



**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.) – New/Amend/Cancel**

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.

**U.D.O.’s Name:** \_\_\_\_\_ **U.D.O.’s Project Name:** \_\_\_\_\_

**Parcel Identification Number:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_ **Project Number:** \_\_\_\_\_

(Assigned by Planning Department staff)

**APPLICATION FEE:** NEW/AMEND/CANCEL UDO \$2,800

The fee is the fee to change the zoning for the property. Any future UDO application submittals for final site plan approval or building permit applications shall also require a fee. For a pre submittal review please submit [Pre-Application-Inquiry-Form-2025-04-22.pdf](#) to [Planningstaff@nashville.gov](mailto:Planningstaff@nashville.gov)

**Supporting Documentation Submitted?**

- \_\_\_ Multi Modal Transportation Analysis (if required by NDOT)
- \_\_\_ Geotechnical Study (when necessary)
- \_\_\_ Parking Study (when necessary)
- \_\_\_ Review Checklist (on back page)
- \_\_\_ General Plan Amendment
- \_\_\_ Sewer Capacity Purchased (when necessary)

**Associated Cases?**

- \_\_\_ Zone Change
- \_\_\_ Final Plat (when necessary)
- \_\_\_ Mandatory Referral
- \_\_\_ Sewer Availability Letter

Copy of current letter indicating water/sewer availability from Metro Water Services, Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. **When water/sewer capacity must be purchased from Metro Water Services, the amount identified in the Metro Water Services capacity letter must be paid before submission of the Development Plan.** 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 Metro Water Services at 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

Metro Water Services

Water & Sewer Availability Request: \$500 fee; form available on-line at [www.nashville.gov/water/docs/Availability\\_RequestForm.pdf](http://www.nashville.gov/water/docs/Availability_RequestForm.pdf).

- Any water/sewer capacity fees must be paid, as outlined in the water/sewer capacity fee letter from Metro Water Services. Letters are valid for 90 days and may be updated up to three times (90 additional days per update) at no additional cost.
- A minimum of 30% of the total capacity fees must be paid within 90 days of the date of the water/sewer capacity fee letter to reserve water/sewer capacity for 1 year.
- If 100% of the water/sewer capacity fees are paid, Metro Water Services reserves water/sewer capacity in perpetuity.
- Water/sewer availability letters are issued after all, or a portion of, water/sewer capacity fees are paid, and water/sewer capacity is reserved.

**UDO Ownership:** The name, map and parcel number of involved property/properties, and signature(s) of all property owners within the boundary of a newly created UDO shall be submitted along with this application (separate sheet may be used). Failure to provide this information will deem your application **incomplete** and will not be accepted for review.

## 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

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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: \_\_\_\_\_

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 CHECKLIST: What to submit for a newly proposed Urban Design Overlay</b>		
1	A complete UDO application form.	
2	A filing fee by check or cash.	
3	Submit plans electronically through the planning portal.	
4	Site data table including: map(s), parcel(s), proposed uses, existing zoning, gross site acreage, acreage in open space, establish parking ratios, proposed lot numbers, proposed number of units/lots, proposed lot sizes, building coverage, gross density, maximum FAR, ISR.	
5	Bulk Standards Table which may include the following: proposed building and/or frontage type(s), building materials, glazing requirements, proposed maximum building height and proposed setbacks/build-to line.	
<b>UDO Site Plan Checklist: One or more sheets may be submitted that include the following:</b>		
1	Scale: All drawings submitted must be to scale	
2	Property map(s) and parcel(s) numbers of the site shall be stated on the application and plans.	
3	Vicinity map and boundary of the proposed UDO district. UDO boundary shall be clearly delineated and labeled.	
4	Existing vegetation, existing topography, waterbodies, floodway and floodplain, and soils.	
7	Existing and proposed utilities serving the site and existing utilities within 100 feet.	
8	Proposed uses in each structure (including number of units for residential and square feet for commercial uses).	
9	Existing structures, buildings, roads, and driveways on-site and within 100 feet of the site.	
10	Illustrate proposed phasing of the development.	
11	Existing utility and drainage easements, access easements, unbuilt or unaccepted public ROW.	
12	Fronting roads and ROW labeled with any proposed/required ROW dedications or reservations.	
13	Right-of-way of all proposed streets, both public and private, access easements and driveways. Street cross sections must be included.	
14	Proposed subdivision of property into parcels and outparcels (proposed & existing) and identify critical lots with an asterisk (*).	
15	Proposed setbacks as required by the UDO.	