

# ROLE OF THE DEVELOPMENT REVIEW COMMISSION

**The Nashville Development Review Commission (DRC) meets the third Tuesday of the month at 6:00 PM at the Nashville Town Hall.** The DRC was created by town ordinance in 2002 to preserve and protect the natural beauty and unique village character of the town of Nashville. The DRC is made up of nine (9) members. Five (5) of these members are appointed by the Nashville Town Council, while four (4) members are appointed by the Brown County Chamber of Commerce, the Brown County Convention and Visitors Bureau, the Brown County Economic Development Commission and the Office of the Nashville Clerk-Treasurer, respectively.

The DRC has jurisdiction in B1, B2 and B3 land use districts within the town of Nashville. Within these designated districts all new construction, exterior alterations to existing buildings, demolition, and site improvements must be reviewed and approved by the DRC, or staff in the case of minor works activities, prior to the start of work through the issuance of a **Certificate of Appropriateness (COA)**. New signs or changes to existing signs must also be reviewed and approved by the DRC. No demolition permit, Improvement Location Permit (ILP) or building permit may be issued without a COA by the DRC.

## REVIEW PROCESS

The review process is set forth in the Town of Nashville's Ordinance 2002-07. Typically, this process will take approximately two (2) months to complete; however, some minor work items can be can be approved by DRC staff. Complex projects may take longer. Property owners are advised to consult with the Town administration and the DRC early in their planning process in order to ensure that the proposed improvements meet the standards and guidelines of the DRC.

### How does the review process work?

1. Obtain a copy of the COA Application Form and Town of Nashville Design Guidelines from the Town administrative offices (located in Nashville Town Hall, 200 Commercial Street). Projects involving new construction, structural changes to an existing building or demolition will require an **Improvement Location Permit (ILP)** from the Brown County Area Plan Commission (located in the County Office Building, 201 Locust Lane) after the COA is issued. Applications for sign permits are available at Nashville Town Hall and are handled jointly by the Area Plan Commission and the Town administration. Some signs can be approved by staff, while others require approval by the full DRC. *These items in the review process below are applicable for sign permits: 2, 4a, 5, 10, 11, 12 and 14.*
2. Review the Design Guidelines when planning a project to ensure consistency with town standards. Consult with a representative from the Town of Nashville, Brown County Area Plan Commission or applicable local, state or federal agency to answer questions you may have during the completion of the application form. Phone numbers and other relevant contact information are included with the application form.

3. Property owners planning the construction of a new, free-standing building within the downtown are required to take part in a **Pre-Application Review** of the project with the DRC. This is an informal opportunity to learn more about the DRC's standards and expectations and is typically held during a regularly scheduled meeting of the DRC. Prospective applicants should provide information such as a preliminary site plan, preliminary elevation drawings and photographs of existing conditions to the Town's administrative office fourteen (14) days in advance of the meeting date.
4. Complete the COA application form and return it, along with the processing fee payable to the Town of Nashville, to the Town's administrative office. Supporting materials that further explain the proposed work must also be submitted with the application (please refer to COA application for a list of supporting materials). The completed application must be submitted at least three (3) weeks prior to the regularly scheduled meeting of the DRC so that it may be included on the agenda for that meeting. The DRC meets on the third Tuesday of every month at the Nashville Town Hall. A published schedule is available from the Town of Nashville Clerk-Treasurer's Office and is posted at the main entrance to Town Hall.
  - (a) Applications for sign permits should be completed and returned to the Town's administrative office, along with the processing fee payable to the Brown County Area Plan Commission. Supporting materials that further explain the proposed sign must also be submitted with the application (please refer to application for list of supporting materials). The completed application must be submitted by 4:00 p.m. on the Wednesday prior to the regularly scheduled meeting of the DRC so that it may be included on the agenda for that meeting.
5. Within three working days of receiving an application, the Town administrative staff will review it for completeness and for compliance with existing standards, policies and guidelines. When the administrative staff determines the application to be complete it will be directed to one of three review tracks.

A **minor works** project will be reviewed by DRC staff and will not require action by the full DRC. This expedited review is available for projects that fall within the minor works list provided by the Town of Nashville. *Item 13 in the review process is the next applicable step for this type of project.*

Projects that are of greater scope but do not involve new construction or structural changes will require the approval of the DRC and will be placed on the agenda for the DRC's review in accordance with the published meeting schedule. *Item 9 in the review process is the next applicable step for this type of project.*

Projects that require an Improvement Location Permit (ILP) will first be reviewed internally by the **Nashville Technical Review Committee (Technical Review Committee)** which meets on an as-needed basis (typically once a month) to review projects. The meeting of the Technical Review Committee will be scheduled by the Town administrative staff and will occur within the three (3) week period between submission of an application and review by the DRC. Typically, this review will occur within the first two weeks of a submission to afford an opportunity for the applicant to submit revised plans, if necessary, before the meeting of the DRC.

6. The Technical Review Committee is comprised of representatives from the Town of Nashville DRC, Town administrative staff, Town Engineer/designate, Nashville Fire Department, Nashville Utilities, Nashville Tree Board, Brown County Area Plan Commission Director, Brown County Health Department, Brown County Building Department, Brown County Soil and Water Conservation District and the Indiana Department of Transportation. Other public utilities/agencies may also be represented on the committee when appropriate. The applicant is strongly encouraged to attend this meeting along with the project engineer and architect, if applicable.
7. The meeting of the Technical Review Committee is intended to provide the applicant with an opportunity to meet collectively with various town, county and state agency representatives who may have jurisdiction over some aspect of the project. It is an opportunity to ask questions, clarify and understand regulatory issues, and provide early communication to facilitate a successful development process. The Technical Review Committee will also provide a recommendation on the project to the DRC.
8. Following review by the Technical Review Committee, project plans may need to be revised for submission to the DRC. If sufficient time is not available to submit revised plans, the Town's administrative staff will provide a written summary of required and/or recommended changes to the DRC in advance of the meeting in order to apprise them of said changes.
9. Notice of DRC review of projects must be posted on the subject property, on a form provided by the Town of Nashville, at least ten (10) days in advance of the meeting date and remain in place until the meeting. The Town will also mail notice of the review at least ten (10) days in advance of the meeting date to all property owners within one hundred feet (100') of the subject property. It is the responsibility of all COA applicants (except those with minor works projects) to provide stamped, legal-sized envelopes addressed to property owners within 100 feet of the perimeter of the subject property as part of the application. The County Surveyor (201 Locust Lane, Nashville) can assist with the compilation of this list. Obtain the most up-to-date records to ensure the greatest accuracy.
10. DRC members will receive copies of the application materials in advance of the meeting, along with a summary of Technical Review Committee recommended/required changes (if applicable), and are encouraged to visit the properties where work is proposed.
11. Applicants (or a representative) must attend the meeting at which their project will be discussed. At the meeting, applicants will have the opportunity to present the proposed project, and DRC members will have the opportunity to ask questions of the applicant and the DRC staff. Members of the public who may be present at the meeting will also be given the opportunity to comment on the application.
12. After all comments have been submitted, a motion may be made to approve or deny the application, or approve it with conditions. A simple majority of the DRC must vote in favor of a motion in order for it to be carried.
13. Approval of an application results in the issuance of a Certificate of Appropriateness (COA), which is valid for twelve (12) months. The applicant may apply for one twelve

(12) month extension. If the project changes from what was approved by the DRC, a new or amended COA will be required. Staff may approve some minor changes, while more extensive modifications will require full DRC review.

14. Once the DRC has approved the project, it is the responsibility of the applicant to obtain all other necessary permits. Projects involving new construction, structural changes to an existing building or demolition will require an Improvement Location Permit (ILP) from the Brown County Area Plan Commission. If an Improvement Location Permit is required, the COA will be forwarded by the DRC to the Brown County Area Plan Commission, which shall ensure that the conditions of the COA are met as part of the issuance of an ILP. Sign permit applications will also be forwarded to the Area Plan Commission for review and issuance of a sign permit.

*Approved 4/19/05  
Revised 3/20/07*

