



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

Subdivision Plan/Plat Application

The Metropolitan Planning Commission requires all information shown on the checklist below. 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 Number: _____
 (Assigned by Planning Department staff)

CONCEPT PLAN	DEVELOPMENT FINAL	SITE PLAN
FINAL PLAT	LOT LINE SHIFT	REMOVE RESERVE PARCEL STATUS
LOT CONSOLIDATION	REMOVE EASEMENT	CLUSTER SUBDIVISION*

*NEW CLUSTER SUBDIVISIONS ARE NO LONGER AVAILABLE

CONCEPT PLAN/FINAL SITE PLAN/FINAL PLAT CASE NUMBER: _____
 (CAN NOT BE BLANK IF NOT A NEW CASE)

For a pre submittal review please submit [Pre-Application-Inquiry-Form](#) to Planningstaff@nashville.gov.

APPLICATION FEES:

Subdivision Plan/Plat	Fee
Concept Plan	\$ 3,000.00
Final Site Plan	\$ 1,650.00
Final Plat	\$ 1,375.00
Final Plat (consolidation) ¹	\$ 1,050.00

**When submitting FINAL plans check the following conditions (DTC zones are exempt)

1. Does the plan include 5 or more dwelling units?
2. The property has not been rezoned within the past four years.
3. The property or properties are within 1,000 feet of a property zoned RS, R, or RM.

If you answer yes to ALL of the above, you must send written notice to the Council Member of the district stating the total number of dwelling units proposed. See BL2025-820.

Subdivision Name:

Former Subdivision Name (if any):

Address:

City:

State:

Zip:

Phase #:

Section #:

Lot #s:

Parcel Identification Number (s):

Number of Proposed Lots:

Purpose Note (as stated in Note 1 of plat):

Type of Development:

- Standard Subdivision
- Compact Subdivision
- Conservation Subdivision

Associated Cases?

- Overlay _____
- Zone Change _____
- Specific Plan _____
- Mandatory Referral _____
- PUD _____
- UDO _____

APPLICANT 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.

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: _____

FINAL PLAT APPLICATIONS

As the owner(s) of this property, I (we) understand:

- **One** applicant must be designated by me (us) to correspond with the planner who will be reviewing my subdivision. The applicant is:

- If I (we) plan to record the final subdivision plat without first constructing the required infrastructure (including roads, water and sewer line extensions), then I (we) must provide a bond for those improvements.
- A bond application must be submitted with the required fee of \$750 **at least six (6) weeks** prior to when I (we) intend to record the final plat.
- The bond review and approval process is subject to receiving estimates from Metro departments and outside utilities.
- Bond amounts are calculated after all construction plans have been approved and plat revisions have been made by your surveyor to the satisfaction of the reviewing agencies.
- The Metro Legal Dept. will review the performance agreement (PA) and security only after the Planning Dept. has received a signed PA and the original security (no faxes, no scanned images).
- The Metro Legal Dept. review may take several weeks to complete its review, excluding time involved in relaying documents to/from the Planning Dept.

Property Owner #1 Initials

Property Owner #2 Initials

Contact: Bond Desk 862-7208; bond.desk@nashville.gov.

SURVEYOR

Surveyor's Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____ business home cell

Phone: _____ business home cell

E-mail: _____

Surveyor

Signature: _____

Print Name: _____

SURVEYOR

I have reviewed this application and the associated SUBDIVISION 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. And for any final plat where public improvements are required, I understand that until I make all the requested plat revisions to the satisfaction of the reviewing agencies, bond amounts cannot be calculated, and thus, the plat cannot be recorded.

Surveyor Initials

ENGINEER (development plans only)

Engineer's
Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ business home cell

Phone: _____ business home cell

E-mail: _____

Engineer

Signature: _____

Print Name: _____

ENGINEER

I have reviewed this application and the associated SUBDIVISION
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.

Engineer Initials

“MUST HAVES” and “MUST DOs”

Concept Plan (preliminary)

✓ if completed

___ ❶ **PUBLIC WATER and SEWER:**

Metro Water Services

A capacity study/permit is not required with a concept plan application. A capacity study/permit will be required with the final plat.

Harpeth Valley Utility District or Madison Suburban Utility District

Provide a copy of current letter indicating water/sewer capacity fees from Harpeth Valley Utility District or Madison Suburban Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. For concept plans involving existing development and where no additional flows are involved, submit a copy of your letter of intent that was submitted to utility. *Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

___ ❷ **PRIVATE SEWER:** Copy of stamped concept plan showing preliminary approval, signed and dated by Metropolitan Department of Health. Submit stamped copy with final subdivision plat application. *Contact Metro Department of Health at 340-5616*

___ ❸ **DEED:** Provide copy of deed recorded with the Davidson County Register of Deeds identifying property ownership.

___ ❹ **DIGITAL COPY::** Concept plan should be registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification.

___ ❺ **PLAN CHECKLIST:** The Subdivision Submittal Checklist dated 4.1.23 identifies everything that must be included for all plans and documents for your subdivision application.

Development Plan (construction plans)

✓ if completed

___ ❶ **NASHVILLE ELECTRIC SERVICE:** NES comments will follow after submittal of development plan.

___ ❷ **PUBLIC WATER & SEWER:**

Metro Water Services

A capacity letter is not required with a development plan application. A capacity study/permit will be required with the final plat.

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. *Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

___ ❸ **ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS:** Submit roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans directly to NDOT *before* submitting development plan application. *Contact NDOT: 862-8758*

___ ❹ **STORMWATER DRAINAGE AND GRADING PLAN:** Provide a complete submittal of stormwater drainage and construction plans with calculation worksheets directly to the Stormwater Division *before* submitting a development plan application to the Planning Dept. Refer to Appendix A in Vol. 1 of the Stormwater Management Manual available on-line at www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01_regulations/09_appendixa_final.pdf
Contact Metro Stormwater: 862-4588.

___ ❺ **WATER AND SEWER CONSTRUCTION PLANS:** Submit water and sewer construction plans with summary lengths to be bonded directly to Metro Water Services, Harpeth Valley Utility, Madison Suburban Utility, or other district, *before* submitting development plan application. *Contact Metro Water Services: 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

___ ❻ **FIRE MARSHAL PLANS:** For subdivisions containing three (3) or more lots, provide site utility plan(s) showing water mains and sizes, street access, proposed fire hydrant locations and flow information with topographic elevations.

___ ❼ **DIGITAL COPY:** Email development plan to Mappingstaff@nashville.gov Development plan shall be registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification.

___ ❽ **PLAT CHECKLIST:** The Subdivision Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your subdivision application. The checklist should be initialed.

Final Plat / Partition

✓ if completed

- _____ ❶ **NASHVILLE ELECTRIC SERVICE: If no development plan was required for property**, then submit a stamped, copy of plan approved, signed and dated by NES. Submit electronic stamped copy with development plan application. Allow 4-5 business days for NES review. *Contact Holly Lively at 747-3354 hlively@nespower.com*

- _____ ❷ **PUBLIC WATER & SEWER:**
Metro Water Services
A capacity study/permit will be required with the final plat. 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.*

- _____ ❸ **PRIVATE SEWER:** Stamped, copy of plat showing preliminary approval, signed and dated by Metropolitan Department of Health. Submit electronic stamped copy with final subdivision plat application. *Contact Jesse Henry, Metro Department of Health at 340-5605 jesse.henry@nashville.gov*

- _____ ❹ **STORMWATER DRAINAGE AND GRADING PLAN:** If a grading permit is required for this plat, provide a complete submittal of stormwater drainage and construction plans with calculation worksheets directly to the Stormwater Division *before* submitting a development plan application to the Planning Dept. Refer to Appendix A in Vol. 1 of the Stormwater Management Manual available on-line at www.nashville.gov/stormwater/docs/pdfs/2006swmm/volume01_regulations/09_appendixa_final.pdf
Contact Metro Stormwater: 862-4588.

- _____ ❺ **FIRE MARSHAL PLANS:** For subdivisions containing three (3) or more lots, provide site utility plan(s) showing water mains and sizes, street access, proposed fire hydrant locations and flow information with topographic elevations.

- _____ ❻ **DEED:** Provide copy of deed recorded with the Davidson County Register of Deeds identifying property ownership.

- _____ ❼ **DIGITAL COPY:** Provide copy of final plat registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification.

- _____ ❽ **BOND:** If there is infrastructure that requires a performance bond, then submit your bond application at least six (6) weeks prior to when you intend to record the final plat.

- _____ ❾ **PLAT CHECKLIST:** The Subdivision Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your subdivision application.

Final Plat for recordation

✓ if completed

- _____ ❶ **PLAT RECORDING CHECKLIST:** Get a copy on-line of the “Plat Recording Checklist” and make sure plat has all the items listed. Checklist represents common items missing from plats that are brought in to be recorded.

- _____ ❷ **MYLAR:** Submit final subdivision plat on mylar, vellum or comparable material. Plat should have signatures of *all* property owners (husband and wife, family members, etc.) that are listed on the current deed recorded with the Davidson County Register of Deeds. If ownership has changed between when the plat was originally reviewed by staff and now at time of plat recordation, provide current recorded deed bearing the Davidson County Register of Deeds instrument number on face of deed with mylar.

- _____ ❸ **RECORDING FEE:** Submit a separate check with Mylar with recording fee shown below (**No** cash or credit cards accepted by the Metro Planning Department). Planning staff is unable to issue a receipt for recording fees received because money goes to the Register of Deeds, not the Planning Department. (*Note:* Checks must not be older than 90 days to be accepted by Register of Deeds.)

- _____ ❹ **DIGITAL COPY:** Provide copy of final plat on a USB flash drive or email a DWG file to mapping@nashville.gov. Plat registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Put data in separate layers and label them for easy identification. Plat will not be recorded without copy provided to Planning.

- _____ ❺ **PLAT COPYING (OUTSIDE FEE):** Metro Planning distributes the information to various agencies. You may pick up the mylar from Planning front counter approximately 2 weeks after submitting.

PLAT RECORDING FEE*

Recording Fee must be paid by separate check, prior to recording final plat. Make recording check payable to “Register of Deeds.” **No credit card, no cash.**

# of Sheets	Total Page Cost	Certificate of Authenticity Fee	TOTAL Recording Fee
1	\$15	\$5	\$20
2	\$30	\$5	\$35
3	\$45	\$5	\$50
4	\$60	\$5	\$65