

N A S H V I L L E



Metropolitan Nashville Planning Department

Metro Office Building 615/862-7190

800 President Ronald Reagan Way

Nashville, TN 37219

planningstaff@nashville.gov

Landmark Sign 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 Dept. 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 by phone with a credit card with an additional convenience fee.

Application No.: _____
(Assigned by Planning Department staff)

Date Submitted: _____

APPLICATION FEE: \$150.00

“Landmark Sign” means a sign that exemplifies the cultural, or commercial identity of Nashville and Davidson County, is iconic in its location, and contributes to the surrounding neighborhood character.

Landmark Sign Name: _____

Address: _____

Parcel Identification Number: _____

Landmark Sign Designation: Please check one box

- Historic** – a Landmark Sign that exemplifies the cultural, architectural or commercial history of Nashville and Davidson County and was constructed more than 50 years before the date of this application
- Vintage** – a Landmark Sign that is iconic and culturally significant and was constructed between 25 and 50 years before the date of this application
- Replica** – a Landmark Sign that is an exact reproduction of an historic sign which no longer exists.

Associated Cases:

- Zone Change
- UDO or PUD
- Other _____

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 #2

Property Owner's
Name: _____

Property Owner's
Name: _____

Address: _____

Address: _____

City: _____ State: ____ Zip: _____

City: _____ State: ____ Zip: _____

Phone: _____ business/home cell

Phone: _____ business/home cell

Phone: _____ business/home cell

Phone: _____ business/home cell

E-mail: _____

E-mail: _____

**Owner
Signature:** _____

**Owner
Signature:** _____

Print Name: _____

Print Name: _____

APPLICANT

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: _____

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. Checklist on page 3.

Applicant Signature

Date

Landmark Sign Designation APPLICATION	
1	A complete Landmark Sign application form, including everything on the Eligibility Checklist and the Plan Checklist.
Landmark Sign ELIGIBILITY CHECKLIST	
2	Eligibility Submission: Three (3) complete sets of the Eligibility Submission (see below) must be uniformly collated, stapled, and pre-folded with each submittal.
3a	Vicinity map (not to scale).
3b	Evidence of eligibility: Provide historic documentation and narrative as to how the sign meets the standards of Section 17.32.145A and 17.32.145 B, C or D (whichever is applicable). Documentation may include photos, drawings, postcards, building permits and/or other historic data showing detailed information that show the sign's original design, condition and location.
3c	Existing Conditions: photos, drawings, and other supporting documentation of the existing condition of the sign.
Landmark Sign PLAN CHECKLIST	
4a	Scale: All drawings submitted must be to scale.
4b	Property map(s) and parcel(s) numbers of the site shall be stated on the application and plans.
4c	Show existing structures, buildings (noting pedestrian entrances), roads, driveways, and utilities on-site and within 100 feet of the sign.
4d	Detailed plans: photos, drawings and other supporting documentation for the restoration, adaptive reuse, construction, maintenance and/or relocation of the sign.