

# Metropolitan Nashville Planning Department



**Metro Office Building**  
800 President Ronald Reagan Way  
Nashville, TN 37210

**Mailing Address**  
PO Box 196300  
Nashville, TN 37219

615.880.4900  
HistoricZoning@nashville.gov  
nashville.gov/hzc

## Preservation Permit Application

Please complete this cover sheet for each submittal package within a historic zoning overlay. Send this completed form and documents as described in the [application checklist](#) to [historiczoning@nashville.gov](mailto:historiczoning@nashville.gov). For questions regarding transmittal of documents please contact us at [historiczoning@nashville.gov](mailto:historiczoning@nashville.gov). If you do not receive a confirmation of receipt within 2 business days, please follow up with us.

## Basic Information

Property Address: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

APPLICATION TYPE (check all that apply):  Alterations  Additions  Demolition  Infill  Outbuilding

Brief Description:

## Applicant Information

APPLICANT:  Architect/Designer/Consultant  Optionee  Property Owner

Purchaser of Property  Leasee  Other \_\_\_\_\_

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

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

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Applicant's Signature:

Property Owner's Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Owner's Signature:

*Property Ownership: Property owner(s) must sign all Preservation Permit Applications. Failure to provide this information will deem your application incomplete and postpone your application's consideration.*

## Review Type

Preservation Permit Review (no charge)

# Checklist

## New Construction (Including Additions and Outbuildings)

- Application Cover Sheet
- Site plan showing the entire lot with property lines, all setbacks, and easements clearly noted.
  - Infill and Outbuildings: The footprints of buildings on the abutting properties (side and rear) should be shown in relation to the proposed building
  - Show elevation contour lines.
- Elevation drawings of each façade with dimensions (including roof pitch) and materials specified. Existing grade needs to be shown.
  - Additions: Existing conditions and proposed construction should be clearly delineated.
  - Infill: The building height and porch floor/foundation heights of the abutting properties should be shown in relation to the proposed building.
  - Commercial Projects (existing or new): Show location of the Fire Department's required Knox Box.
- Floor Plans
- Plans showing all associated site improvements, e.g. HVAC locations, sidewalks, lighting, pavement, etc.
- Window and door manufacturer and model
- Current photographs of building or site. (Digital preferred)
- Drawings, samples, product literature manufacturer's illustrations may be required
- Roof plan may be necessary for complex additions or new construction
- Demolition plans are required for projects that require partial demolition.
- Streetscapes for infill projects
- 3D modeling encouraged for large infill projects
- For rooftop additions, please submit renderings showing visibility of addition from the pedestrian level, at multiple points from across the street or construct a rough, temporary, full-size or skeletal mockup of the portion of the addition closest to streets
- Any additional information requested

## Rehabilitation (Historic Preservation Districts Only)

- Application Cover Sheet
- Plans or drawings illustrating the proposed work (Descriptive "scope of work" is appropriate for repairs)
- Photographs (detail and overall) of the relevant facades
- Specifications, manufacturer's literature and samples may be required
- Window and door manufacturer and model
- Any additional information requested

## Signage

- Application Cover Sheet
- Signage type: projecting, wall, awning/canopy, shingle, monument, skyline
- Provide a scope of work that explains if the proposal is a new sign or alteration, total square footage, lighting, and materials.

## Demolition Of Historic Building/Economic Hardship

The Economic Hardship process is to determine the economic hardship of the property, not the property owner.

- Application Cover Sheet
- Estimated cost of demolition
- Detailed report from a licensed engineer outlining each issue and including photographs. Complete reports generally include qualifications of inspector noting his/her preservation technology experience, findings, methodology, information keyed to photographs, source of information, scope of services requested by applicant.
- Estimated market value of current condition and after alterations to meet basic code requirements
- Two detailed estimates from an architect/designer, developer, general contractor or other real estate professional experienced in rehab. Preferably, the estimates should include the preservation qualifications of the estimator
- Amount Paid for the property, date of purchase, who purchased from including a description of the relationship, if any, and terms of financing between seller and buyer
- For income producing properties: Annual gross income for the previous two years, itemized operating and maintenance expenses for the previous two years, and depreciation deduction and annual cash flow before and after debt service.
- Remaining balance on the mortgage or other financing secured by the property and annual debt-service, if any, during the prior three years
- Assessed value of the property according to the two most recent assessments
- Real estate taxes for the previous four years and assessed value of the property according to the two most recent assessed valuations
- All appraisals obtained within the last two years by the owner or applicant in connection with the purchases, financing or ownership of the property
- Form of ownership or operation of the property, whether sole proprietorships, for-project or not-for-profit corporation, limited partnership, joint venture or other
- Any listing of the property for sale or rent, price asked, and offers received if any, within the previous two years, including testimony and relevant documents regarding: any real estate broker or firm engaged to sell or lease the property, reasonableness of price or rent sought by the applicant and any advertisements placed for the sale or rent of the property
- Evidence of due diligence conducted prior to purchase, that would have revealed the existence of the overlay and the condition of the property.
- Evidence of regular maintenance of the property
- Feasibility of alternative uses for the property that could earn a reasonable economic return
- Any inspection reports conducted prior to purchase, if the building has been purchased in the last 12 months
- Evidence that substantial avenues for reuse were attempted, which may include actions such as:
  - Applied incentives for rehab
  - Worked with MHZC Staff on the possibility of new construction that would make rehab more viable
  - For any professional that is providing any of the above information, please also provide information regarding their expertise in the field, specific to historic properties.