



Metropolitan Nashville Planning Department

Metro Office Building

615/862-7190

800 President Ronald Reagan Way

Nashville, TN 37219 planningstaff@nashville.gov

Specific Plan Application

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 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.

SP Case No.: _____ (assigned by staff)

(if AMEND/FINAL/REVISION YOU MUST include case # of preliminary: _____)

Date Submitted: _____

SP Name: _____

Address: _____

Type of SP Request: ☐ Preliminary SP ☐ Final SP* ☐ Amend SP

*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.

***Please check the SP bill** to ensure you are meeting **conditions** set in the bill. Generally, the bill requires **elevations be submitted with the final SP**. To request a pre application review for a final or amending an SP please forward [Pre-App-Inquiry-Form-2026 Amend Final.pdf](#) to planningstaff@nashville.gov (this is a different form than a generic pre app form).

Description of the SP (the purpose of this SP, STATE how many lots/units/sq ft, uses, etc):

Associated Cases:

☐ PUD ☐ Community Plan Amendment ☐ Subdivision ☐ Mandatory Referral

Case Number (s): _____

Parcel Identification Number (use "part of parcel..." if a portion)	Current Zoning	Overlays	Community Character Policy	# of acres
TOTAL NUMBER OF ACRES				

***add sheet if additional parcels are needed**

Amendments that ONLY add uses to an existing SP will be charged the Tier 1 fee. All other amendments and finals are based on Preliminary SP Tier.

NEW SP must complete statement of Community Plan Consistency (to be completed by applicant):

SP TYPE	Description	Fee
Tier 1	Project is 0-5 residential units and/or less than 10,000 SF Non-residential uses	\$2900
Tier 2	Project is 6-25 residential units and/or 10,000-20,000 SF Non-residential uses	\$4500
Tier 3	Project is 26 or more residential units and/or greater than 20,000 SF Non-residential uses	\$6100
Bldg Permit (do NOT use this application)	\$850 for master \$850 per child (in some cases per type)	

Land Use Policy (e.g. Neighborhood Maintenance, Neighborhood Evolving, Mixed-Use Corridor, etc.)

SP PRE-APPLICATION REVIEW. While not required, a pre-application review is strongly encouraged. Staff will provide feedback on your SP proposal, advise you on application submittal items, and provide a projected review & approval schedule. There is a separate form for Final SP pre app review. For preliminary SP or SP amendment, submit [Pre-Application-Inquiry-Form](mailto:Planningstaff@nashville.gov) to Planningstaff@nashville.gov.

Layout of Project (Only for Final/Amend) Please describe below how your proposal DIFFERS in layout from the preliminary approval and WHY it is necessary to make the changes. Please note any additional entitlements proposed for an amendment (How many units are you proposing to add? How many additional square feet? What new uses are you proposing?)

(con't to next page)

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's

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____

Phone: _____

E-mail: _____

Owner

Signature: _____

Print Name: _____

PROPERTY OWNER #2

Property Owner's

Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____

Phone: _____

E-mail: _____

Owner

Signature: _____

Print Name: _____

APPLICANT

-
- ☐ Architect ☐ Engineer ☐ Optionee ☐ Property Owner ☐ Purchaser of Property ☐ Leasee
☐ Other

Applicant Name: _____

Company Name: _____

Address: _____

City: _____ State: ____ Zip: _____

Phone: _____

Phone: _____

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

Per Resolution RS2019-1788, I certify that I have notified the district Councilmember of this request, and the Metropolitan Council Office (staff Planning and Codes Liason: matthew.wilkson@nashville.gov) . the attached email is documentation of said notification.

Initial _____

“Must Haves” and “Must Dos”

Specific Plan: Development Plan (preliminary)

✓ if completed

____ ① **APPLICATION.** A completed application along with items #2 – #9 below.

____ ② **Copy of email sent to Council office and Councilmember.**

____ ③ **PUBLIC SEWER AND WATER:**

Metro Water Services

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

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.*

____ ④ **LAND USE TABLE.** Table listing all land uses proposed to be allowed in the SP district. Uses should be listed as categorized in the Zoning Code. Speak with the Zoning Administrator for assistance in defining uses.

____ ⑤ **DEVELOPMENT STANDARDS.** Written text with illustrations, tables, and exhibits detailing the site specific development standards related to building/structure types that are proposed in the SP District such as, but

not limited to, height, floor area ratio, impervious surface ratio, building coverage, setbacks, permitted setback encroachments, landscaping, and parking. Standards need not be uniform for entire site. Standards may vary by building and use; however, provide map keyed to site plan showing where such standards are proposed. In case any standards are inadvertently omitted, please indicate what zoning district should apply (e.g. CL, CS, MUL).

____ ⑥ **PRELIMINARY DEVELOPMENT PLAN.** Detailed development (site) plan complying with attached submittal checklist.

____ ⑦ **DEVELOPMENT & PHASING SCHEDULE:** Detailed development and construction schedule for entire site, including any phases or sections.

____ ⑧ **DIGITAL DATA FILE** registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of preliminary SP application submittal, with each plan revision submittal during staff review, and after preliminary SP approval by Council email to : Mappingstaff@nashville.gov.

____ ⑨ **SUBMITTAL CHECKLIST:** The SP Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your zone change application to SP District. The design professional should use this checklist when preparing project packages for submission. **Plans or documents missing any required information will be deemed incomplete and not accepted for project review.**

(**NOTE:** The Executive Director may approve the omission of certain items from the application that are inappropriate or unnecessary based on the purpose and intent of the application. If an item is proposed for omission, the applicant shall clearly state what requirement is omitted and why the item was omitted.) Additional information or clarification may be requested during the review process.

The Specific Plan Submittal Checklists are online on the Planning Department's Applications and Fees page.

Specific Plan: Final Site Plan

✓ if completed

1

PUBLIC WATER & SEWER:

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.*

2

STORMWATER DRAINAGE & GRADING PLAN: Submit grading and drainage plans directly to Metro Water Services (Development Services) **before submitting your final SP application**; *failure to do so will result in SP final site plan delays. Contact Metro Stormwater at (615)862-7225.*

3

ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS: Where required, roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans to Public Works. Submit these plans directly to Water Services *before* final SP application is submitted. *Contact Metro Public Water Services: 862-8760*

4

FINAL SITE PLAN. Submit an electronic copy of the SP final site plan through the planning portal with other necessary documents

5

DIGITAL DATA FILE Email SP final site plan to : Mappingstaff@nashville.gov registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of final SP application submittal, with each plan revision submittal during staff review, and after final SP approval by the MPC.

- _____ ⑥ **SUBMITTAL CHECKLIST:** The SP Submittal Checklist lists everything that should be included for all plans and documents needed to review your zone change application to the SP District. The design professional should use this checklist when preparing project packages for submission. **Plans or documents missing any information may be deemed incomplete and not accepted for project review.** (**NOTE:** The Executive Director may approve the omission of certain items from the application that are inappropriate or unnecessary based on the purpose and intent of the application. If an item is proposed for omission, the applicant shall clearly state what requirement is omitted and why the item was omitted.)

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Specific Plan: Building Permit

✓ if completed

- _____ ① **CONDITIONS OF APPROVAL:** All conditions of the preliminary SP, and where a final SP and/or final plat were required, all conditions pertaining to the final SP, must be satisfied prior to the issuance of a building permit.
- _____ ② **PLANS:** Submit four (4) copies of the site plan, landscape plan, and any other documentation required by the final SP for a building permit. **Do not submit plumbing, mechanical, or electrical plans.** Staff will stamp/sign all copies, retaining one copy for our files, returning two copies to you – one of which you give to the Codes Department to issue your building permit and the other is for your records.