



## Metropolitan Nashville Planning Department

Metro Office Building  
800 2<sup>nd</sup> Avenue South  
Nashville, TN 37219  
[www.nashville.gov/mpc](http://www.nashville.gov/mpc)

Voice: 615/862-7190

[planningstaff@nashville.gov](mailto:planningstaff@nashville.gov)

## PRE-APPLICATION INQUIRY FORM

While a pre-application inquiry is not mandatory, it is recommended. This process allows staff to provide general feedback on your project and guide you through the application process. Please note that this is not a full review of your project; it will be assessed at a high level. Detailed reviews occur only after applications are submitted. For questions regarding permitting processes, please contact the Metro Codes Department. To request a pre-application review, complete the form below and attach any necessary information. Email your request to the Planning Department at [planningstaff@nashville.gov](mailto:planningstaff@nashville.gov). Please use a separate form for each project. Specific Plans and Subdivision concept plans should include a visual graphic of the proposal. Only straight rezonings do not require a plan to be attached to the application.

### CONTACT INFORMATION (please list one primary contact capable of answering questions about your project)

Applicant's Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect  Engineer  Property Owner  Purchaser of Property  Optionee  Lessor  Other

### SUBJECT OF REVIEW (check all that apply)

Subdivision  Rezoning  SP  PUD  Plan Amendment  Other

### USE SEPARATE FORM FOR SP FINAL OR AMENDMENT PRE APPLICATION [Specific Plan District | Nashville.gov](#)

Sketch illustrating the proposed project is **REQUIRED** for all projects except straight rezones. Inquiries without an illustration will not be assigned to a planner for review. (Does not need to be engineered drawing.)

PROPERTY INFORMATION (list all properties to be discussed as a single project; attach separate list if necessary) Information for chart below is available on [Parcel Viewer](#) under selected layers.

Parcel Identification Number(s)	Address	Current Zoning	CCM Policy	Supplemental Policy	Overlay Zoning	# of Acres

**Description of Proposal (state desired zoning district if request is to rezone):**

**Policy Justification:** Provide a narrative of how your project is appropriate within the Policy on the property.  
(Policy information is available on [Parcel Viewer](#), [Instructions to select layers](#), [CCM Policy](#).)

**Questions for Planning Staff:**