



## Metropolitan Nashville Planning Department

Metro Office Building  
800 2<sup>nd</sup> Avenue South  
Nashville, TN 37219

[www.nashville.gov/mpc](http://www.nashville.gov/mpc)

Voice: 615/862-7190

Fax: 615/862-7130

[planningstaff@nashville.gov](mailto:planningstaff@nashville.gov)

# Pre-Application Meeting Request

**PRE-APPLICATION CONFERENCE.** While not required, a pre-application meeting with the planning staff is strongly encouraged prior to filing an application. Staff will provide feedback on your proposal, advise you on application submittal items, and provide a projected review and approval schedule.

To request a pre-application meeting, fill out the form below, attach requested information, and send by email to the Planning Department Front Counter at [planningstaff@nashville.gov](mailto:planningstaff@nashville.gov). You may also submit the form and associated materials to the Planning Department Front Counter located in the Development Services Center, 1<sup>st</sup> Floor of the Metro Office Building, 800 2<sup>nd</sup> Avenue South. Please use a separate form for each site or project.

**Please note:** Meetings are scheduled on a first come, first served basis. Due to the volume of pre-application meeting requests, meeting dates may not be available immediately. It is advisable to submit the request at least two weeks in advance of your desired meeting dates.

**CONTACT INFORMATION** (primary contact for all questions and meeting scheduling)

**Applicant's Name:** \_\_\_\_\_ **Company Name:** \_\_\_\_\_

**Phone:** ( ) \_\_\_\_\_  business  home  cell **Email:** \_\_\_\_\_

Architect  Engineer  Optionee  Property Owner  Purchaser of property  Lessor  Other

**SUBJECT OF MEETING** (check all that apply)

Rezoning  SP (new)  Amend SP  Final SP  Subdivision  PUD  Plan Amendment  Other

**SITE LAYOUT/CONCEPT:** Attach a concept or sketch illustrating the proposed development. (**Please note:** Meetings to discuss an SP or subdivision concept will **not** be scheduled until a conceptual site layout is provided.)

**PROPERTY INFORMATION** (list all properties to be discussed; you may attach a separate list if needed)

Map	Parcel (use "part of parcel..." if a portion)	Address	Current Zoning	# of Acres

**Description of the Proposal and Questions for Staff:**

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FOR OFFICE USE ONLY

Date Submitted: \_\_\_\_\_

Assigned: \_\_\_\_\_

Date Scheduled: \_\_\_\_\_