



Metropolitan Nashville Planning Department

Metro Office Building
 800 Second Avenue South
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 Nashville, TN 37219

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Neighborhood Landmark Application (NLOD)

Application must be completed in full and submitted with appropriate fee according to the Planning Commission Submittal Schedule. **Ten (10)** paper plans must be submitted at a scale 1"=50' or greater. All plans must be uniformly collated and prefolded vertically to form a packet of no more than ten (10) inches in width. Checks should be made payable to "Metropolitan Government."

Project No. _____

Date Submitted: _____

Name _____

Application Fees

- Type of Request ?**
- New
 - Amend
 - Cancel
 - Final Site Plan

New / Amend / Cancel	\$ 1,400.00
Final Site Plan	\$ 1,100.00

Reason for this Submittal _____

Supporting Documentation Submitted ?

- Traffic Study (when required by Metro PWorks)
- Shared Parking Study (when necessary)
- Drainage Calculations (Final Plan only)
- Sewer Capacity Letter & Receipt of Purchase (Final Plan only)
- Other _____

Existing and Proposed Uses?

Please fill-in table below for the **entire** NLOD not just any portion, phase or outparcel you may be seeking approval to revise (including any final approval), amend or cancel.

Map	Parcel(s)	<u>Existing Use</u>	<u>Existing Use</u> Square Feet / Units / Lots	Proposed Uses	<u>Proposed</u> Square Feet / Units / Lots	# of Acres
TOTAL:				TOTAL:		

Property Owner

Name: _____

Company
Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ business home cell

Phone: _____ business home cell

Fax: _____ business home

E-mail: _____

Property Owner's

Signature: _____

Applicant

Architect Engineer Optionee Property Owner Purchaser of property Leasee Other

Name: _____

Company
Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ business home cell

Phone: _____ business home cell

Fax: _____ business home

E-mail: _____

I have reviewed this application and its associated SUBMITTAL CHECKLIST fully, and believe, I have complied with all the requested submittal items. I acknowledge that plans or documents missing any of the requested information may be deemed incomplete and not accepted for project review. Further, I understand that additional information or clarification may be requested during the review process or prior to application approval.

Applicant

Signature: _____

Date _____

“MUST HAVES” and “MUST DOs”

BEFORE SUBMITTING A PRELIMINARY NLOD APPLICATION

✓, if completed

- _____ ① **JUSTIFICATION LETTER:** A letter to the Executive Director of the Metro Planning Department describing in detail how the proposed NLOD complies with Sections 17.36.400 and 17.40.160 of the Metro Zoning Code.
-

BEFORE SUBMITTING A FINAL NEIGHBORHOOD LANDMARK APPLICATION (NLOD)

✓, if completed

- _____ ① **PUBLIC WATER & SEWER:** Copy of current letter indicating water/sewer availability from Metro Water Services, Harpeth Valley Utility District, or Madison Utility District (water only). If previously issued letter has expired or is otherwise invalid, obtain new letter. **When water/sewer capacity must be purchased from Metro Water Services, the amount identified in the Metro Water Services capacity letter must be paid before submission of the Development Plan.** Submit copy of water/sewer availability letter from applicable utility with development plan application. For development plans where no additional flows are involved, a final availability letter must be submitted to utility, *before* development plan application is submitted. *Contact Metro Water Services at 862-4598, option 1; Harpeth Valley Utility District: 352-7076; Madison Suburban Utility District: 868-3201.*

Metro Water Services

Water & Sewer Availability Request: \$500 fee; form available on-line at www.nashville.gov/water/docs/Availability_RequestForm.pdf.

- Any water/sewer capacity fees must be paid, as outlined in the water/sewer capacity fee letter from Metro Water Services. Letters are valid for 90 days and may be updated up to three times (90 additional days per update) at no additional cost.
- A minimum of 30% of the total capacity fees must be paid within 90 days of the date of the water/sewer capacity fee letter to reserve water/sewer capacity for 1 year.
- If 100% of the water/sewer capacity fees are paid, Metro Water Services reserves water/sewer capacity in perpetuity.
- Water/sewer availability letters are issued after all, or a portion of, water/sewer capacity fees are paid and water/sewer capacity is reserved.

- _____ ② **STORMWATER DRAINAGE & GRADING PLAN:** Complete submittal of stormwater drainage and construction plans with calculation worksheets (Refer to Appendix A of the Stormwater Management Manual for specific submittal requirements; Nashville.gov/stormwater/grading_permit_related.htm). Submit these plans directly to the Stormwater Division *before* final NLOD application is submitted. *Contact Metro Stormwater: 862-4588.*

- _____ ③ **ROADWAY CONSTRUCTION PLANS, GRADING PLANS & SIDEWALK CONSTRUCTION PLANS:** Roadway construction plans with summary of lengths to be bonded, grading plans and sidewalk construction plans to Public Works, if applicable. Submit these plans directly to Public Works *before* final NLOD application is submitted. *Contact Metro Public Works: 862-8760*

- _____ ④ **NLOD CHECKLIST:** The Submittal Checklist lists everything that must be included for all plans and documents required by Metro for your NLOD application. The design professional should use this checklist when preparing project packages for submission. Plans or documents missing any required information will be deemed incomplete and not accepted for project review. Additional information or clarification may be requested during the review process. **See Attached.**

SUBMITTAL CHECKLIST Neighborhood Landmark APPLICATION

	✓ Applicant	✓ Staff		Amended NLOD	Final NLOD (incl. Revised Prelim & Final NLOD)
			A. DATA		
			1. Development Summary: In a table with bullet points, provide the following information on the first sheet of the plans (if a very large NLOD, create a Cover Sheet). <ul style="list-style-type: none"> ▪ Council district number and district councilmember name ▪ Owner(s) of Record – Name, address and phone number. (If a corporation, identify contact person and title) ▪ Overlay District Name: NLOD ▪ NLOD Name (including any former name) ▪ NLOD Number (to be assigned by staff after submittal) ▪ Plan preparation date (mm/dd/yy) with each revision date(s) noted too (mm/dd/yy) ▪ Scale of not less than 1"=50' along with bar scale identifying scale used. Smaller scale may be used if pre-approved by staff. ▪ Design professional – Name, company name, title, address, phone number, fax number of one or more professionals certifying preparation of plan – and where applicable, seal, signed and dated on each plan sheet as (mm/dd/yy). See Section 17.40.160.C.12 of Zoning Code for list of qualified design professionals. ▪ U.S. FEMA FIRM community panel number or map number with map effective date along with flood zone. 	•	•
			2. Names of adjacent recorded subdivisions and corresponding plan book and page numbers. If no recorded subdivision, adjacent owner name(s) and corresponding deed book and page numbers.	•	•
			3. Notes: The "Purpose Note" shall be the first note on plan describing NLOD's purpose. All other notes shall be placed beneath it in numeric order. See "Section H" of this checklist for typical required notes.	•	•
			4. Development / Site Data Table (some items may not be applicable, please note when not applicable): <ul style="list-style-type: none"> ▪ Acreage: total gross acreage and acreage by land use including any open space (identify if passive or active) and total net acreage if a cluster lot NLOD (gross acreage minus 15% for roads and utilities). Categorize land uses based on Zoning Code categorization. ▪ Square footage (gross) of all land uses, each individual use, and each individual building/structure. ▪ Uses: Listing of all existing and proposed land uses as categorized by the Zoning Code (e.g. retail, restaurant, office, warehouse, manufacturing, apartments, townhouses, two-family structures, single-family homes). ▪ Dwelling units: total for all phases, total for each phase, total by each type overall and per phase ▪ Floor area ratio (FAR): total site area with breakdown for each category of land uses, and each individual building/structure. Land use category should be based on Zoning Code categorization. ▪ Impervious surface ratio (ISR): total site area covered by impervious surfaces with breakdown of ISR devoted to buildings and roads/sidewalks/drives ▪ Parking: total # of spaces required by Zoning Code with required ratio identified on plan, total # of spaces being provided with ratio identified on plan, and breakdown of same for each individual use and phase. 	•	•
			5. Vicinity Map showing relation to other development phases and surrounding area.	•	•
			6. Public (other) dedication or reservation: _____	•	•
			B. DETAILS		
			1. Boundary of the NLOD or phase shall be delineated and labeled (accurate in scale and description). Buildings: <ul style="list-style-type: none"> ▪ Existing buildings and other structures on site and within 100 feet of the NLOD boundary line, including opposite sides of bordering streets. Label those to be removed or demolished. ▪ Proposed building locations, square footages, # of stories, height, setbacks, trash dumpsters, and loading docks (if any). ▪ Building envelopes for single-family and two-family homes shown by a "typical" illustration for interior, double frontage, and corner lots. Show envelope on a lot only if different from "typical". Setbacks of homes on perimeter lots per base zoning district (see Metro Zoning Code). Internal setbacks may vary. ▪ Historically registered buildings or structures identified within NLOD boundary. 	•	•
			2. Cemetery: acreage, name, dimensions, identify if to remain in present location or to be relocated.	•	•

SUBMITTAL CHECKLIST NLOD APPLICATIONS

✓ Applicant	✓ Staff	B.	DETAILS (con't.)	Amended NLOD	Final NLOD (incl. Revised Prelim & Final NLOD)
		3.	Common / open space areas: acreage/square feet, label as active or passive open space, dimensions.	•	•
		5.	Drainage: Buffered drainage ways without a floodway established, show the top of bank and the drain buffer area (sized per Stormwater Regulations).		•
		6.	Drainage: Proposed methods for the discharge of on-site stormwater, showing any off-site existing drain pipes and culverts to be used.	•	C
		7.	Drainage agreements: Cite the Register of Deeds instrument number on face of final NLOD plan for stormwater maintenance agreement.		•
		8.	Limits of water quantity quality ponds/devices (existing and proposed) must be clearly identified and labeled. For preliminary NLODs/plans, identify water quality concept only.	•	•
		9.	Driveway location(s): existing on property, existing across the street, and proposed (including slope).	•	•
		10.	Fences and walls: Show location and illustrate height, types of materials to be used, and construction details. Identify the top and bottom elevations of all retaining walls.	•	•
		11.	Fire Hydrants: Show all fire hydrant locations. Any portion of a building shall be no further than 500 feet from a fire hydrant as measured via hard surface road – not a direct line from hydrant to building.		•
		12.	Floodplain: 100-year floodplain (existing and proposed), floodway line, buffers, and for each lot within the 100-year floodplain, the minimum first floor elevation applicable to that lot.	•	•
		13.	Landscape Plan: <ul style="list-style-type: none"> ▪ Existing vegetation on-site and within 100-feet of NLOD boundary. Indicate approximate location of tree masses and mature hedgerows on-site. General description of tree species and range of sizes within tree masses. Identify and note on plan location of trees 6" in caliper or larger which are not within tree masses. ▪ Proposed vegetation on-site with approximate location(s) to satisfy Chapter 17.24 of the Zoning Code. Identify proposed types, sizes at planting and with three years of maturity, and typical spacing, of all plant materials. ▪ Proposed measures to protect existing vegetation to be retained during site development. ▪ Screening details for all trash dumpsters or containers (see Section 17.24.060 of Zoning Code). 	•	•
		15.	North arrow and source on all plan sheets.	•	•
		16.	Phasing or section boundaries (proposed). If existing NLOD, identify any boundary changes. Include a development schedule for phasing or sections.	•	•
		18.	Property tax map and parcel numbers of parcels within and abutting the NLOD.	•	•
		19.	Septic or any other kind of private sewerage disposal fields as approved by Metro Health Department.	•	•
		20.	Sidewalk location (approximate).	•	C
		21.	Soils: Identify soils from a generalized soil map unless a more specific study has been done. Identify slopes of 15% to 20% and then those 25% or greater.	•	•
		23.	Topography: Show existing contours (entire site) and proposed contours (areas to be developed) in five foot intervals or less, labeling contours every 10 feet as well as sinkholes or other natural depressions, and within 100 feet of NLOD boundary. Both types of contours must be shown on same sheet and easily distinguishable from one another. USGS contours are not acceptable.	•	•
		24.	Traffic signals: Existing and proposed within 150 feet of the NLOD boundary.	•	•
		25.	Traffic impact study (TIS): Show all public roadway improvements of any required TIS on plan.	•	•
		26.	Utility lines: Label and dimension all electrical and gas lines (existing and proposed).	•	•
		27.	Water and sewer lines: Location and size of existing and proposed supply lines and fire hydrants.	•	•
		28.	Wetlands: Show the Department of Army approved wetland delineation line and the drain buffer area (sized per Stormwater Regulations).	•	•
		29.	Zoning district boundaries depicted according to the Official Zoning Map.	•	•

SUBMITTAL CHECKLIST NLOD APPLICATIONS

✓ Applicant	✓ Staff			Prelim. NLOD or Amended NLOD	Final NLOD (incl. Revised Prelim & Final NLOD)
		C.	DOCUMENTS		
		1.	Development schedule for entire site along with breakdown of dates for each phase and section.	•	•
		2.	Digital output file (non-write protected) registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83) at time of preliminary and final NLOD application submittal, with each plan revision submittal during staff review, after preliminary NLOD approval by Council, and after final NLOD approval by MPC.	•	•
		3.	Metro Water Services - Active Water & Sewer Services Capacity Letter (must be less than 1 year from date letter issued and fee paid).		•
		4.	Metro Water Services - Plan Review Fee Worksheet	•	•
		5.	Metro Water Services – Stormwater Drainage Calculations: Submit stormwater drainage calculations and construction plans with final NLOD application.		C
		6.	Traffic Study: Submit four copies of any required Traffic Impact Study to Planning Department. If previously submitted to Metro Public Works, then only two copies are required to be submitted to Planning Department with the NLOD application.	•	•
			Submittal Date: _____		
		D.	EASEMENTS		
		1.	All private cross-access, joint-access, and other easements identified by drawing or note.	•	•
		2.	Greenway easements must be shown in accordance with the Subdivision Regulations.	•	•
		3.	Public access easement(s) existing and proposed (permanent / temporary).	•	•
		4.	Public infrastructure easements: Identify existing utility or drainage easements, including any to be abandoned or relocated, and label as “old existing easement” and “relocated easement”. <u>If Metro Council approval is required for easement abandonment or relocation, that approval must be obtained prior to final NLOD or final plat approval, whichever occurs last; attach copy of application.</u> If a formal request to abandon the easement has previously been filed with a Metro agency, identify date application was submitted to that agency and attach a copy of the application. Where applicable, label any easement abandoned with the council ordinance number that abandoned the easement. Agency: _____ Submittal Date: _____	•	•
		5.	Scenic Landscape Easement identified for any Scenic Roads designated by the Major Street Plan.	•	•
		E.	RELATED APPLICATIONS		
		1.	Easement or Right-of-Way Abandonment or Relocation (if applicable): <ul style="list-style-type: none"> ▪ Street and alley closures – submit application and required fee to Metro Public Works; ▪ Easement abandonments or encroachments (water, sewer or drainage) – submit application and required fee to Metro Water Services; ▪ Easement abandonments or encroachments (all others), including encroachments into Metro right-of-way – submit application and required fee to Metro Public Works. 		•
		2.	Metro Water Services: Payment of \$500 for Water & Sewer Availability Request. Identify below the receipt number and date paid. Receipt # _____ Date Paid: _____	•	•
		3.	Metro Water Services: Payment of applicable construction plan review fees.		•
		4.	Metro Water Services: Payment of 30% of Sewer Capacity Fee prior to submittal of any final NLOD plan, where no future final plat will be recorded. Attach copy of receipt to NLOD application as proof of payment.		•
		5.	Stormwater Management Committee (SMC) (if applicable): Submittal of application and \$50 fee for any variance to the Stormwater Regulations with Metro Water Services. SMC must act to approve/disapprove variance request prior to the Metro Planning Commission acting to approve/disapprove <u>final</u> NLOD.		•

SUBMITTAL CHECKLIST NLOD APPLICATIONS

✓ Applicant	✓ Staff			Prelim. NLOD or Amended NLOD	Final NLOD (incl. Revised Prelim & Final NLOD)
		E.	RELATED APPLICATIONS (con't.)		
		6.	Metro Water Services: Payment of \$500 for Water & Sewer Availability Request. Identify below the receipt number and date paid. Receipt # _____ Date Paid: _____	•	•
		7.	Metro Water Services: Payment of applicable construction plan review fees.		•
		8.	Metro Water Services: Payment of 30% of Sewer Capacity Fee prior to submittal of any final NLOD plan, where no future final plat will be recorded. Attach copy of receipt to NLOD application as proof of payment.		•
		9.	Stormwater Management Committee (SMC) (if applicable): Submittal of application and \$50 fee for any variance to the Stormwater Regulations with Metro Water Services. SMC must act to approve/disapprove variance request prior to the Metro Planning Commission acting to approve/disapprove final NLOD.		•
		F.	PLANS (NOTE: All plans noted below should be submitted directly to reviewing agency, prior to submitting NLOD application).		
		1.	Metro Health Department: Any septic areas or other private sewerage disposal systems must be preliminarily approved on a copy of the NLOD plan by the Metro Health Department (signed and dated), prior to submittal of NLOD plan application. See attached requirements.	•	•
		2.	Metro Public Works: With final NLOD submittal, submit 2 sets of roadway & sidewalk construction plans (if applicable), including summary of lengths to be bonded, grading plans, and profiles. Identify below the date plans were submitted to Public Works for review/approval. (Sidewalks (C20), grades and cross-slopes (C22), road construction (C22)). Submittal Date: _____		C
		3.	Metro Water Services (Stormwater): With final NLOD submittal, submit 3 sets of grading and drainage plans with 1 set of worksheet calculations. Refer to Appendix A of the Stormwater Management Manual for specific submittal requirements, including applicable construction review fees; nashville.gov/stormwater/grading_permit_related.htm . Identify below the date plans and calculations were submitted to Stormwater for review/approval. (Drainage (C7, C8, C9, C10, C13), public infrastructure easements (E4)). Submittal Date: _____		C
		4.	Metro Water Services (Water & Sewer): With final NLOD submittal, submit 2 sets of water & sewer construction plans. Refer to Residential and Commercial Handbooks for specific submittal requirements, including applicable construction plan review fees; nashville.gov/water/permits_handbooks.htm . Identify below the date plans were submitted to Water Services for review/ approval. (Utility lines (C26), water and sewer lines (C27), public infrastructure easements (E4)). Submittal Date: _____		C
		5.	Nashville Electric Service (NES): Submit 2 copies of plan to NES for approval. One set of plans stamped approved showing easement requirements must be submitted with final NLOD plan application.		•
		H.	PLAN NOTES		
		1.	Greenways: "Except as authorized by approved construction plans, no grading, cutting of trees, or disturbance of natural features shall be performed within this easement."	•	•
		2.	Metro Fire Marshal: "The required fire flow shall be determined by the Metropolitan Fire Marshal's Office, prior to the issuance of a building permit."	•	•
		3.	Metro Health Department - Septic: Any notes required by the Metro Health Department.	•	•
		4.	Metro Planning - Railroad / Limited Access Highway Buffer: "This strip of land is reserved for screening. The placement of structures hereon is prohibited."	•	•
		5.	Metro Planning - Scenic Road: "Except as authorized by approved construction plans, no grading, cutting of trees, or disturbance of natural features shall be performed within this easement except driveway crossing which shall be located to provide minimal disturbance."	•	•

**SUBMITTAL CHECKLIST
NLOD APPLICATIONS**

✓ Applicant	✓ Staff	H.	PLAN NOTES (con't.)	Prelim. NLOD or Amended NLOD	Final NLOD (incl. Revised Prelim & Final NLOD)
		6.	Metro Planning - Street Signs (public or private street): "No building permit may be issued on any lot until street name signs are installed and verified by the Metropolitan Department of Public Works on all streets on which the lot depends for access."	•	•
		7.	Metro Planning – Federal Compliance All development within the boundaries of this plan meets the requirements of the Americans with Disabilities Act and the Fair Housing Act. ADA: http://www.ada.gov/ U.S. Justice Dept.: http://www.justice.gov/crt/housing/fairhousing/about_fairhousingact.htm	•	•
		8.	Metro Water Services - Stormwater (78-840) : "Any excavation, fill or disturbance of the existing ground elevation must be done in accordance with storm water management ordinance No. 78-840 and approved by The Metropolitan Department of Water Services."	•	•
		9.	Metro Water Services - Stormwater (waterway buffer): "The buffer along waterways will be an area where the surface is left in a natural state and is not disturbed by construction activity. This is in accordance with the Stormwater Management Manual, Volume 1 Regulations."	•	•
		10.	Metro Water Services - Stormwater (Culvert/Driveway): Where applicable, "Size driveway culverts per the design criteria set forth by the Metro Stormwater Manual. (Minimum driveway culvert in Metro ROW is 15" CMP)."	•	•
		11.	Metro Water Services - Stormwater (Preliminary Plan/Plan): "This drawing is for illustration purposes to indicate the basic premise of the development. The final lot count and details of the plan shall be governed by the appropriate regulations at the time of final application."	•	•
		12.	Metro Water Services – Stormwater (Access): "Metro Water Services shall be provided sufficient and unencumbered ingress and egress at all times in order to maintain, repair, replace, and inspect any stormwater facilities within the property."		•
		13.	Metro Water Services – Water & Sewer (Private Service Line Note: Residential): "The owner of lot _ is responsible for the installation, operation and maintenance of the private _____ service line which is located in a ___ private _____ service line easement crossing a portion of lot ___ as shown on this plan."	•	•
		14.	Metro Water Services - Water & Sewer (Unknown commercial/industrial Use): "Note to Prospective Owners: You are strongly advised to contact Metro Water Services Engineering (Development Services) to determine adequacy of public water and sewer facilities for intended development of property. "	•	•
		15.	Metro Water Services - Water & Sewer : "Individual water and/or sanitary sewer service lines are required for each parcel."	•	•