



Metropolitan Nashville Planning Department

Metro Office Building
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 Nashville, TN 37219-6300

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www.nashville.gov/mpc

Downtown Code - Modification

Please complete this application for a modification request in Downtown Code Zoning Areas. (DTC). A letter of purpose; submittal of relevant site, building and/or signage plans, and other necessary documentation are also required upon submission of this application to the Planning Commission.

DTC Sub-District: _____ **Project Name:** _____

Property address _____

Map: _____ **Parcel Number:** _____

Date Submitted: _____ Application Number: _____
(assigned by Planning Dept. staff)

Major Modification: \$2,800 **Minor Modification: \$1,100**

APPLICANT:

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

Property Ownership: Affected property owner(s) shall sign the application for any DTC Modification. Failure to provide this information will deem your application **incomplete** and postpone your application's consideration.

Applicant's Name: _____ **Property Owner's Name:** _____

Company Name: _____ Company Name: _____

Address: _____ Address: _____

E-mail: _____ E-mail: _____

Phone: _____ Fax: _____ Phone: _____ Fax: _____

Applicant's Signature: _____ Property Owner's Signature: _____

DTC Modification Proposal shall include:		
1	A letter of purpose indicating the reason for the modification. Identify how the proposed modification complies with the intent of the DTC.	
2	Relevant site plans, building elevations, and landscape plans associated with the proposed modification	
3	Proposals shall include all relevant information needed to determine zoning compliance including site and building dimensions. Signage proposals shall include relevant drawings with dimensions, materials and lighting source indicated.	
4	Scale: All proposal drawings submitted must be to scale and labeled with dimensions.	
DTC CHECKLIST: what to submit for the Modification		
1	Complete the DTC modification application form.	
2	Proposal submission; one (1) digital copy and one (1) hard copy.	
3	On day of DRC meeting, please provide eleven (11) hard copies.	



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2016-17 Downtown Code Design Review Committee Filing Deadline & Meeting Schedule

The Design Review Committee is scheduled to meet on the first Thursday of every month. Applications shall be submitted four weeks prior to the standing Design Review Committee meeting date. The DRC meeting is located at the Metro Planning Department and begins promptly at 8:30 AM. Any revised drawings based on staff comments must be received one week prior to the DRC meeting date.

Filing Deadline

Meeting Date

August 4 th , 2016	September 1 st , 2016
September 8 th , 2016	October 6 th , 2016
October 6 th , 2016	November 3 rd , 2016
November 3 rd , 2016	December 1 st , 2016
December 8 th , 2016	January 5 th , 2017
January 5 th , 2017	February 2 nd , 2017
February 2 nd , 2017	March 2 nd , 2017
March 9 th , 2017	April 6 th , 2017
April 6 th , 2017	May 4 th , 2017
May 4 th , 2017	June 1 st , 2017
June 8 th , 2017	July 6 th , 2017
July 6 th , 2017	August 3 rd , 2017
August 10 th , 2017	September 7 th , 2017
September 7 th , 2017	October 5 th , 2017
October 5 th , 2017	November 2 nd , 2017
November 2 nd , 2017	December 2 nd , 2017