



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

Subdivision Amendment 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 by credit card with an additional convenience fee.

Application Submittal Date: _____

Subdivision Case No. (assigned by staff): _____

APPLICATION FEE: \$500.00

Subdivision Name: _____

MPC Final Plat Case Number: _____

Phase No.: ____ **Section No.:** ____ **Lot No.:** ____

Register of Deeds: Book No.: _____ **Page No.:** _____

Map: _____ **Parcel(s):** _____ **Location:** _____

Amendment Purpose & Description:

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'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: _____

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: _____

AMENDMENT CHECKLIST –

- ☐ Proof of ownership (e.g. copy of property deed)
- ☐ Exhibit (drawn to scale) identifying existing and proposed changes. (e.g. copy of plat, mortgage loan inspection survey) Metro Property Online Maps may not be used.
- ☐ Letters from property owners on any adjacent (or facing property if front setback amendment) indicating their approval of the proposed subdivision amendment. If the BZA has approved a setback variance, no letters are required.
- ☐ Application fee

I have reviewed this application and its associated 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.

Applicant Signature

Date

NOTE: Upon approval by the Planning Commission, a staff member will prepare an instrument to be recorded in the register's office of Davidson County, Tennessee. Prior to recording, the instrument must be signed by the owner(s), by the Secretary of the Metropolitan Planning Commission, and by a notary public as witness.

For a pre submittal review of the subdivision amendment please submit [Pre-Application-Inquiry-Form-2025-04-22.pdf](#) to Planningstaff@nashville.gov.

***SEE SAMPLE LETTER ON NEXT PAGE

LETTER FROM ABUTTING / ADJOINING PROPERTY OWNER

The sample text below may be used by you in creating a letter for your abutting / adjoining neighbors to sign, acknowledging their understanding of your request to amend the setback(s) for your property on the final subdivision plat recorded with the Davidson County Register of Deeds.

SAMPLE TEXT

[Date]

Metro Nashville Planning Dept.
800 Second Avenue South
P.O. Box 196300
Nashville, TN 37219-6300

SUBJECT: Amending the [street, side or rear] setback on [street address] for an addition to [home, garage, deck, patio]

Our neighbors, [name(s) of applicants], own a home at [street addresss], nearby our own property at [insert neighbor's address]. We understand that they plan to amend their [street,side or rear] setback off of from [X feet] to [Y feet] in order to [add, extend] their [garage, porch, deck, patio, house, carport]. We have discussed and reviewed the plans and proposed changes, and support their project.

[Signature of neighbors – all owners must sign (ex. husband & wife)]
[Name of neighbor(s) - printed]

Property Address

SEE BACK FOR SAMPLE LETTER >>>>>

SAMPLE LETTER

April 20, 2006

Metro Nashville Planning Dept.
800 Second Avenue South
P.O. Box 196300
Nashville, TN 37219-6300

SUBJECT: Amending the Street Setback at 123 Main Street for an Addition
to the Existing Home.

Our neighbors, Cindy and David Hamilton, own a home at 123 Main Street, nearby our own property at 125 Main Street. We understand that they plan to amend their street setback along Main Street from 55 feet to 42 feet in order to add on to their existing home for a new kitchen. We have discussed and reviewed the plans and proposed changes, and support their project.

Susan Bass

Rick Bass

Susan and Rick Bass
125 Main Street
Nashville, TN 37201