

## **MULTI-DEPARTMENTAL DESIGN REVIEW IN HISTORIC OVERLAYS**

Sometimes overlays and design review districts overlap, requiring multi-departmental design review. In those cases, each department will assist you with getting through both processes as seamlessly as possible. Multiple processes are necessary as one department may be considering actions that the other is not.

It is the responsibility of the applicant to ensure that all departments receive the same set of drawings. Sending different versions to different departments could result in the rescission of permits.

### **DOWNTOWN CODE DESIGN REVIEW COMMITTEE (DTC-DRC) (for properties in the DTC but not also in an MDHA district)**

Historic Overlay: Second Avenue North HPZO

Contacts: Planning Department: [designstudio@nashville.gov](mailto:designstudio@nashville.gov) and MHZC: [historicalcommission@nashville.gov](mailto:historicalcommission@nashville.gov)

Process: Minor alterations and repairs may only need to obtain a Preservation Permit. Contact [designstudio@nashville.gov](mailto:designstudio@nashville.gov) if you have questions about Planning's review. All new construction, including both additions and infill, as well as major rehabilitation projects, may need to go through both processes.

1. Submit drawings for preliminary review of your final application to [designstudio@nashville.gov](mailto:designstudio@nashville.gov) and [historicalcommission@nashville.gov](mailto:historicalcommission@nashville.gov) concurrently. Preliminary review is encouraged for infill and large projects. Both departments may share comments on revisions that would improve the chances of the project being approved.
2. DTC Concept Review: The application will receive initial review by the DRC and comments will be shared with the Historic Zoning Commission. (This process is similar to the two departments' SP reviews, established previously.)
3. MHZC Review: Historic Zoning Commission will review and approve, approve with conditions, or disapprove.
4. DTC Final Review: If approved or approved with conditions by the MHZC, the project will return to the Planning Department for final site plan review. Because the two departments will be working together, there is not likely to be conflict between their reviews, comments and conditions. If you feel there is, please contact staff of either department.

### **METRO DEVELOPMENT & HOUSING AGENCY DESIGN REVIEW COMMITTEE (MDHA)**

Historic Overlays: Downtown HPZO, Broadway HPZO, portions of Edgefield HPZO

Contacts: MDHA: Parker Brown 615-252-3750 and MHZC: [historicalcommission@nashville.gov](mailto:historicalcommission@nashville.gov)

Process: Both the MHZC and MDHA will review design and MDHA may also review use and site plan concerns that may not be within MHZC's purview.

Applications may be submitted concurrently, but the MHDA review may be held until after the MHZC review. An MHZC staff member sits on the MDHA design review committee and will share the decision of the MHZC with the committee. Both departments follow the Secretary of Interior Standards developed by the Federal Government so conflicts in direction are rare and can generally be worked out between the staff of the two departments.

### **CODES DEPARTMENT**

*Almost every Preservation Permit will also require a building permit from the Codes Department. For questions related to how the property can be used contact: [zoninghelpdesk@nashville.gov](mailto:zoninghelpdesk@nashville.gov).*

*Although the building permit applicant can be submitted at any time, the building permit will not be issued until a Preservation Permit has been issued.*