

## Community Plan Amendment Process

Community Plans establish long-range growth and development policies, referred to as community character policies, through extensive public participation processes. The community character policies often apply to relatively large areas, such as a residential neighborhood or commercial corridor, and have implications beyond individual sites. These broader implications mean that the process of amending a community plan's community character policies is significantly more involved than changing a single property's zoning.

*When might a community plan amendment be needed?*

Community Plans are living documents that respond to current conditions. From time to time, a neighborhood may need to change a community character policy to better match a community's vision. Or, a property owner may request to change a community character policy in order to support a rezoning application. For example, if your policy is designated for residential uses and you want to build a coffee shop, you will need to request a change to the policy for your property to one that supports a mix of uses.

Planning Department staff recommendations to the Planning Commission regarding zone change applications are based on the community character policies that are applied to all properties in Davidson County. These policies are developed through the community planning process. In order for a zone change proposal to be supported by staff, the requested zoning must be consistent with the policy(ies) that apply to that property.

Potential applicants need to consult both the Community Character Manual (CCM) and the community plan that applies to their property. This will determine if you need to submit a community plan amendment application along with your zone change application. The CCM and 14 community plans are companion documents. The CCM contains all of the standard development and preservation policies for Davidson County. The 14 community plans also contain any supplemental policies that may provide additional guidance beyond the standard policies in the CCM for a particular area. Potential applicants should read the community character policies for their property before beginning the community plan amendment application process.

**Before you file** a community plan amendment application, **you must have completed** the following:

1. Consult the Interactive Property Maps at <https://maps.nashville.gov/ParcelViewer/> to determine which community plan includes your property and which standard community character policies and supplemental policies (if any) apply to the property.
2. Consult the Community Character Manual to learn more about the policy that applies to your property and review the applicable Community Plan. Do you think you need to change the policy?
3. Contact the Planning Department's Community Plans team at [planningstaff@nashville.gov](mailto:planningstaff@nashville.gov) to discuss the reason for amending the Community Plan. A member of the Community Plans team will help you evaluate your request to determine if a policy amendment is necessary to achieve your desired outcome. If a policy amendment is necessary, a team member will also review the community plan amendment process.

4. In most cases, a pre-application meeting will be needed before the application is filed. To request a pre-application meeting, please complete the Pre-Application Meeting Request Form found below. At this meeting, Department planners will discuss the policy for the area in more detail, identify key issues and review criteria, highlight potential problems, and answer any questions.
5. In all cases, before an application is ready for filing, Planning Department staff will conduct a preliminary assessment to determine the location and extent of the plan amendment study area, whether the amendment request is considered Major or Minor, and whether a community meeting is required. Typically, a community meeting will be required to allow community input and gauge the level of community support.
6. If you are ready to proceed with a plan amendment application, Planning Department staff will prepare a Determination Form, signed by the Department's Executive Director, summarizing the proposed policy change and confirming whether the request is a Major or Minor plan amendment. Staff will provide this form to you, and you must include it with the plan amendment application submitted to the Planning Counter in the Development Services Center.
7. If you have not already done so, talk with affected neighbors and the District Councilmember to get their thoughts and input and work with Department staff to schedule a community meeting if required.
8. Keep in mind, the minimum review time for plan amendments, including a community meeting if applicable, is eight weeks – two weeks longer than the standard six-week review of development applications. Many cases take longer than eight weeks before a public hearing is held at the Planning Commission.

It is important to give yourself adequate lead time to complete these preliminary steps in order to avoid delays in the review process. This requires conducting due diligence and contacting planners several weeks prior to the target filing deadline.

*After you file a plan amendment application:*

- A planner is assigned to review your application and coordinate review with the planner assigned to review any accompanying rezoning application.
- The planner coordinates with you on the logistics of the community meeting and required notice. In many cases, this involves coordination with affected neighborhood groups.
- The Planning Department writes a staff recommendation to the Planning Commission.
- A public hearing is held at the Planning Commission, and the Commission is the final decision maker on policy.
- If the Commission approves the amendment, the change becomes effective and the citywide policy map is updated.

#### Applications and Fees

Before applying for a Community Plan amendment, applicants should review the [Application Procedures Document](#). Then, contact the Community Plans team ([planningstaff@nashville.gov](mailto:planningstaff@nashville.gov)).

[Pre-application Meeting Request Form](#)

The [Community Plan Amendment Application](#) covers the following requests:

Major Plan Amendment: \$9,150

Requires one or more community meetings convened by the Planning Department prior to a public hearing.

Minor Plan Amendment: \$4,350

May require a community meeting convened by the Planning Department prior to a public hearing. The need for a community meeting will be determined by the Planning Department Executive Director.