



Metropolitan Nashville Planning Department
 Metro Office Building 615/862-7190
 800 President Ronald Reagan Way
 Nashville, TN 37219
planningstaff@nashville.gov

Historic Overlay Application

The Metropolitan Council requires all information shown on the checklist below. You are required to notify the district councilmember and Council office 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 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.

Application No. _____
 (Assigned by Planning Department staff)

Date Submitted: _____

- Type of Overlay Request?** Conservation Preservation Landmark – Interior
 Landmark – Sign Landmark Historic B&B Cancel

Application Fee: \$1250

Parcel Identification Number(s) If portion, use “part of parcel...”	Current Zoning	Zoning Overlays	Acres
TOTAL ACRES			

*****CONTINUE TO NEXT PAGE*****

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

Architect Engineer Optionee Property Owner Purchaser of Property Leasee Other

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). The attached email is documentation of said notification.

Initial: _____

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

CHECKLIST

- Application filled out completely
- Signatory authorization for corporation, LLC, LLP
- Map showing property to be rezoned
- Application fee
- Proof of being current in payment of property taxes
- Copy of email sent to Council office and Councilmember

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.

Applicant Signature

Date _____