan Planning Commission require an affirmative vote of at least six members of the Commission for the adoption of a plan or any amendment to a plan (see Section VIII. Specific Rules, A. Plan Adoption or Amendment on page 8 of the Rules and Procedures).
Application No. ___________________________ Date Submitted: _________________
(Assigned by Planning Department staff)

Community Plan(s) __________________________________________
Associated cases: ☐ PUD ☐ UDO ☐ Zone change ☐ Subdivision ☐ Mandatory Referral
☐ Major and Collector Street Plan Amendment

A Plan Amendment Determination Form signed by the Planning Department Executive Director is required as part of this application. Failure to attach this material will result in an application being considered incomplete.

Attach a list containing the following information for each parcel in the application:
• Map and Parcel Numbers (if any portions of parcels are included, use “part of parcel…”)
• Number of Acres
• Property Owner(s)
• Current Community Character Policy or other provision to be amended
• Requested Community Character Policy or other amendment

Describe how the proposed community plan amendment would be a better fit for the future of the area in question and adjacent areas than the current policy(ies).
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Summarize the changed conditions that might support changing the community plan as proposed in this application.
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Explain why a change to the community plan might be justified at this time.
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________
NOTE: All communication by phone, fax, e-mail, or mail will be with the applicant. You must fill in all information — fields are not optional.

A letter indicating the consent of the property owner, signed by the property owner may be requested and required at the discretion of the Executive Director.

Applicant’s Name

Company Name:

Address: __________________________________________________________________________

City: ___________________________ State: ______ Zip: _______________

Phone: __________________☐ business ☐ home ☐ cell
Phone: __________________☐ business ☐ home ☐ cell
Fax: ________________________☐ business ☐ home

Applicant E-mail: ________________________________________________________________

Applicant Signature: ____________________________________________________________

Print Name: ________________________________________________________________

Checklist – for staff use only

_____ Application filled out completely
_____ Planning Department Executive Director Major or Minor Amendment Determination Memo with map showing properties to be included in the amendment study area
_____ List of properties
_____ Application fee
_____ Trustees - disclosure of all beneficiaries

Application Fee: $_________.00

Accepted by: _______________________________ Date: _______________________________