



Metropolitan Nashville Planning Department

Metro Office Building
 Second Avenue South, 2nd floor
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 Nashville, TN 37219-6300

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Downtown Code - Modification

Please complete this application for a modification request in Downtown Code (DTC) Zoning Areas. A letter of purpose; submittal of relevant site, building and/or signage plans, and other necessary documentation are also required upon submission of this application to the DTC Design Review Committee.

DTC Sub-District: _____ **Project Name:** _____

Property address _____

Map: _____ **Parcel Number:** _____

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

Major Modification: \$2,800 **Minor Modification: \$1,100**

APPLICANT:

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

Property Ownership: Affected property owner(s) shall sign the application for any DTC Modification. 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 Signature: _____ Property Owner's Signature: _____

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

DTC Modification Proposal shall include:		
1	A letter of purpose indicating the reason for the modification. Identify how the proposed modification complies with the intent of the DTC.	
2	Relevant site plans, building elevations, and landscape plans associated with the proposed modification	
3	Proposals shall include all relevant information needed to determine zoning compliance including site and building dimensions. Signage proposals shall include relevant drawings with dimensions, materials and lighting source indicated.	
4	Scale: All proposal drawings submitted must be to scale and labeled with dimensions. Half-size or 11x17 is preferred.	

DTC CHECKLIST: what to submit for the Modification		
1	Complete the DTC modification application form.	
2	Proposal submission; one (1) digital copy and one (1) hard copy.	
3	On day of DRC meeting, please provide eleven (11) hard copies.	



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2020 Downtown Code Design Review Committee Filing Deadline & Meeting Schedule

The Design Review Committee (DTC DRC) is scheduled to meet on the first Thursday of every month. Applications shall be submitted four weeks prior to the standing DTC DRC date. The DTC DRC meeting is located at the Metro Planning Department and begins promptly at 8:30 AM. Any revised drawings based on staff comments must be received one week prior to the DTC DRC meeting date.

Filing Deadline

Meeting Date

December 5 th , 2019	January 2 nd , 2020
January 2 nd , 2020	February 6 th , 2020
February 6 th , 2020	March 5 th , 2020
March 5 th , 2020	April 2 nd , 2020
April 2 nd , 2020	May 7 th , 2020
May 7 th , 2020	June 4 th , 2020
June 4 th , 2020	July 2 nd , 2020
July 2 nd , 2020	August 6 th , 2020
August 6 th , 2020	September 3 rd , 2020
September 3 rd , 2020	October 1 st , 2020
October 1 st , 2020	November 5 th , 2020
November 5 th , 2020	December 3 rd , 2020
December 3 rd , 2020	January 7 th , 2021