



Metropolitan Nashville Planning Department

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Downtown Code – Final Site Plan Planning Review

Please complete this application for a final site plan request in Downtown Code zoning district (DTC). A letter of purpose, submittal of relevant site, building plans, and other necessary documentation are also required upon submission of this application to the Planning Department.

DTC Subdistrict: _____ Project Name: _____

Property address _____

Map: _____ Parcel Number: _____

Date Submitted: _____ DTC Case Number: _____
 (assigned by Planning Dept. staff)

Final Site Plan - less than 25% expansion of square feet: \$250

Final Site Plan - 25% or greater expansion of square feet, or new development: \$2,800

*Parking lots shall require a DTC Final Site Plan, subject to the same square foot expansion parameters as above.

**Building interior work does not require a DTC Final Site Plan.

APPLICANT:

Architect/Engineer/Consultant Optionee Property Owner Purchaser of property Leasee Other

Property Ownership: Property owner(s) must sign the DTC Final Site Plan application. 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: _____

E-mail: _____ E-mail: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

Applicant's _____ Property Owner's _____

Signature: _____ Signature: _____

The Planning Department must receive a DTC Final Site Plan application and fee to review a project for compliance with the Downtown Code. The Final Site Plan drawings should include the items listed in the DTC Final Site Plan Checklist (as applicable), as well as any other drawings that may be needed to demonstrate compliance with the DTC. **3 hard copies and 1 digital copy of the plans must be submitted with the application to the Planning Front Counter. Half-size or 11x17 preferred.** Building Permit applications and review occur after a DTC Final Site Plan approval.

Project Information

Residential Units	Hotel Keys	Office (gross SF)	Retail/Restaurant (gross SF)	Vehicular Parking

DTC FINAL SITE PLAN CHECKLIST 3 hard copies, 1 digital copy - additional documentation may be required.

1	Existing Conditions Site Plan	
2	<p>Site Plan</p> <ul style="list-style-type: none"> • Street and alley context • Sidewalk and street planting areas dimensioned, meeting the constrained ROW dimensions of the Major and Collector Street Plan (Consult with Transportation Planner, Michael Briggs). • Bike Parking Areas required by Ordinance • Outdoor dining, plaza spaces dimensioned, as applicable • Façade width dimensioned with percentage of each street frontage • Build-to zones • Grading/FFE • Vehicular access points with dimensions • Pedestrian corridor enhancements where vehicular access crosses the pedestrian corridor (bollards, changes in materials, grade, planters etc. as required by DTC) 	
3	<p>Landscape Plan</p> <ul style="list-style-type: none"> • Tree/plant schedule • Planting details, including soil volumes for street trees • Irrigation method used • Details of fences, walls 	
4	<p>Architecture Elevations</p> <ul style="list-style-type: none"> • Glazing percentages noted for each ground level façade • Glazing percentages noted for upper floors • Ground floor sill heights • Details for porches, awnings, canopies, fences etc. • Materials and cladding • Floor to floor height • Number of stories and height in feet, measure from grade • Building step-backs shown with dimensions, as applicable 	
5	<p>Architecture Floor Plans</p> <ul style="list-style-type: none"> • Program layout, demonstrating compliance with active ground floor use requirements • Pedestrian access to ground floor • Parking garage liner buildings with dimensions • Bike Parking Areas required by Ordinance 	
6	<p>Other</p> <ul style="list-style-type: none"> • Right-of-Way dedications and pedestrian easements must be recorded as applicable, before approval of building permits by the Planning Department. 	