



**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)

## Urban Design Overlay (U.D.O.) - Modification

The Metropolitan Council requires all information shown on the checklist below. You are required to contact the district councilmember about your zone change application prior to submitting it to the Planning Department. 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 in person or over the phone by credit card with an additional convenience fee.

**UDO Name:** \_\_\_\_\_ **Project Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Parcel ID Number:** \_\_\_\_\_

**Modification Application Number:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_  
(Assigned by Planning Department staff)

### **APPLICATION FEE: Modification 4,300.00**

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

**UDO Ownership:** Affected property owner(s) shall sign the application for any UDO modifications. Failure to provide this information will deem your application **incomplete** and it will not be accepted.

## 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 at the top of the page.

### 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  Leasee  Other

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

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

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

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

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

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

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

**\*\*\*SIGNATURE REQUIRED ON FOLLOWING PAGE\*\*\***

I have reviewed this application and its associated Institutional Overlay 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. Checklist on following page.

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

\_\_\_\_\_  
Date

<b>UDO Modification Proposal shall include:</b>		
1	A letter of purpose indicating the reason for the modification. Identify how the proposed modification complies with the intent of the UDO.	
2	Relevant site plans, building elevations, landscape and signage plans associated with the proposed modification	
3	Signage applications shall include plans and/or elevations depicting all existing and proposed signs, not just for those for which the modification is being sought.	
4	Proposals shall include all relevant information needed to determine zoning compliance including site and building dimensions, materials and lighting sources.	
5	Scale: All proposal drawings submitted must be to scale and labeled with dimensions.	
<b>UDO CHECKLIST: what to submit for the Modification</b>		
1	Complete the UDO modification application form.	
2	Proposal submission; digital copy through the planning portal	