



Metropolitan Nashville Planning Department

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Downtown Code – Overall Height 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 Planning Commission.

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

Property address _____

Map: _____ **Parcel Number:** _____

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

Overall Height Modification: \$2,800

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:** _____

Contact the Design Studio of the Metro Planning Department before filing an application to begin the process.

DTC Overall Height 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, including the provisions outlining additional height for exceptional design.	
2	Relevant site plans, building elevations, and landscape plans associated with the proposed modification	
3	Proposals shall include all relevant information needed to determine design and compliance including site plan, elevations, and building dimensions.	
4	Scale: All proposal drawings submitted must be to scale and labeled with dimensions.	
DTC CHECKLIST: what to submit for the Modification		
1	Complete the DTC overall height modification application form.	
2	Proposal submission; one (1) digital copy and one (1) hard copy.	
3	Letter and exhibits detailing how the project has made reasonable efforts to use all appropriate bonuses available in the DTC Bonus Height Program.	
4	A signed letter from the Executive Director of the Metro Planning Department stating a determination that this development has made reasonable efforts to use all appropriate bonuses available.	