



Metropolitan Nashville Planning Department

Metro Office Building
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planningstaff@nashville.gov

Pre application Inquiry : A pre-application inquiry is not required, but strongly encouraged. The pre application process is intended for staff to provide general feedback on your project and advise you on the process. It is not a full review of your project. The project will be reviewed at a high level and conducted primarily through email and phone calls. Granular review only occurs after applications are submitted. Questions concerning permitting processes should be directed to the Metro Codes Department. To request a preapplication review, complete the form below AND attach the necessary information. Send by email to the Planning Department Front Counter at planningstaff@nashville.gov. Please use a separate form for each site or project.

To request a pre application review, for the Wedgewood-Houston Chestnut Hill Urban Design Overlay, complete the form below AND attach the necessary information. Please send all materials to the following e-mail address: WedgewoodUDO@nashville.gov.

Specific Plans and Concept Subdivision plans should all include a visual graphic of the proposal. Only straight rezonings do not require a plan attached to the application. Meetings are scheduled on a first come, first served basis. Due to the volume of requests, meeting dates are highly unlikely to be available immediately. It is advisable that applications be submitted at least four weeks in advance of when you would like to receive feedback.

Contact Information (Primary contact for all questions, feedback will be provided to this person)

Applicants Name: _____ **Company Name:** _____

Email (PLEASE PRINT CLEARLY) _____ **Phone** _____

- Architect Engineer Optionee Property Owner Purchaser of Property Lessor Other

SUBJECT (Circle all that apply)

Rezoning SP (New) Amend SP Final SP Subdivision PUD Plan Amendment UDO Other

Amending and Final SP case number of Preliminary SP _____

Site Layout/Concept: Attach a concept or sketch illustrating the proposed development (NOTE: feedback will not be provided for SP or Subdivisions until a conceptual site layout is provided).

PROPERTY INFORMATION (list all properties to be discussed as a single project; attach separate list if necessary)

Information for Zoning, CCM Policy and Supplemental Policy can be found [Parcel Viewer](#) . Please read the CCM policy for your property as it may provide the guidance needed. [Community Character Manual](#) . Supplemental Policy can be found here at [Supplemental Policy](#)

| Parcel ID | Address | Current Zoning | CCM Policy | Supplemental Policy | Overlay Zoning | # of Acres |
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Description of Proposal:

Questions for Planning Staff:
