



**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 INQUIRY FORM

**\*Pre-Application Inquiry\*\*:** While a pre-application inquiry is not mandatory, it is highly recommended. This process allows staff to provide general feedback on your project and guide you through the application process. Please note that this is not a full review of your project; it will be assessed at a high level. Detailed reviews occur only after applications are submitted. For questions regarding permitting processes, please contact the Metro Codes Department. To request a pre-application review, complete the form below and attach any necessary information. Email your request to the Planning Department at [planningstaff@nashville.gov](mailto:planningstaff@nashville.gov). Please use a separate form for each project. Specific Plans and Concept Subdivision plans should include a visual graphic of the proposal. Only straight rezonings do not require a plan to be attached to the application. Meetings are scheduled on a first-come, first-served basis.

**CONTACT INFORMATION (please list one primary contact capable of answering questions about your project)**

Applicant's Name \_\_\_\_\_ Company Name \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Architect  Engineer  Property Owner  Purchaser of Property  Optionee  Lessor  Other

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

Subdivision  Rezoning  SP  Amend SP  PUD  Plan Amendment  Other

Sketch illustrating the proposed project is **REQUIRED** for all projects except rezoning. Inquiries without an illustration will not be assigned to a planner for review.

PROPERTY INFORMATION (list all properties to be discussed as a single project; attach separate list if necessary)

Information for chart below is available on [Parcel Viewer](#).

Parcel ID	Address	Current Zoning	CCM Policy	Supplemental Policy	Overlay Zoning	# of Acres

**Description of Proposal:**

**Policy Justification: \*Subdivision requests do not need to complete this section\***

Provide a narrative of how your project is appropriate within the Policy on the property. (Policy information is available on [Parcel Viewer](#), [Instructions to select layers](#), [CCM Policy](#).)

**Questions for Planning Staff:**