

## PRESERVATION PERMIT APPLICATION PUBLIC NOTICE REQUIREMENTS

To be implemented starting with the May 2, 2022, noon application deadline.

All applications that do not meet the qualifications for administrative permits require public notice (both letters and signs) **11 days prior to the MHZC public hearing**. (In calculating the 11 days, do not count the meeting date or the first date. For example, meeting date of the 15<sup>th</sup> would have a notice deadline of the 3<sup>rd</sup>.) These notices and proof of notice are the responsibility of the applicant. Please plan ahead so that the notice requirements are met, otherwise your project will be delayed.

Please send a completed affidavit (last page of this document) to MHZC [historiczoning@nashville.gov](mailto:historiczoning@nashville.gov) immediately after completing the notice requirements and prior to the MHZC public hearing.

### INSTRUCTIONS FOR LETTERS AND SIGNS

#### LETTERS



**Letters** shall be sent to property owners within 250' via US Mail providing the date, time and place of the MHZC's Public Hearing. For demolition of historic buildings, notice shall also be sent to the relevant neighborhood association.

For projects that include rezoning, such as an SP, or a rezoning that would allow for more than 2 units, we recommend meeting with the neighborhood association and councilmember prior to submitting an application.

## Contact Information for Mailed Notice

Property Owners: Create the property owner mailing list using Metro’s [interactive map](#). In the top left corner, click on “address.” In the top right corner enter address and enter “250” in the “buffer distance” field. Export to Excel to create your mailing.

**Create Mailing List**

Select Parcels by:

- Parcel Number
- Address
- Shape

Address: 3021 lealand Zipcode: 37201

Buffer distance (feet): 250

Search

Export to Excel

121 Records Retrieved

ParcelID	Owner	Owner Addr	Owner City	Owner State	Owner Zip	Property Addr
11801009400	ALL SEVENS, LLC	16 CHERUB CT	BRENTWOOD	TN	37027	2909 12TH AVE S
118050W00200CO	PIEDMONTE, ANTHONY R	1018 GALE LN	NASHVILLE	TN	37204	1018 GALE LN

Demolition of a historic building also requires a mailed notice to the relevant neighborhood association, in addition to notice of surrounding property owners. Visit [Metro’s List of Neighborhood Associations](#).

## Content for Mailed Notice

The following template information should be used for the creation of the mailed notice. The notice should include the following:

- Address of project and type of request
- Date and location of meeting: Sonny West Conference Center on Fulton Campus, 700 President Ronald Reagan Way (formerly 2<sup>nd</sup> Ave N). **\*Double check meeting location and date prior to creation of sign and printing notices. Sometimes, the meeting location or date needs to change.**
- MHZC’s contact information

- Drawings for the project
- Information about a setback determination—a project that does not meet base zoning for setbacks.
- Additional information you may want to include.

Sample letter:

Dear Property Owner:

This letter is to notify you about a project for *[insert project type: demolition, new construction, addition, setback determination]* planned at *[insert address]*. The full application can be accessed via Metro Historic Zoning Commission’s Permit tracker:



The Metro Historic Zoning Commission will hold a public hearing for this case on *insert date* at the Sonny West Conference Center on Fulton Campus, 700 President Ronald Reagan Way (formerly 2nd Avenue South), 2 pm. *[Meeting dates and locations sometimes changes so [confirm](#) before sending letter.]* If you have any questions, please contact the MHZC staff at 615-880-4900 or [Historiczoning@nashville.gov](mailto:Historiczoning@nashville.gov).

Comments may be sent prior to 10 a.m. the day before the meeting or you may choose to attend the meeting to make comment.

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

Historic Zoning Division of the Planning Department  
800 President Ronald Reagan Way  
Nashville, TN 37210

If you have questions for our team regarding this project, please contact *[include applicant’s contact information]*.

Sincerely,

*[your contact]*

The envelope’s return address should be your own.

## Yard Signs



Yard signs shall be posted according to the following standards:

**Number.** One sign shall be posted along each 50' of public street frontage of the subject property.

**Location.** Signs shall be posted for every 50' of public road frontage of the subject property excluding alleys, whenever practical, located within ten feet of the right of way and positioned in a manner to best inform the motoring public without creating a safety hazard.

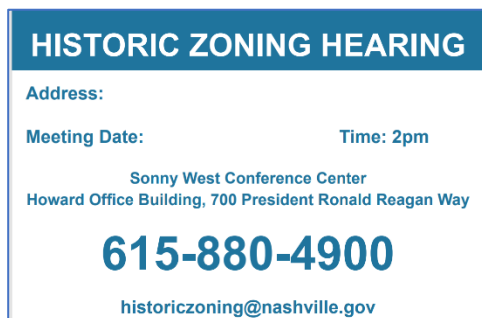
For locations that do not have a yard, signs can be taped to the exterior of ground floor windows or can be placed inside of ground floor windows, in locations where the full sign can be read. Do not attach signs to light, signage or utility poles and posts or place in the sidewalk area.

**Size.** Double-sided 24" (vertical) x 36" (horizontal) sign. (Locations without an area to post a "yard sign," may be one sided.)

**Content:** At a minimum, a public notice sign shall specify:

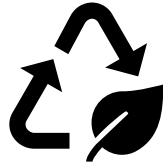
- "Historic Zoning Hearing" header
- Address of project
- Date of meeting
- Time of meeting
- Location of meeting: Sonny West Conference Center on Fulton Campus, 700 President Ronald Reagan Way (Meeting location occasionally is required to move, so please double check location prior to creation of sign.)
- Commission's contact information: 615-880-4900 and [historiczoning@nashville.gov](mailto:historiczoning@nashville.gov)

**Design:** Text shall be in blue (PMS 2150C) on white to distinguish it from red rezoning and BZA signs. Corrugated plastic yard signs with metal stakes can be purchased from most local or online print shops.



\*[Double check](#) meeting location and date prior to creation of sign and printing notices. Sometimes, the meeting location or date needs to change.

## Reuse and Recycle



Signs shall be removed by the applicant within three business days after the final public hearing date advertised on the signs.

You can reuse signs for another project by covering the information that needs to change with white duct tape and writing the new information overtop with a permanent marker.

Metal frames can be taken to a [Metro Convenience Center](#).

The corrugated plastic portion of the sign can be donated to the non-profit [Turnip Green Creative Reuse](#), which offers supplies and raw materials on a pay-what-you-can basis to teachers and artists. (They are not recyclable in curbside bins or the recycling drop-off sites.)

## MHZC PUBLIC NOTICE REQUIREMENT AFFIDAVIT

As required by law, I hereby certify that public notice, meeting all the requirements of BL2021-621, were posted and mailed for the application associated with:

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(Address of Project)

I understand that:

- Knowingly providing false information through an affidavit is considered perjury by the State of Tennessee;
- Any permit issued based on false information is subject to revocation;
- If notice requirements are not met, my application is incomplete and my case will be delayed until the application is complete; and,
- It is my responsibility to provide proof of meeting the notification requirements, if requested.

**Name (printed)** \_\_\_\_\_

### My relationship to the project:

I confirm that I either am the property owner or have permission from the property owner to represent them, in regards to this application. I am the:

Property owner  Architect/Designer  Contractor  Legal Counsel

Other: \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

ATTACHMENT: Please attach a copy of the letter sent.