



2023 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES GALLATIN MUNICIPAL 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>
Monday, December 12, 2022	Monday, January 9, 2023*	Thursday, January 12, 2023*	Monday, January 23, 2023
Tuesday, January 17	Monday, February 6	Monday, February 13	Monday, February 27
Tuesday, February 14	Monday, March 6	Monday, March 13	Monday, March 27
Tuesday, March 14	Monday, April 3	Monday, April 10	Monday, April 24
Tuesday, April 11	Monday, May 1	Monday, May 8	Monday, May 22
Tuesday, May 9	Monday, June 5	Monday, June 12	Monday, June 26
Tuesday, June 13	Monday, July 3	Monday, July 10	Monday, July 24
Tuesday, July 11	Monday, August 7	Monday, August 14	Monday, August 28
Tuesday, August 15	Monday, September 11*	Thursday, September 14*	Monday, September 25
Tuesday, September 12	Monday, October 2	Friday, October 6*	Monday, October 23
Tuesday, October 10	Monday, October 30*	Thursday, November 2*	Monday, November 13*
Monday, November 6*	Monday, November 27*	Thursday, November 30*	Monday, December 11*
Tuesday, December 12, 2023	Monday, January 8, 2024*	Thursday, January 11, 2024*	Monday, January 22, 2024

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 - All submittals should be submitted digitally through the self-service portal on the city website (www.gallatintn.gov). Initial submittals must include a completed Application Form, with required owner signature(s) or agent letter, a completed Checklist, required supporting documents, review fee, PDF and DWG digital files of the completed plan set, and proof of ownership by **12:00 p.m.** on the published submittal deadline schedule. **Submittal information will be inspected upon arrival; incomplete submittals will no longer be accepted.**

Resubmittal Information - Resubmittal documents submitted through the self-service portal 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: PDF and DWG digital files of the completed plan set, any requested/required supporting information, and a detailed response letter addressing all departmental review comments.

Gallatin Municipal Planning Commission - Starting in 2023, Planning Commission usually meets in work session the first 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.**

Digital Submittals: If you have any issues with the digital submittal process, please contact the Planning Department for assistance.

The City of Gallatin ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact Natalie Logue, ADA/504 Coordinator at 615-230-0681, or Tennessee Relay Services by dialing 7-1-1.