



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

**Urban Design Overlay (U.D.O.) Final Site Plan –
Development Within Approved Existing U.D.O.**

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.

Existing U.D.O.’s Name: _____ **U.D.O.’s Project Name:** _____

U.D.O. Project No. _____ **Date Submitted:** _____

(Assigned by Planning Department staff)

Parcel Identification Number(s): _____

APPLICATION FEE: \$4,350.00

Supporting Documentation Submitted?

- ___ Multi Modal Transportation Analysis (when required by NDOT)
- ___ Geotechnical Study (when necessary)
- ___ Shared Parking Study (when necessary)
- ___ Road/Alley Construction Plans (when necessary)
- ___ Drainage Calculations (when necessary)
- ___ Review Checklist (on back page)
- ___ Sewer Capacity Purchased (when necessary)

Associated Cases?

- ___ Final Plat (when necessary)
- ___ Mandatory Referral

Metro Water Services

A capacity study/permit will be required with the final site plan 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.*

Brief Description of Proposal (Ex: Proposing final site plan approval to permit 65 single family units):

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.

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: _____

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

UDO CHECKLIST: What to submit for Final Site Plan and/or for a Building Permit		
1	A complete UDO application form.	
2	A filing fee by check or credit card.	
3	Vicinity map (not to scale).	
4	Plan submission: Schematic site analysis and site plan to be included. One (1) digital copy shall be submitted through the Planning Portal for the final site plan. Build permits must submit 5 hard copies to the front counter.	
5	Site data table including: map(s), parcel(s), proposed uses, existing zoning, gross site acreage, acreage in open space, total parking provided, proposed lot numbers, proposed number of units/lots, proposed lot sizes, building coverage, gross density, FAR, ISR, Gross Floor Area by structure.	
6	Bulk Standards Table which may include some of the following: proposed building and/or frontage type(s), building materials, glazing requirements, proposed maximum building height and conformance with height regulations set in UDO and setbacks.	
UDO Site Plan Checklist: One or more sheets may be submitted that include the following:		
1	Scale: All drawings submitted must be to scale	
2	Existing vegetation, existing topography, waterbodies, floodway and floodplain, and soils.	
3	Proposed improvements, including building locations, building sizes, building height, uses, setbacks, parking.	
4	Proposed walls and fences (including materials and height).	
5	Existing and proposed joint access easements and driveways.	
6	Existing and proposed utilities and drainage easements serving site (show existing utility lines within 100 feet).	
7	Proposed grading plans, including existing topography, proposed contour lines at 5 foot intervals, off-site grading, soils and slopes, erosion controls. Final grading plans to be sealed by an engineer registered in Tennessee.	
8	Proposed landscaping plans with vegetation, required buffers and screening, and Tree Density Unit calculations.	
9	Proposed location of the mechanical/HVAC units, garbage and recycling facilities, and loading and maintenance areas.	
10	Fronting roads and ROW labeled with any proposed/required ROW dedications or reservations.	
11	Right-of-way of all proposed streets, both public and private, access easements and driveways. Street cross sections must be included.	
12	Proposed subdivision of property into parcels and outparcels (proposed & existing). Critical lots shall be identified with an asterisk (*)	
13	Submission shall include building elevations clarifying materials and illustrating conformance with glazing requirements.	
14	Final plans shall be stamped and signed by a qualifying professional (engineer, architect, landscape architect).	