



2018 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION

(Reviews all subdivision plats, street acceptances, plans of service, Preliminary/Final Master Development Plans, rezonings, and site plans, per the Gallatin Zoning Ordinance and Subdivision Regulations)

| <u>Submittal Deadline</u> | <u>Work Session Date</u> | <u>Resubmittal Deadline</u> | <u>Meeting Date</u> |
|---------------------------|-------------------------------|-----------------------------|--------------------------|
| Wednesday, Dec. 27, 2017* | Monday, January 8, 2018 | Thursday, January 11, 2018 | Monday, January 22, 2018 |
| Monday, January 22 | Monday, February 12 | Thursday, February 15 | Monday, February 26 |
| Monday, February 26 | Monday, March 12 | Thursday, March 15 | Monday, March 26 |
| Monday, March 26 | Monday, April 9 | Thursday, April 12 | Monday, April 23 |
| Monday, April 23 | Monday, May 7* | Thursday, May 10 | Monday, May 21* |
| Monday, May 21 | Monday, June 11 | Thursday, June 14 | Monday, June 25 |
| Monday, June 25 | Monday, July 9 | Thursday, July 12 | Monday, July 23 |
| Monday, July 23 | Monday, August 13 | Thursday, August 16 | Monday, August 27 |
| Monday, August 27 | Monday, September 10 | Thursday, September 13 | Monday, September 24 |
| Monday, September 24 | Monday, October 8 | Thursday, October 11 | Monday, October 22 |
| Monday, October 22 | Monday, November 5* | Thursday, November 8 | Monday, November 19* |
| Monday, November 19* | No Work Session for Dec. Mtg. | Thursday, December 6 | Monday, December 17* |
| Monday, December 31 | Monday, January 14, 2019 | Thursday, January 17, 2019 | Monday, January 28, 2019 |

Pre-Application Conference Required - Projects require the applicant to have a pre-application conference with staff prior to submitting documents for consideration by the Planning Commission. Please contact the Gallatin Planning Department at (615) 451-5796 to schedule a pre-application conference. Applications will not be accepted without the required pre-application conference.

Initial Submittal Information - Initial submittals must include a completed Application Form, with required signature(s) or agent letter, a completed Checklist, required supporting documents, review fee, PDF of the plan, proof of ownership, and twelve (12) folded copies (three (3) full size and nine (9) half size if plans are larger than 18x24) of the required plans by **12:00 p.m.** on the published submittal deadline schedule. Plans should be no smaller than 11x17 and no larger than 24x36. **Submittal information will be inspected upon arrival; incomplete submittals will no longer be accepted.**

Staff Review - City Staff will review properly submitted applications during the week immediately following the application deadline. Review comments will be sent to the designated applicant/agent for each project by Friday of staff review week.

Resubmittal Information - Resubmittal documents submitted in response to the staff review comments must be turned in to the Gallatin Planning Department by **12:00 p.m.** on the published resubmittal deadline schedule. Resubmittals must include the following information in order to be considered complete: 19 corrected, folded copies of the plan and any requested/required supporting information, a detailed response letter addressing all departmental review comments, the original "Checkprint", and a corrected digital file unless otherwise specified in the review comments.

Gallatin Municipal-Regional Planning Commission - Usually meets in work session the second Monday of each month and in regular session the fourth Monday of each month. Meetings begin at 5 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall. * **Indicates a deviation from the normal schedule.**

Gallatin City Council - Usually meets in regular session the first and third Tuesday of each month and in Council Committee work session the second and fourth Tuesdays of each month. Meetings begin at 6 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall.



2018 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES GALLATIN MUNICIPAL AND REGIONAL BOARDS OF ZONING APPEALS

(Reviews all administrative appeals, variances, and conditional use permit requests.)

| <u>Submittal Deadline</u> | <u>Resubmittal Deadline</u> | <u>Meeting Date</u> |
|---------------------------|-----------------------------|----------------------------|
| Wednesday, Dec. 27, 2017* | Thursday, January 11, 2018 | Thursday, January 25, 2018 |
| Monday, January 22 | Thursday, February 8 | Thursday, February 22* |
| Monday, February 26 | Thursday, March 15 | Thursday, March 29 |
| Monday, March 26 | Thursday, April 12 | Thursday, April 26 |
| Monday, April 23 | Thursday, May 10 | Thursday, May 24 |
| Monday, May 21 | Thursday, June 14 | Thursday, June 28 |
| Monday, June 25 | Thursday, July 12 | Thursday, July 26 |
| Monday, July 23 | Thursday, August 16 | Thursday, August 30 |
| Monday, August 27 | Thursday, September 13 | Thursday, September 27 |
| Monday, September 24 | Thursday, October 11 | Thursday, October 25 |
| Monday, October 22 | Thursday, November 8 | Thursday, November 29* |
| Monday, November 19* | Thursday, December 6 | Thursday, December 20 |
| Monday, December 31 | Thursday, January 17, 2019 | Thursday, January 31, 2019 |

Pre-Application Conference Required - Projects require the applicant to have a pre-application conference with staff prior to submitting documents for consideration by the Board of Zoning Appeals. Please contact the Gallatin Planning Department at (615) 451-5796 to schedule a pre-application conference. Applications will not be accepted without the required pre-application conference.

Initial Submittal Information - Initial submittals must include a completed Application Form, with required signature(s) or agent letter, a completed Checklist, review fee, proof of ownership, and nine (9) folded copies of the required plans by **12:00 p.m.** on the published submittal deadline schedule. Plans should be no smaller than 11x17 and no larger than 24x36. **Submittal information will be inspected upon arrival; incomplete submittals will no longer be accepted.**

Staff Review - City Staff will review properly submitted applications during the week immediately following the application deadline. Review comments will be sent to the designated applicant/agent for each project by Friday of staff review week.

Resubmittal Information - Resubmittal documents submitted in response to the staff review comments must be turned in to the Gallatin Planning Department by 12:00 p.m. on the published resubmittal deadline schedule. Resubmittals must include the following information in order to be considered complete: ten (10) corrected, folded copies of the plan and any supporting information, a detailed response letter addressing all departmental review comments, the original "Checkprint", and a corrected digital file unless otherwise specified in the review comments.

Municipal and Regional Boards of Zoning Appeals - Only meet as necessary usually on the fourth or last Thursday of each month at 5:30 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall.
*** Indicates a deviation from the normal schedule.**