



**Metropolitan Nashville Planning Department**  
Metro Office Building 615/862-7190  
800 President Ronald Reagan Way  
Nashville, TN 37219  
[planningstaff@nashville.gov](mailto:planningstaff@nashville.gov)

## Subdivision Amendment Application

The Metropolitan Planning Commission requires all information shown on the checklist below. Submit electronically through the Planning Portal [Web Transfer Client](#). Please note it can take several days to be issued a username and password. This request should occur well before you intend to submit. Contact [ePlanPlanning@nashville.gov](mailto:ePlanPlanning@nashville.gov) with any issues, or to request a username and password.

**ALL DOCUMENTS MUST BE IN THE PORTAL AT LEAST 24 HOURS PRIOR TO THE NOON FEE DEADLINE AS SHOWN ON THE SUBMITTAL SCHEDULE.**

Planning 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 by credit card with an additional convenience fee.

**Application Submittal Date:** \_\_\_\_\_

**Subdivision Case No. (assigned by staff):** \_\_\_\_\_

**APPLICATION FEE: \$500.00**

**Subdivision Name:** \_\_\_\_\_ **MPC Final Plat Case Number:** \_\_\_\_\_

**Phase No.:** \_\_\_\_\_ **Section No.:** \_\_\_\_\_ **Lot No.:** \_\_\_\_\_

**Register of Deeds:** **Book No.:** \_\_\_\_\_ **Page No.:** \_\_\_\_\_

**Map:** \_\_\_\_\_ **Parcel(s):** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Amendment Purpose & Description:**

## CONTACT INFORMATION

**NOTE:** All communication will be with the applicant. For LLC, LP and corporations see website for appropriate signatory documentation. [Acceptable-Documents-for-Owner-Signature.pdf](#)

- Signature Required - You may sign electronically with the draw feature in the upper left corner.

### **PROPERTY OWNER #1**

Property Owner's

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  business/home  cell

Phone: \_\_\_\_\_  business/home  cell

E-mail: \_\_\_\_\_

**Owner  
Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

### **PROPERTY OWNER #2**

Property Owner's

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  business/home  cell

Phone: \_\_\_\_\_  business/home  cell

E-mail: \_\_\_\_\_

**Owner  
Signature:** \_\_\_\_\_

Print Name: \_\_\_\_\_

### **APPLICANT**

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Architect  Engineer  Optionee  Property Owner  Purchaser of Property  Leaseee  Other

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

Company  
Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_  business  home  cell

Phone: \_\_\_\_\_  business  home  cell

E-mail: \_\_\_\_\_

Per Resolution RS2019-1788, I certify that I have notified the district Councilmember of this request, and the Metropolitan Council Office (staff Planning & Codes Liaison: [matthew.wilkinson@nashville.gov](mailto:matthew.wilkinson@nashville.gov) ). The attached email is documentation of said notification.

## **AMENDMENT CHECKLIST –**

1. Proof of ownership (e.g. copy of property deed)
2. Exhibit (drawn to scale) identifying existing and proposed changes. (e.g. copy of plat, mortgage loan inspection survey) Metro Property Online Maps may not be used.
3. Letters from property owners on any adjacent (or facing property if front setback amendment) indicating their approval of the proposed subdivision amendment. If the BZA has approved a setback variance, no letters are required.
4. Application fee

I have reviewed this application and its associated SUBMITTAL CHECKLIST fully, and believe, I have complied with all the requested submittal items. I acknowledge that plans or documents missing any of the requested information may be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval.

Date \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

**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.

For a pre submittal review of the subdivision amendment please submit [Pre-Application-Inquiry-Form-2025-04-22.pdf](#) to [Planningstaff@nashville.gov](mailto:Planningstaff@nashville.gov).

**\*\*\*SEE SAMPLE LETTER BELOW**

# **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.

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## **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 addressss], 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.

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Susan Bass

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Rick Bass

Susan and Rick Bass  
125 Main Street  
Nashville, TN 37201