



Metropolitan Nashville Planning Department

Metro Office Building
800 Second Avenue South
P. O. Box 196300
Nashville, TN 37219-6300

Voice: 615.862.7190
Fax: 615.862.7130
E-mail: planningstaff@nashville.gov

Subdivision Amendment Application

All documents must be in the Planning portal 24 hours prior to the fee deadline.

Application Submittal Date _____ Subdivision No. (assigned by staff) _____

=====

APPLICATION FEE: \$500.00

TO BE COMPLETED BY THE APPLICANT

Subdivision Name _____ Phase No. _____ Section No. _____ Lot No. _____
Register of Deeds: Book No. _____ Page No. _____
Map _____ Parcel(s) _____ Location _____

Purpose / Reason for Change

Property owner(s) name: _____ Applicant name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Owner’s signature: _____ Applicant’s signature: _____
(authorized agent)

Owner Email: _____ Applicant email: _____

- AMENDMENT CHECKLIST**
- 1. Proof of ownership (e.g. copy of property deed)
 - 2. Five copies of an exhibit (drawn to scale) identifying existing and proposed changes. (Example: copy of plat, mortgage loan inspection survey). Metro Property Maps from the Online Mapping site cannot be use.
 - 3. Letters from property owners located on any adjacent property indicating their approval of the proposed subdivision amendment. If the BZA has approved a setback variance, no letters are required as a public hearing was held at the BZA.
 - 5. Application fee (make check payable to “Metro Government”)

NOTE: Upon approval by the Planning Commission, a staff member will prepare an instrument to be recorded in the register's office of Davidson County, Tennessee. Prior to recording, the instrument must be signed by the owner(s), by the Secretary of the Metropolitan Planning Commission, and by a notary public as witness.

LETTER FROM ABUTTING / ADJOINING PROPERTY OWNER

The sample text below may be used by you in creating a letter for your abutting / adjoining neighbors to sign, acknowledging their understanding of your request to amend the setback(s) for your property on the final subdivision plat recorded with the Davidson County Register of Deeds.

SAMPLE TEXT

[Date]

Metro Nashville Planning Dept.
800 Second Avenue South
P.O. Box 196300
Nashville, TN 37219-6300

SUBJECT: Amending the [street, side or rear] setback on [street address] for an addition to [home, garage, deck, patio]

Our neighbors, [name(s) of applicants], own a home at [street addresss], nearby our own property at [insert neighbor's address]. We understand that they plan to amend their [street,side or rear] setback off of from [X feet] to [Y feet] in order to [add, extend] their [garage, porch, deck, patio, house, carport]. We have discussed and reviewed the plans and proposed changes, and support their project.

[Signature of neighbors – all owners must sign (ex. husband & wife)]

[Name of neighbor(s) - printed]

Property Address

SEE BACK FOR SAMPLE LETTER >>>>>

SAMPLE LETTER

April 20, 2006

Metro Nashville Planning Dept.
800 Second Avenue South
P.O. Box 196300
Nashville, TN 37219-6300

SUBJECT: Amending the Street Setback at 123 Main Street for an Addition
to the Existing Home.

Our neighbors, Cindy and David Hamilton, own a home at 123 Main Street, nearby our own property at 125 Main Street. We understand that they plan to amend their street setback along Main Street from 55 feet to 42 feet in order to add on to their existing home for a new kitchen. We have discussed and reviewed the plans and proposed changes, and support their project.

Susan Bass

Rick Bass

Susan and Rick Bass
125 Main Street
Nashville, TN 37201