



Metropolitan Nashville Planning Department

Metro Office Building
 Second Avenue South, 2nd Floor
 Nashville, TN 37210
 P.O. Box 196300
 Nashville, TN 37219-630

Voice: 615.862.7190
 Fax: 615.862.7130
 planningstaff@nashville.gov
 www.nashville.gov/mpc

Downtown Code Application Cover

Please complete this cover sheet for each submittal package within DTC zoning. Applications are processed by the Planning Front Counter; please submit digital copies only via the ePlans portal (instructions attached). For questions regarding transmittal of documents and processing of fees, please contact the Planning Front Counter.

Basic Information

Project Name: _____ Date Submitted: _____

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

| Map(s) | Parcel(s) | Land Area (in acres) |
|--------|-----------|----------------------|
| | | |

Brief Description:

Applicant Information

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

Applicant's Name: _____

Property Owner's Name: _____

Company Name: _____

Company Name: _____

Address: _____

Address: _____

Email: _____

Email: _____

Phone: _____

Phone: _____

Applicant's Signature: _____

Applicant's Signature: _____

Property Ownership: Property owner(s) must sign all DTC applications. Failure to provide this information will deem your application incomplete and postpone your application's consideration.

Review Type

- Concept Plan Review (no charge)
- Major Modification (\$6,550) Minor Modification (\$5,900) Overall Height Modification (\$20,000 or \$40,000*)
- Final Site Plan (\$2,000) DTC Building Permit Review (\$1,250) Bonus Height Certification (\$450)

*If the Overall Height Modification qualifies as Tier 1, the fee shall be \$20,000. If it qualifies as Tier 2, the fee shall be \$40,000.

COMPLETED BY PLANNING STAFF

DTC Case Number(s): _____

DTC Subdistrict: _____



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Downtown Code – Bonus Height Certification Checklist

Please complete this application for a certification request of compliance with the Bonus Height Program in Downtown Code zoning district (DTC). A letter of purpose; submittal of relevant site, architectural, and landscape plans/exhibits, and other necessary documentation are also required upon submission of this application to the Planning Commission.

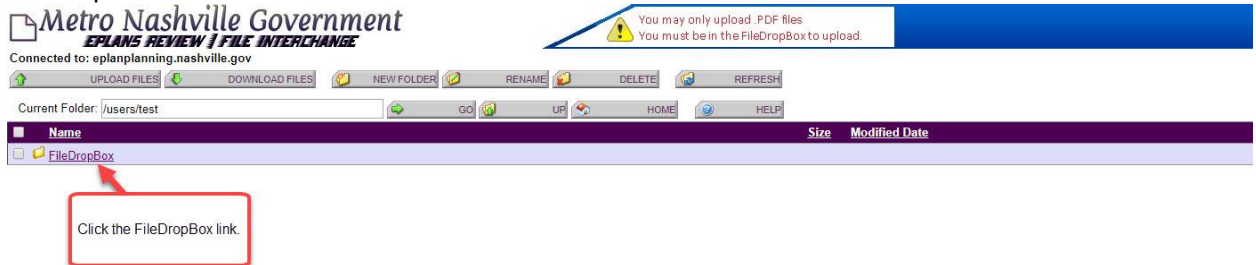
Associated DTC Final Site Plan #: _____

| | |
|----|--|
| 1 | Letter of Purpose |
| 2 | Supporting Materials |
| | Relevant site plans and floor plans, particularly those showing where bonus height will be gleaned from and applied |
| | Building elevations |
| | Landscape plans |
| | Any other relevant information needed to determine compliance with the provisions of the Bonus Height Program |
| 3 | Specific to LEED |
| | LEED precertification from USGBC or equivalent green building program |
| | LEED credit checklist demonstrating compliance with the stated level of LEED |
| 4 | Specific to LEED ND |
| | Map showing relevant LEED ND district and project location |
| 5 | Specific to Pervious Surfaces |
| | Map showing pervious surfaces with specific surface materials and techniques including data tables |
| 6 | Specific to Historic Building Preservation |
| | Existing site plan for historic building, clearly detailing the building's footprint in square feet |
| | Completed draft of the historic preservation restrictive covenant (contact staff for Metro Legal template) |
| 7 | Specific to Open Space |
| | Site and landscape plans detailing locations and square footages using DTC Open Space standards |
| 8 | Specific to Inclusionary Housing |
| | Contact staff for further details |
| 9 | Specific to Civil Support Space |
| | Floor plans demonstrating location and area of the civil support space |
| 10 | Specific to Upper-Level Garage Liner & Underground Parking |
| | Floor plans demonstrating locations and dimensioned liner and underground parking square footages. |
| 11 | Specific to Public Parking |
| | Floor plans demonstrating locations of parking spaces with data tables on proposed square footages |
| | Completed draft of the public parking restrictive covenant (contact staff for Metro Legal template) |
| 12 | Specific to Transfers of Earned Bonus Height |
| | Copy of agreement between owner(s) of sending and receiving sites detailing the amount of bonus height square footage to be transferred, meeting DTC requirements. |
| | Memorandum or other details from previous certified bonus height |
| | Locations of sending and receiving sites |
| | Completed draft of the height transfer restrictive covenant for both sending and receiving sites (contact staff for Metro Legal template) |

Uploading an Electronic Review Document

1. The public end user will request an ftp account to be setup by emailing ePlanPlanning@nashville.gov.
2. Once the end user has a username and password, they can login at <https://eplanplanning.nashville.gov/>

3. Once logged in, the user should upload their files in the FileDropBox folder by clicking the FileDropBox link.



4. Once the FileDropBox folder is open, the use should click the Upload Files button on the top right corner of the page.



5. The user should now click the Choose File button and select the file that will be uploaded for review.



UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **1000 MB**.
The Files will be uploaded to "/users/test" Folder.

Overwrite selected Files on the server

File 1: No file chosen

File 2: No file chosen

File 3: No file chosen

File 4: No file chosen

File 5: No file chosen

Click the Choose File button

6. Once the desired files have been selected, click the Upload button.



UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **1000 MB**.
The Files will be uploaded to "/users/test" Folder.

Overwrite selected Files on the server

File 1: My Test PDF.pdf

File 2: No file chosen

File 3: No file chosen

File 4: No file chosen

File 5: No file chosen

Click the Upload button once you are done selecting your files.

7. Your file will now appear in the list of files in the FileDropBox.

 **Metro Nashville Government**
EPLANS REVIEW | FILE INTERCHANGE

Connected to: eplanplanning.nashville.gov

 You may only upload .PDF files
You must be in the FileDropBox to upload.

 File upload completed successfully
-My Test PDF.pdf

UPLOAD FILES | DOWNLOAD FILES | NEW FOLDER | RENAME | DELETE | REFRESH

Current Folder: /users/test/FileDropBox | GO | UP | HOME | HELP

| Name | Size | Modified Date |
|---|-------|----------------------|
|  My Test PDF.pdf | 30 KB | 4/6/2020 10:50:11 AM |

Your file will now appear in the list of files in the FileDropBox.