



# Metropolitan Nashville Planning Department

Metro Office Building  
 Second Avenue South, 2<sup>nd</sup> Floor  
 Nashville, TN 37210  
 P.O. Box 196300  
 Nashville, TN 37219-630

Voice: 615.862.7190  
 Fax: 615.862.7130  
 planningstaff@nashville.gov  
 www.nashville.gov/mpc

## Downtown Code Application Cover

Please complete this cover sheet for each submittal package within DTC zoning. Applications are processed by the Planning Front Counter; please submit digital copies only via the ePlans portal (instructions attached). For questions regarding transmittal of documents and processing of fees, please contact the Planning Front Counter.

### Basic Information

Project Name: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Residential Units	Hotel Keys	Office (gross SF)	Retail/Restaurant (gross SF)	Vehicular Parking

Map(s)	Parcel(s)	Land Area (in acres)

Brief Description:  
 \_\_\_\_\_  
 \_\_\_\_\_

### Applicant Information

APPLICANT:  Architect/Engineer/Consultant  Optionee  Property Owner  Purchaser of property  Leasee  Other

Applicant's Name: _____	Property Owner's Name: _____
Company Name: _____	Company Name: _____
Address: _____	Address: _____
Email: _____	Email: _____
Phone: _____	Phone: _____
Applicant's Signature: _____	Applicant's Signature: _____

Property Ownership: Property owner(s) must sign all DTC applications. Failure to provide this information will deem your application incomplete and postpone your application's consideration.

### Review Type

- Concept Plan Review (no charge)
  Major Modification (\$6,550)
  Minor Modification (\$5,900)
  Overall Height Modification (\$20,000 or \$40,000\*)
- Final Site Plan (\$2,000)
  DTC Building Permit Review (\$1,250)
  Bonus Height Certification (\$450)

\*If the Overall Height Modification qualifies as Tier 1, the fee shall be \$20,000. If it qualifies as Tier 2, the fee shall be \$40,000.

COMPLETED BY PLANNING STAFF

DTC Case Number: \_\_\_\_\_ DTC Subdistrict: \_\_\_\_\_



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## Downtown Code – Concept Plan Checklist

Please complete this checklist for a concept plan review within Downtown Code zoning district (DTC). Not all items may be applicable for your project and staff may require additional information after submission. Coordinate with the Planning Front Counter to submit electronic documents.

### SECTION A – Required Site Plan Information

1	<b>Proposed Site Plan</b>
	Accurate site survey with existing trees
	Street and alley context
	Sidewalk and street planting areas dimensioned (consult MCSP for required ROW from centerline)
	General vehicular access points with dimensions
	Outdoor dining or open space dimensioned, if applicable
	Façade width dimensioned with percentage of each street frontage
	Build-to zones dimensioned
	Locations of overhead lines and poles
	Parking table demonstrating compliance with parking maximums
2	<b>Demolition Plan</b>
	Trees to be removed
	Structures or portions of structures to be removed
	Infrastructure to be removed, including alleys and pedestrian paths, and fixtures such as lighting
3	<b>Landscape Plan</b>
	Tree/planting locations and details with plant schedule
	Details of fences/walls, including height of any retaining walls
	Layout and materials: Dimension and annotate all materials, fixtures, and furnishings.
	Annotate slopes of all paths and ramps
4	<b>Architecture Elevations</b>
	Glazing percentages noted for each ground level and upper-level façade
	Glazing type noted (e.g. clear, spandrel) to comply with DTC requirements
	Ground floor sill heights
	Proposed façade materials and cladding
	Floor to floor height
	Number of stories and height in feet, measure from grade
	Building step-backs shown with dimensions, as applicable
	Illustrative renderings, as necessary
5	<b>Architecture Floor Plans (each level of structure, including below-grade must be represented)</b>
	General program layout
	Pedestrian access locations on ground floor
	Parking garage liner buildings with dimensions



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## Downtown Code – Concept Plan Checklist

### SECTION B – Agency Declarations

1. **District Energy Services Declaration:** By submitting, the applicant certifies that this project has met with Metropolitan Nashville District Energy Services (MNDES) staff. DES project staff are available at 615-264-2611.

The project ( **will**) ( **will not**) be connecting to the DES system. Attach correspondence or email from DES staff with feasibility/benefit analysis of connecting the site of this Concept Plan to DES. Failure to complete this section or attach correspondence may result in your application being deemed incomplete.

2. **Traffic Impact Study (TIS) Declaration:** The project ( **has**) ( **has not**) submitted a TIS to Nashville Department of Transportation and Multimodal Infrastructure (NDOT) for review. If a TIS is required for the project associated with this concept plan, failure to submit a TIS to NDOT at the time of application may cause the application to be deemed incomplete. Describe the status of the TIS for the project proposed by this Concept Plan application (attach summary if necessary):

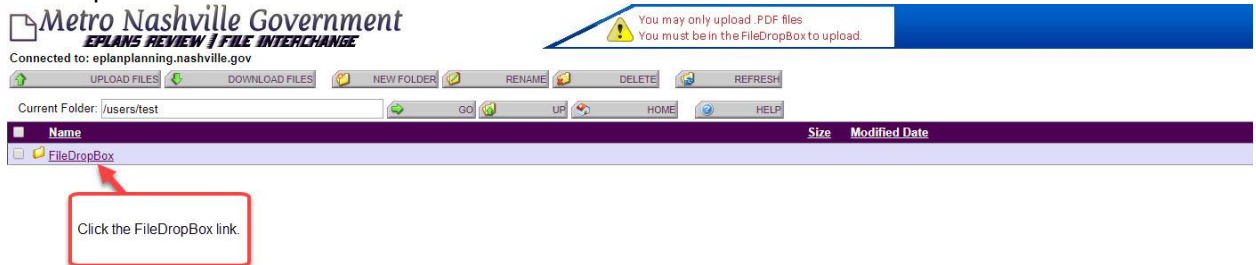
### SECTION C – 3D Model for Evaluation Purposes

Submissions for Concept Plan review, Final Site Plan review, and Overall Height Modification review shall provide a digital massing model depicting massing, floor-to-floor heights, materiality, ground-level entrances, and general site layout. Interior details and structure (such as interior columns, walls, doors, and furnishings) should be stripped from the model prior to submission. The file format for these shall be 3DS, .SKP, or .RVT. Alternatives may be considered by Planning Staff on a case-by-case basis). Projects, such as small additions or minor expansions, may not require a model, contact Planning Staff prior to submittal for evaluation.

## Uploading an Electronic Review Document

1. The public end user will request an ftp account to be setup by emailing [ePlanPlanning@nashville.gov](mailto:ePlanPlanning@nashville.gov).
2. Once the end user has a username and password, they can login at <https://eplanplanning.nashville.gov/>

3. Once logged in, the user should upload their files in the FileDropBox folder by clicking the FileDropBox link.



4. Once the FileDropBox folder is open, the use should click the Upload Files button on the top right corner of the page.



5. The user should now click the Choose File button and select the file that will be uploaded for review.



### UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **1000 MB**.  
The Files will be uploaded to **"/users/test"** Folder.

Overwrite selected Files on the server

File 1:  No file chosen

File 2:  No file chosen

File 3:  No file chosen

File 4:  No file chosen

File 5:  No file chosen

Click the Choose File button

6. Once the desired files have been selected, click the Upload button.



### UPLOAD FILES

Click "Browse" to select a File. You can attach File(s) up to a total size of **1000 MB**.  
The Files will be uploaded to **"/users/test"** Folder.

Overwrite selected Files on the server

File 1:  My Test PDF.pdf

File 2:  No file chosen

File 3:  No file chosen

File 4:  No file chosen

File 5:  No file chosen

Click the Upload button once you are done selecting your files.

7. Your file will now appear in the list of files in the FileDropBox.

 **Metro Nashville Government**  
*EPLANS REVIEW | FILE INTERCHANGE*

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Name	Size	Modified Date
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