

Enclosed is your requested concept review application. If you are not the current property owner, a notarized letter from the property owner is required to give permission to file an application for the property.

When filling out the application, please make sure to fill out the property owner information, the property information, and the description of work, making sure it is signed and dated. Also, be sure to include a copy of the current deed, which can be obtained from the Register of Deeds office (615-792-4317). Incomplete applications are put on hold until all of the required information is supplied. We would like to help you through this process as efficiently as possible. Not all of the information on this general application will apply to you, and as long as the portions I have mentioned are complete, we can begin work on your application as soon as it is received.

Once you have completed the application, you can fax it in, mail it, or drop it by our office. From the time it is received, it is a 10-15 business day process during which we will do some research on your property and the zoning as it applies to your project. This research will be submitted to our community planner who will give a written response. We will then contact you to schedule a meeting so that you can discuss the response and your next steps directly with our community planner.

We look forward to working with you on this project, and if at any time you have any questions or concerns please feel free to contact me.

Have a great day!

Denise Hayes

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