



PRESERVATION PERMIT APPLICATION- FOR DETACHED ACCESSORY DWELLING UNIT

METROPOLITAN HISTORIC ZONING COMMISSION

3000 Granny White Pike, Nashville, TN 37204

615-862-7970, 615-862-7974 fax, HistoricalCommission@nashville.gov,

DEADLINE: **Complete** applications must be received a minimum of 16 days prior to the next MHZC

hearing which takes place on the third Wednesday of the month. Please visit www.nashville.gov for the schedule. Incomplete applications will not be scheduled until all information has been received.

PROPERTY ADDRESS: _____

APPLICANT (All communication by phone, fax, email or mail will be with the applicant.)

Name _____

Mailing Address _____

City _____ Zip Code _____

Contact Phone _____ Fax Number _____ Email _____

Owner Contractor Architect/Designer Other _____

PROPERTY OWNER (If different from applicant.)

Name _____

Mailing Address _____

City _____ Zip code _____

Contact Phone _____ Fax Number _____ Email _____

Code Administration's Temporary Bldg Permit # _____

(This number starts with a "T" followed by the year. It may also be obtained later.)

Zoning for lot: _____

Lot area in square feet: _____

Total square footage of existing outbuildings (sheds, garages, etc) that are not planned to be demolished: _____

Number of dwelling units currently on the property: _____

Total square footage of living space (does not include stairwell): _____

Height of principal structure (average of all four corners): _____

Eave heights of principle structure (average of all four corners): _____

Does the project require an alteration to base zoning?

Yes If yes, please see "Setback Determinations" on page 2 for notification information. **If notice is not met, project review will be delayed until the following public hearing.**

NO If no, notification by the applicant is not required.

Estimated Cost of Work \$ _____

As the owner, I confirm that I will live in one of the two units:

Owner's Signature: _____

Restrictive Covenant #: _____

(Stamped by Register of Deeds and signed copy must be attached. File with Register of Deeds:
<http://www.nashville.gov/Register-of-Deeds.aspx>, 501 Broadway in the Bridgestone Arena, 8am-4:30pm)

INFORMATION TO BE SUBMITTED WITH APPLICATION

All applications must have documentation which clearly illustrates the proposed exterior appearance of the project. **Incomplete applications will not be scheduled for a MHZC public hearing until they are complete.** Design Guidelines and a work-sheet for outbuildings/DADUs are available online at <http://nashville.gov/Historical-Commission/Services/Preservation-Permits/Districts-and-Design-Guidelines.aspx>.

NEW CONSTRUCTION (Including Additions)

At least one complete set of drawings should be no larger than 11 x 17 and MUST be to scale.

- Site plan showing the entire lot with property lines and with all setbacks clearly noted. For infill projects, the footprints of the abutting properties should be shown in relation to the proposed building and elevation contour lines. *Basic site plans may be obtained at <http://nashville.gov/Planning-Department/Mapping-and-GIS/Interactive-Maps.aspx>. More accurate maps may be obtained at Community Plans/Planning Commission.*
- Elevation drawings of each façade with dimensions (including roof pitch) and materials specified. For additions, existing and proposed should be clearly delineated. For infill projects, the building height and porch floor heights of the abutting properties should be shown in relation to the proposed building.
- Floor Plans of both levels
- Plans showing all associated site improvements, e.g. sidewalks, lighting, pavement, etc.
- Window and door manufacturer and model
- Current photographs of building or site. (Digital preferred)
- Drawings, samples, product literature manufacturer's illustrations may be required
- Roof plan may be necessary for complex additions or new construction
- Demolition plans, if applicable.
- Any additional information requested

SETBACK DETERMINATIONS

The MHZC has the ability to reduce the setbacks required by base zoning where there is historic precedence. If your project does not meet the base zoning setback requirements it is your responsibility to notify all adjacent (all properties around the subject property) property owners of the public hearing and the request for a setback reduction at least 7 days prior to the meeting. If notification is not given, the project review will be delayed until the next public hearing. A sample letter may be requested.

DECISION MAKING

Decisions of the MHZC are guided by design guidelines based on the National Park Services' Secretary of Interior Standards for Rehabilitation. To view the design guidelines, visit www.nashville.gov.

Any substitution or deviation from the approved work items listed on the Preservation Permit requires further review and approval by the Historic Zoning Commission prior to being undertaken. Accurate scale elevations, drawings, and site plans are needed for project review. The MHZC retains copies of all materials submitted.

SIGNATURE _____ **DATE** _____

I/We the above signed do hereby make application for a Preservation Permit following plans and proposals to be undertaken within the boundaries of an historic preservation overlay pursuant to Article IX of the Metropolitan Code.

SUBMITTING AN APPLICATION Applications may be scanned and emailed to HistoricalCommission@nashville.gov.

Prepared by Department of Codes Administration.

RESTRICTIVE COVENANT FOR ACCESSORY DWELLING, DETACHED HISTORICAL

IN CONSIDERATION of the issuance of a building/use and occupancy permit by the Metropolitan Government of Nashville and Davidson County for a single-family accessory dwelling, detached residence on certain property herein described,

I/We, the undersigned owner(s) of the property located at

Lot Number _____ Subdivision _____. Further identified as Map/Parcel Number _____, being the same property conveyed in Book/Page/Instrument Number _____, R. O. D. C., Tennessee, hereby agree, covenant and bind myself, ourselves, our heirs, and assigns that this unit shall be used in compliance with Section 17.16.030 F of the Metropolitan Zoning Code and in all other laws of the Metropolitan Government.

This _____, day of _____, 20_____.

NAME (PRINT)

ADDRESS (STREET and NUMBER)

CITY and STATE

SIGNATURE

STATE OF TENNESSEE

COUNTY OF DAVIDSON

Before me, _____, a Notary Public in and for the said State and County, personally appeared _____, who upon oath, acknowledge _____, to be the owner(s) of the property therein described, executed the foregoing instrument for the purpose therein contained.

Witness my hand and seal _____, Tennessee, this _____, day of _____, 20_____.

Notary Public

My Commission expires:

OUTBUILDING/DADU WORK SHEET

The following worksheet serves as a guide to facilitate the approval process for construction of outbuildings and DADUs. Completing the following tables will help determine if your proposed project meets the basic requirements defined by the design guidelines. After completion of the worksheet, reference the specific zoning overlay’s design guidelines for additional design requirements.

Section I: General requirements for DADUs and Outbuildings

The answer to each of these questions must be “yes” for either an outbuilding or a DADU.

	YES or N/A	NO
If there are stairs, are they enclosed?		
If a corner lot, are the design and materials similar to the principle building?		
If dormers are used, do they cover less than 50% of the roof plane? (Dormer width is measured from side wall to side wall and roof plane is measured from edge to edge.)		
If dormers are used, do they sit back from the wall below by at least 2’?		
Is the roof pitch at least 4/12?		
If the building is two-bay and the vehicular doors face the street, are there two different doors rather than one large door?		
Is the building located towards the rear of the lot?		

Section II: General Requirements for DADU only

If the accessory building does not include a dwelling unit skip this section and go to Section III. If the accessory building is to include a dwelling unit (full bathroom and/or kitchen), the answer to each of these questions must be “no.”

	YES	NO
Does the lot NOT comply with Table 17.12.020A of the zoning code? (It isn’t zoned two-family or doesn’t have adequate square footage to be a legally conforming lot.)		
Has the lot been subdivided since 8/15/1984? (If so, the property is not allowed 2 units, even if zoned for 2 units.)		
Are there other accessory buildings on the lot that exceed 200 square feet?		
Is the property zoned single-family?		
Are there already two units on the property?		
Does the property owner NOT live on site or does NOT plan to move to this location once the DADU is complete?		
Is the planned conditioned living space more than 700 square feet?		

*Note: A restrictive covenant must be filed for DADUs before the permit may be issued. For more information, visit <http://www.nashville.gov/Codes-Administration/Land-Use-and-Zoning-Information/Zoning-Examinations/Restrictive-Covenants.aspx>

Section III: Site Planning for Outbuildings or DADUs

To determine the appropriate location of the outbuilding or DADU, complete the information below for “proposed” and compare to the minimums allowed.

	PROPOSED	MINIMUM
Space between principle building and DADU/Garage		20'
Rear setback		3'
L side setback**		3'
R side setback**		3'
How is the building accessed?		From the alley or existing curb cut

**If the lot is a corner lot, the DADU or outbuilding should match the context of homes on the street. If there is no context, the street setback shall be a minimum of 10'.

Section IV: Massing Planning for Outbuildings or DADUs

To determine the maximum height of the outbuilding or DADU, as measured from grade, complete the table below and choose the lesser number.

	Existing conditions (height of historic portion of the home to be measured from finished floor)	Potential maximums (heights to be measured from grade)
Ridge Height		25'
Eave Height		1 story 10' or 2 story 17'
Width of house		

To determine the maximum allowed square footage of the accessory building, complete the table below and choose the lesser number in the blue boxes.

Proposed	Proposed	50% of first floor area of principle structure	Lot is less than 10,000 square feet	Lot is more than 10,000 square feet
Maximum Square Footage			750 sq. ft. (including porches)	1,000 sq. ft. (including porches)

Please ask staff about any unusual lot conditions that do not allow an outbuilding to meet any of these requirements.

Please see design guidelines for information about materials and detailing.