



Critical Lot Plan Application

Email application with PDF of plan to Planningstaff@nashville.gov
Planning Staff will email you with a case number when your application has been deemed complete and accepted. Once you receive the case number, you may pay your fees. Checks should be made payable to "Metropolitan Government," or you may pay in person or over the phone by credit card with an additional convenience fee.

Application Submittal Date: _____ Critical Lot Plan No. (to be assigned): _____

Associated Subdivision MPC Case Number: _____

Subdivision Name: _____ Phase No.: _____ Section No.: _____ Lot No.: _____

Parcel Identification Number: _____ Subdivision Location: _____

Plan Fee: \$100.00 per lot
Checks should be made payable to "Metropolitan Government." Credit cards accepted with additional convenience fee.
Total # of Lots _____
Total Fee: \$ _____

- Signature Required - You may sign electronically with the draw feature at the top of the page.

Property Owner(s) Name: _____ Surveyor Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

Owner's Signature: _____ Applicant's Signature: _____

Mail / E-mail correspondence to: _____

CRITICAL LOT PLAN CHECKLIST

1. Surveyed plan drawn at a scale of 1" = 20' showing existing, features, structures, and improvements, existing and proposed contour lines at 2-foot intervals; retaining wall elevations at top and bottom with construction detail; slope stabilization methods; limits of grading; arrows showing direction of water draining away from structures; management of stormwater runoff; additional information as provided in Appendix B of the Subdivision Regulations as attached - all shown to a point 10 feet outside the lot boundaries.
2. Plan must be stamped, sealed, and signed by a TN registered and licensed engineer or surveyor.

Subdivision Regulation: Appendix B. Critical Lots – Plans and Procedures

1. *Designation of Critical Lots.* Lots are designated critical during the concept plan review process based on soil conditions, degree of slope, flooding, or other lot features, and to address concerns related to the feasibility of construction as described in Sections 3-3.2 and 3-3.3.
2. *Zoning Code Requirements.* All critical lots shall meet the applicable requirements of the Zoning Code, including but not limited to Sections 17.28.030, 17.28.040, and 17.28.050.
3. *Critical Lot Plan Required.* Prior to application for a building permit on a lot designated as "critical," a plan shall be submitted to the Executive Director for approval. The plan shall provide a survey of existing conditions, details of the proposed development, and address any concerns in relation to the feasibility of construction on the lot as follows:
 - a. Critical lot plans shall be drawn at a scale of 1"=20'-0".
 - b. The critical lot plan shall show existing conditions, to a point 10 feet outside the lot boundaries, including:
 1. contour lines at 2-foot intervals.
 2. the location and elevation of the curb or edge of pavement fronting the lot and the elevation of the driveway at the house.
 3. lot dimensions, easements, setbacks, etc. which are shown on the recorded plat or a note designating setbacks to be determined by the zoning and/or any easements if not shown on the plat.
 4. existing tree masses and locations of existing trees of 8" caliper or greater, including any to be removed.
 5. ground elevation at the base of the trees.
 6. notations of significant features such as streams, springs, rock outcrops, and sinkholes; and, if applicable, the floodplain as shown on the final plat.
 - c. The critical lot plan shall also include the exact proposed building footprint and garage and first floor elevations; location of other proposed lot improvements; proposed contour lines (including driveways) at 2-foot intervals; top and bottom elevations of retaining walls and materials of wall construction; specified and illustrated methods of stabilization of slopes greater than 33% grade including silt fencing and other temporary measures; limits of grading; existing trees to be preserved and methods of preservation; and methods of managing stormwater runoff by keeping the water on the lot.
 - d. For lots in a floodplain, the plan shall show the minimum finished floor elevations.
 - e. It is emphasized that a typical house design may not be suitable for a critical lot and a house designed specifically for the lot may be necessary.
 - f. The Executive Director may request additional technical evaluation and analysis of a proposed critical lot by a professional engineer specializing in geotechnical, soils, hydrology, and/or structures.
4. *Critical Lot Plan Review.* Three copies of the critical lot plan shall be submitted to the Executive Director to initiate a staff review. The critical lot plan shall include the name and phone number of the person responsible for the preparation of the plan and the number for a contact person. Within 14 days of the submittal date, the staff member responsible for the review shall notify the applicant of the approval or disapproval of the plan or the plan changes necessary to gain approval.
5. *Basis for Critical Lot Plan Approval.* Critical lot plan approval shall be based on the care taken to minimize the lot area subject to grading, the cut/fill required to prepare the lot for construction, and the effectiveness of the plan to preserve the natural features of the lot and stormwater flow management details.
6. *General Guides for the Critical Lot Plan.* The following are typical review items, but not all inclusive:
 - a. Driveways crossing sidewalks in compliance with the Public Works Department accessibility standards.
 - b. The diversion of runoff away from foundations.

- c. Grading near lot boundaries that does not undercut trees on adjacent lots or direct stormwater flow to adjacent lots and structures.
- d. Grading at the minimum necessary to allow for building construction.
- e. Avoidance of excessive foundation and retaining wall heights.
- f. Details of any retaining walls.
- g. Details of tree preservation.
- h. All information described on the Critical Lot Checklist available from the Executive Director.

7. *Issuance of Building Permits.* No building permit shall be issued at any time prior to approval of the critical lot plan.