



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

Neighborhood Landmark Application (NLOD)

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 contact you by email 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: _____

Name: _____

Application Fees

- Type of Request?**
- New
 - Amend
 - Cancel
 - Revision

New / Amend / Cancel / Revision	\$ 2,500.00
Final Site Plan	\$ 2,500.00

Description of project submittal and reason for this submittal:

Supporting Documentation Submitted?

- Multi Modal Transportation Analysis (when required)
- Shared Parking Study (when necessary)
- Drainage Calculations (Final Plan only)
- Sewer Capacity Letter & Receipt of Purchase (Final Plan only)
- Other _____

Existing and Proposed Uses?

Please fill in the table below for the **entire** NLOD, not just a portion, phase, or outparcel you may be seeking approval to revise (including any final approval), amend, or cancel.

Parcel Identification Number(s)	<u>Existing Use</u>	<u>Existing Use</u> Square Feet / Units / Lots	Proposed Uses	<u>Proposed</u> Square Feet / Units / Lots	Number of Acres
	TOTAL			TOTAL	

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

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: _____

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 _____

Neighborhood Landmark Submittal Checklist

Each Neighborhood Landmark Overlay District (NLOD) is unique, and there will be different levels of detail required depending on what is proposed within the NLOD.

While not required, a pre-application review from the planning staff is strongly encouraged. Staff will provide feedback on your NLOD proposal; advise you on application submittal items; and review a projected review and approval schedule. A Pre-Application Inquiry Request form is available on the Planning website under Rezone my Property. Please fill out and submit the form to request a review. [/Pre-Application-Inquiry-Form](#)

NLOD Submittal Checklist

For establishing a new NLOD or amending or cancelling an existing NLOD

- ___ 1. **Justification Letter:** A letter to the Executive Director of the Metro Planning Department describing in detail how the proposed NLOD meets the criteria for the district as described in Section 17.36.420 of the Zoning Ordinance.
- ___ 2. **Councilmember Notification:** A copy of the email sent to the Council office and Councilmember notifying them of your application.

For all NLOD applications

✓ if completed

- ___ 1. **PUBLIC WATER & SEWER:**
Metro Water Services
A capacity study/permit may be required with the Neighborhood Landmark application. Contact Metro Water Services at (615) 862-7225.

Harpeth Valley Utility District or Madison Suburban Utility District
Provide a copy of current letter indicating water/sewer availability from Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. *Contact Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*
- ___ 2. **STORMWATER DRAINAGE & GRADING PLAN:** Complete submittal of stormwater drainage and construction plans with calculation worksheets (Refer to Appendix A of the Stormwater Management Manual for specific submittal requirements; Nashville.gov/stormwater/grading_permit_related.htm). If required submit these plans directly to the Stormwater Division *before* final NLOD application is submitted. *Contact Metro Stormwater: 862-4588.*
- ___ 3. **ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS:** Roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans to Public Works, if applicable. If required submit these plans directly to Public Works *before* NLOD application is submitted. *Contact Metro NDOT: 862-8758.*
- ___ 4. The overall NL district boundary including underlying zoning districts;
- ___ 5. The location, orientation, and size of all existing and proposed structures, features and other elements and associated parking spaces;
- ___ 6. The location of any structures on any property adjacent to the boundaries of the district;

- ___ 7. The type, location, number, and size of all existing and proposed vegetation and landscaping;
- ___ 8. The location, width, height, and type of any existing and proposed fence or wall;
- ___ 9. The number, location, width, height, type and lighting of any existing or proposed sign(s);
- ___ 10. The location of any accessory structures for refuse collection, recycling, or feature maintenance;
- ___ 11. The existing and proposed location of any water mains and sewer lines required to serve the property;
- ___ 12. The location of all existing and proposed access points, loading areas, and drive-thru lanes;
- ___ 13. The location and name of all existing streets and alleys;
- ___ 14. The anticipated traffic impacts of the proposed development, as documented in a Multi Modal Transportation Analysis , if deemed necessary by Metro Public Works;
- ___ 15. Tabular data identifying the specific existing and proposed uses and square footage; proposed densities; floor area ratios; impervious surface ratios; feature height(s); and parking spaces; and
- ___ 16. A proposed development schedule.