



DEVELOPMENT REVIEW AND APPROVAL PROCESS

The information provided in this packet is intended to summarize the City of Gallatin's policies and procedures pertaining to the review and approval processes for applications submitted for consideration by the Planning Commission, Boards of Zoning Appeals, and City Council. The Planning Department is committed to providing quality customer service and assistance throughout the various review processes managed by the Department. Our goal is to make these processes as quick and easy as possible. However, in order for us to successfully meet this commitment and ensure a timely review of applications, we need your help to ensure that all required information and documentation outlined on the applicable Review Checklists are submitted by the published deadline date and corrections are made to plans addressing all staff comments and resubmitted by the published resubmittal date. Please contact the Planning Department at (615) 451-5796 if you have any questions about what information needs to be included with your application.

QUICK REFERENCE GUIDE - SUBMITTAL REQUIREMENTS

REVIEW CHECKLISTS

- Review Checklists are provided for each major development activity type and are intended to assist applicants with identifying the major types of information that shall be included on all applications submitted to the Planning Department. Additional information may be required depending on the specific circumstances pertaining to each application.
 - If you are unsure of any item listed on this Checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements.
 - If a Checklist item does not apply to your application, please note in the box next to the item that it does not apply "N/A". Otherwise, please clearly mark each box in the Checklist to indicate that the required information has been provided.
 - If you have any questions, please contact the Planning Department Staff member assigned to your application.
 - The Planning Department requires that a written response letter be provided for any Checklist items that have not been included or addressed in the initial submittal documents.

PRE-APPLICATION MEETING REQUIRED

- Most applications require the applicant to have a pre-application meeting with Staff prior to submitting the application and other documents for consideration by the Planning Commission or Board of Zoning Appeals.
- Please contact the Planning Department to determine whether your application requires a pre-application conference.
- **Applications will not be accepted without a required pre-application meeting.**

PROPERTY IDENTIFICATION AND ZONING INFORMATION REQUIRED ON ALL PLANS

- Correct zoning, tax map and parcel number, Plat Book & Page, Block and Lot numbers for subject property and adjacent properties, if applicable, and the address shall be clearly noted on the application form and listed on the plan documents in a Site Data Table.
- Please make sure that the following information is included on your application materials:
 - Tax map and parcel numbers for property
 - Property owner information and address
 - Property address & Bulk regulations data
 - Developer information and address
 - Current and proposed zoning of the property
 - Existing and proposed use of property
 - Plat/Deed references for all surrounding properties
 - Yard and building setback requirements
 - Label surrounding property owners and zoning
 - Identify all adjacent rights-of-way and streets



INITIAL SUBMITTAL INFORMATION

- Initial submittals shall include one (1) completed Application Form (signed by the property owner or agent and agent letter), a completed Checklist, proof of ownership, review fee made payable to the City of Gallatin, twelve (12) folded copies, one (1) full size and eleven (11) half sizes, of the required application documents by 12:00 p.m. on the published submittal deadline. Please submit digital file (C.A.D. and PDF).
- Review fees are expected to be submitted with the application documents unless prior approval has been obtained from the Planning Department. Please contact the Planning Department if you have any questions on the fee schedule or how to calculate the fee amount.
- Prior to the submittal of any request for a site plan, change of use site plan, temporary use permit, preliminary or final master development plan, annexation, Boards of Zoning Appeals process, or special called meeting, the following fees shall be paid to the City or as described in the Gallatin Municipal Code, Chapter 2, Article III, Division 3, Section 2-154. (See Attached Fee Schedule)
- Digital files shall be submitted with the initial application unless prior approval has been obtained from the Planning Department.
- **Applications determined to be deficient or incomplete will not be accepted or placed on the Planning Commission meeting agenda. Application documents shall be corrected and resubmitted to the Planning Department by the initial submittal deadline in order to be eligible for consideration at the next regularly scheduled Planning Commission or Board of Zoning Appeals meeting.**

APPLICANT/AGENT CONTACT PERSON

- Applications shall be signed by the property owner or agent. A letter signed by the property owner shall be submitted designating this contact person.
- The applicant and designated agent for the project is responsible for becoming familiar with the regulations, policies, and procedures of the City of Gallatin and shall represent the applicant at all public meetings and is the person responsible for the quality and accuracy of the submitted plans.

OWNER INFORMATION

- Provide valid information of current owner, address, and Tax Map and Parcel for the property.
- Provide documentation for proof of ownership, Deed, Sumner County Tax Assessor information (Sumner County G.I.S.), sales agreement not proof of ownership.

WORK SESSION INFORMATION

- Additional copies may be requested by the Planning Department if the item is scheduled to be considered at the next Planning Commission Work Session. Work Session projects are added to the agenda by Staff or at the request of the applicant. Not all projects submitted for Planning Commission approval are discussed at Work Sessions.

RESUBMITTAL INFORMATION

- Resubmittal documents submitted to the Planning Department in response to the Staff review comments shall be turned into the Planning Department by 12:00 PM on the published resubmittal deadline. Resubmittals shall include the following information in order to be considered a complete resubmittal:
 - Please submit 19 corrected, folded copies, one (1) full size and 18 half sizes, of the resubmittal documents and any supporting information.
 - Please submit 19 corrected, folded copies, one (1) full size and 18 half sizes, of color architectural elevations.



- Sample color and material board for review and approval at the Planning Commission meeting.
- A detailed response letter, addressing all departmental review comments.
- Return the original “Checkprint” to the Planning Department along with the resubmittal documents.
- Submit updated digital file (C.A.D. and PDF).

ENGINEERING DOCUMENTS

- Traffic studies, stormwater management plans, and construction plans shall be submitted with the initial application documents unless prior approval has been obtained in writing from the Engineering Division.
- Final Plats will not be placed on the Planning Commission agenda unless construction plans have been approved by the Engineering Division.

PLANNING STAFF CONTACT PERSON

- A Staff planner will be assigned as the Project Manager and will serve as the main contact for the specific application.
- All planning and zoning comments, questions, or additional information pertaining to the application need to be directed to the designated Project Manager.
- Questions concerning other City Departments’ comments should first be directed to the applicable City Department.

PRE-APPLICATION & APPLICATION REVIEW

- The following is a summary of the City of Gallatin development review process for most types of projects, including: annexation requests, rezoning requests with or without Preliminary Master Development Plans, Site Plans, Final Master Development Plans, *Gallatin on the Move 2020 General Development and Transportation Plan Update 2008-2020* amendments, subdivision plats, street acceptances, requests for variances, requests for Conditional Use Permits, and administrative appeals.
- Many projects will require the approval of several of these items. The Planning Commission may consider Final Master Development Plans, Site Plans, and Preliminary Plats for a development on the same agenda. Final plats typically may be considered by the Planning Commission at the same meeting following consideration of the Preliminary Plat at the discretion of the Engineering Division.
- Visit the City of Gallatin website at www.gallatintn.gov or www.gallatinonthemove.com for additional information including links to all City Departments, Review Checklists, Applications, Meeting Dates, Submittal Deadlines, Zoning, Subdivision, and Stormwater Regulations.

Step 1: Pre-application Meeting With Planning Staff

- The Planning Department maintains a supply of ordinances, regulations, applications, Review Checklists, and other information, many of which are also available on-line at www.gallatintn.gov or www.gallatinonthemove.com
- Anyone interested in developing property in Gallatin should contact the Planning Department to discuss their proposal with a Planning Staff person.
- In addition, prior to submitting an application to the Planning Department, it is necessary to conduct a preliminary meeting with Staff in advance of submittal of an application.
- Staff will assist you with your proposal and help you identify what information shall be provided, the approval schedule for the project, and provide you with the forms necessary to begin the development review process.
- The applicant and Planning Staff person may also discuss the need for a particular project to be considered at a Planning Commission Work Session prior to the regular Planning Commission meeting.



(Recommend meeting with Staff at least 15-30 days before submitting application.)

Step 2: Planning Commission/Boards of Zoning Appeals Review and Approval – Application deadline

- In order to be considered by the Planning Commission or Boards of Zoning Appeals at a regularly scheduled meeting, an application and supporting documents shall be submitted to the Planning Department by the published application deadline.
- Initial submittals shall include one (1) completed Application Form (signed by the property owner or agent and agent letter), a completed Checklist, proof of ownership, review fee made payable to the City of Gallatin, and twelve (12) folded copies, one (1) full size and eleven (11) half sizes, of the required application documents by 12 noon on the published submittal deadline.
- Please also submit 14 additional copies, 14 half sizes, of the plan if the item is scheduled to be considered at the next Planning Commission Work Session.
- Applications determined to be deficient or incomplete will not be accepted or placed on the Planning Commission agenda.
- Applications not accepted shall be corrected and resubmitted to the Planning Department by the initial submittal deadline to be eligible for consideration at the next regularly scheduled Planning Commission meeting.

(Development Review Week 1)

Step 3: Staff Review #1

- City Staff will review properly submitted applications during the week immediately following the application deadline; Monday-Friday.
- Review comments will be sent to the designated Applicant/Agent for each project by Friday of Staff Review Week.

(Development Review Week 2)

Step 4: Revised Application Materials

- Applicants have until the Thursday of this week to submit corrected copies to the Planning Department.
- Resubmittal documents submitted in response to the Staff review comments shall be turned in to the Planning Department by 12:00 PM on the published resubmittal deadline.
- Resubmittals shall include the following information in order to be considered a complete resubmittal:
 - 14 corrected, folded copies of the resubmittal plans and architectural elevations, digital file, any supporting information, and a detailed response letter addressing all departmental review comments, original Checklist and original Checkprint.

(Development Review Week 3)

Step 5: Staff Review #2 and Staff Reports

- City Staff will review resubmitted application materials and will prepare Staff Reports to be submitted to the Planning Commission or Boards of Zoning Appeals.
- Staff Reports will be sent to the designated Applicant/Agent for each project by Friday of this Staff Report Week.

(Development Review Week 4)

Step 6: Planning Commission or Board of Zoning Appeals Meeting

- The Planning Commission or Boards of Zoning Appeals will consider applications submitted at the regularly scheduled meeting. Typically the Planning Commission meets on the 4th Monday of every month and the



Boards of Zoning Appeals meet on the 4th Thursday of every month, unless changed due to holiday. (Please see published schedule for dates).

- Site Plans, Final Master Development Plans, Subdivision Plats, and Gallatin on the Move 2020 General Development and Transportation Plan amendments may be approved by Planning Commission at this meeting. No further action is required – proceed to the section on the Permit Process for information concerning the next phase of the approval process.
- Variances, Conditional Use Permits, and Administrative Appeals may be approved by the Board of Zoning Appeals at this meeting. No further action is required – proceed to the section on the Permit Process for information concerning the next phase of the approval process.
- Rezoning, with and without Preliminary Master Development Plans, Major Amendments to PMDP's, Street Acceptances, and Annexation (including Plan of Service) requests require approval by City Council – **proceed to step 7**.
- Immediately following the Planning Commission or Board of Zoning Appeals meeting, the Planning Department will send an Action Form to notify all applicants concerning the action taken at the meeting and identify what steps or requirements, if any, are remaining in the approval process. If City Council approval is required, the Action Form will note when documents shall be submitted to the Planning Department in order to be placed on the next available Council Committee agenda.
- **Post Planning Commission Approval**
- An Action Form listing the conditions of approval will be sent to the applicant following the Planning Commission or Board of Zoning Appeals meeting.
- Items approved by the Planning Commission and Board of Zoning Appeals typically contain conditions of approval and require the submission of site, subdivision, and utility performance sureties before Zoning and Building Permits may be issued. Please make sure that the corrected copies of plans and supporting documents are submitted to the Planning Department for final approval.

(Development Review Week 5)

Step 7: Planning Commission Meeting

- Rezoning requests requiring City Council approval of a Preliminary Master Development Plan shall also have a Final Master Development Plan approved by the Planning Commission following approval of the PMDP at 2nd Reading.
- In order to facilitate the approval process, Final Master Development Plan applications may be submitted to the Planning Department (Follow Steps 1 through 6) prior to 2nd Reading by City Council. Otherwise, applications may be submitted for any other regularly scheduled Planning Commission agenda.

(Development Review Weeks 10 to 14)

Step 8: City Council Meetings

- The City Council is required to review and approve ordinances pertaining to Rezoning, Preliminary Master Development Plans, Street Acceptances, and Annexation Requests.
- These items require two (2) readings by City Council, including a public hearing prior to 2nd reading.
 - All actions requiring passage by Ordinance shall be considered by Council Committee prior to being placed on a City Council agenda. The Council Committee meets on the 2nd and 4th Tuesday of each month. The Planning Commission Action Form will specify when documents shall be submitted to the Planning Department in order for the item to be placed on the Council Committee agenda.
 - Items requiring City Council approval will be placed on the agenda for the next regularly scheduled City Council meeting following consideration by Council Committee. City Council meets on the 1st and 3rd Tuesday of each month.

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Planning Department
William McCord, AICP, City Planner
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- Public Hearings are held prior to 2nd Reading of the Ordinance by City Council and, due to public notice requirements, are typically scheduled for the 2nd regularly scheduled City Council meeting following 1st Reading by City Council.



PERMIT APPROVAL PROCESS

The following is a summary of typical City of Gallatin permit processes that pertain to the issuance of Land Disturbance Permits, Zoning Permits, Building Permits, and Water, Sewer and Gas Utility Approvals.

Land Disturbance Permit

- Prior to commencing any site grading or land disturbance activities of an area greater than one (1) acre or a change of the elevation of a property, a Land Disturbance Permit (LDP) shall be obtained from the Engineering Department.
- Approved Site Plans, Final Master Development Plans, Construction Plans, and Building Permits that have been approved by the Planning Commission and Engineering Department also serve as a Land Disturbance Permit.
- Site grading and preparation activities may begin as soon as all conditions of approval have been met and all applicable State of Tennessee Stormwater Permits have been submitted to the Planning and Engineering Departments.
- A Building Permit is required prior to beginning building foundations or footings.

Zoning and Building Permits

- Applicants are eligible to apply for Zoning and Building Permits upon receiving final approval by the Planning Commission as outlined in Steps 6 and 8.
- A completed Building Permit Application and building construction plans and specifications shall be submitted to the Building Codes Department for approval.
- Upon receiving the Building Permit Application, the Building Codes Department will forward the request to the Planning, Engineering, and Fire Departments for approval.
- Contact the Building Codes Department at (615) 451-5968 to obtain additional information about Building Permit Application requirements.
- **Required Information:** In order to ensure the timely processing of the Permit Application by these Departments, please make sure that all conditions of approval and any required site performance bonds, as noted on the Planning Commission Action Form, have been submitted to the applicable Department. Failure to submit this information will delay the processing of the Building Permit by these Departments.
- **Sumner County Adequate Facilities Tax:** Certification of payment or exemption from the Sumner County Adequate Facilities Tax shall be submitted to the Building Codes Department prior to the issuance of the Building Permit. This form is obtained from the Sumner County Codes Department located in the County Administration Building on Belvedere Drive. Contact (615) 452-1467 for specific information concerning the Sumner County Adequate Facilities Tax.

Water, Sewer, and Gas Approvals

- The Public Utilities Department is responsible for approving water, sewer and gas utility plans, specifications, and permits. Please contact the Public Utilities Department at (615) 451-5922 to obtain additional information.



Use and Occupancy Permits/Certificate of Occupancy Permits

- City Departments will conduct regular inspections throughout the construction process to ensure that applicable codes and regulations are met.
- At the appropriate time, a final inspection shall be requested for the subject project.
- The Codes Department is responsible for notifying the Engineering, Planning and Fire Departments when a final inspection has been requested.
- Pending satisfactory completion of required improvements, a Use and Occupancy/Certificate of Occupancy Permit can be issued for the project.
- A Use and Occupancy Permit or Certificate of Occupancy Permit shall be issued by the Fire Department before any building or structure may be used for any activity.
- The following City Departments are responsible for performing the specified inspections:
 - ❑ **Planning Department** – Site improvements, landscaping, and facade inspections;
 - ❑ **Building Codes Department** – Building, Plumbing, Mechanical, and Electrical Code inspections;
 - ❑ **Engineering Department** – Stormwater, Site Grading, Drainage, and Roadway inspections;
 - ❑ **Fire Department** – Life Safety and Fire Code inspections;
 - ❑ **Public Utilities Department** – Water, Gas, and Sewer installation

Sign Permit Requirements per Gallatin Zoning Ordinance, Section 13.07.

- A Master Signage Plan shall be submitted for approval to the Planning Department before a sign permit is issued.
- A Master Signage Plan shall be included in Final Master Development Plans, Site Plans, or any other plans required by the City of Gallatin for the proposed development.
- If applicable, flagpoles shall be included in the master signage plan for all residential and non-residential developments.
- A Master Signage Plan shall include dimensions of all permit signs on site.
- After approval of a Master Signage Plan, no sign shall be erected, placed, painted, or maintained, except in accordance with such plan, and such plan shall be enforced in the same way as any provision of this ordinance.
- A sign permit is required prior to the installation of any signage on site.

Surety Requirements per Subdivision Regulations Chapter 3 & G. Z.O. Section 15.03.080.

- Subdivision Surety- required prior to Final Plat recording for roadway construction and improvements such as sidewalk located within the public right-of-way.
- Utility Surety-required prior to Final Plat recording for water and sanitary sewer line installation.
- Site Surety-required prior to the issuance of a building permit for private site improvements such as landscaping, parking lot paving, and sidewalks. The surety shall be in the form of cash, a certified check, or an Irrevocable Letter of Credit. All Irrevocable Letters of Credit submitted to the City must either be payable at a local bank within a 50-mile radius of the corporate limits of the City of Gallatin or specifically state that the letter of credit may be drawn upon by certified mail.
- All Irrevocable Letters of Credit shall contain automatic renewal provisions, in language satisfactory to the City Attorney, that provide for the automatic renewal of the Irrevocable Letter of Credit unless the City is provided at least sixty (60) days notice of non-renewal by the issuer of said Irrevocable Letter of Credit.



CITY OF GALLATIN CONTACT INFORMATION

City of Gallatin – City Hall

132 West Main Street
Gallatin, TN 37066
Phone: (615) 451-5796
Fax: (615) 452-0348
Website: www.gallatintn.gov or www.gallatinonthemove.com

Planning Department: (615) 451-5796

- Director/City Planner: William McCord, AICP – Email: william.mccord@gallatin-tn.gov
- Assistant Director/Assistant City Planner: Robert Kalisz – Email: robert.kalisz@gallatin-tn.gov
- Administrative Assistant II: Jackie Hoyle – Email: jackie.hoyle@gallatin-tn.gov
- Administrative Assistant I: Susan Stone – Email: susan.stone@gallatin-tn.gov
- Planner II: Jillian Ogden – Email: jillian.ogden@gallatin-tn.gov
- Planner II: Matthew Wilkinson – Email: matthew.wilkinson@gallatin-tn.gov
- Planner I: Denise Brown – Email: denise.brown@gallatin-tn.gov
- Planner I: Sharon Burton – Email: sharon.burton@gallatin-tn.gov
- Planning Assistant: Marianne Mudrak – Email: marianne.mudrak@gallatin-tn.gov

Building Codes Department: (615) 451-5968

- Certified Building Official: Chuck Stuart – Email: chuck.stuart@gallatin-tn.gov
- Assistant Building Official: Tim Wakeley – Email: tim.wakeley@gallatin-tn.gov
- Administrative Assistant/Project Specialist: Shirley Smith – Email: shirley.smith@gallatin-tn.gov
- Inspector/Residential Plan Review: Michael Blanks – Email: michael.blanks@gallatin-tn.gov
- Plumbing/Mechanical Inspector/Plan Review: Steve Vaughn – Email: steve.vaughn@gallatin-tn.gov
- Building/Plumbing/Mechanical/Electrical Inspector: Kevin Black – Email: kevin.black@gallatin-tn.gov
- Building/Plumbing Inspector: Dave Lavy – Email: dave.lavy@gallatin-tn.gov
- Fire Prevention Inspector: Billy Burns – Email: billy.burns@gallatin-tn.gov
- Fire Prevention Inspector: Ben Harris – Email: benjamin.harris@gallatin-tn.gov
- Data Quality/Customer Self Service: Julie McGuire – Email: julie.mcguire@gallatin-tn.gov
- Permit Technician I: Stephanie Maritz – Email: stephanie.maritz@gallatin-tn.gov
- Permit Technician I: Cheryl Barnes – Email: cheryl.barnes@gallatin-tn.gov
- Permit Technician I: Vacant
- Receptionist: Monty Beatty – Email: monty.beatty@gallatin-tn.gov
- **INSPECTION HOTLINE: (615) 451-5970**

Engineering Division: (615) 451-5965

- City Engineer: Nick Tuttle, P.E. – Email: nick.tuttle@gallatin-tn.gov
- Assistant City Engineer: Dewayne “Buck” Rogers – Email: dewayne.rogers@gallatin-tn.gov
- Project Manager I: Brian Reifschneider, R.S.L. – Email: brian.reifschneider@gallatin-tn.gov

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- Project Manager I: Aaron Hickson, E.I.T. – Email: aaron.hickson@gallatin-tn.gov
- Stormwater Coordinator: Jennifer Watson – Email: jennifer.watson@gallatin-tn.gov
- Engineering Technician: Richard Snow – Email: richard.snow@gallatin-tn.gov
- Administrative Assistant II: Glenda Troutt – Email: glenda.troutt@gallatin-tn.gov

Fire Department #1: (615) 452-2771

- Fire Inspector: Elizabeth Bednarcik – Email: elizabeth.bednarcik@gallatin-tn.gov
- Fire Inspector: Mario Mendoza – Email: mario.mendoza@gallatin-tn.gov

Police Department: (615) 452-1313

- Chief of Police: Don Bandy – Email: dbandy@gallatindp.org
- Administrative Assistant II: Maddie Hutcheson – Email: mhutcheson@gallatinpd.org
- Property Maintenance Inspector: Officer Jessica Jackson: – Email: JJackson@gallatinpd.org

Gallatin Public Utilities – Water, Gas, and Sewer: (615) 451-5922

Administrative Offices

239 Hancock Street

Gallatin, TN 37066

Website: www.gallatinutilities.com

- Superintendent of Public Utilities, David Gregory – Email: dgregory@gallatinutilities.com
- Assistant Superintendent of Public Utilities, David Kellogg – Email: dkellogg@gallatinutilities.com

Gallatin Department of Electricity: (615) 452-5152

135 Jones Street

Gallatin, TN 37066

Website: www.gallatinelectric.com

- Director – Mark Kimble – Email: mkimble@gallatinelectric.com



CITY OF GALLATIN BOARDS AND COMMISSIONS

Gallatin City Council

- Mayor Paige Brown
- Vice Mayor Jimmy Overton, District 3
- Councilman Craig Hayes, District 4
- Councilman Ed Mayberry, At Large
- Councilman Shawn Fennell, At Large
- Councilwoman Lynda Love, District 1
- Councilman Steve Camp, District 2
- Councilman John D. Alexander, District 5

Gallatin Municipal-Regional Planning Commission

- James Robert Ramsey, Chairman
- John Puryear, Vice Chairman
- Johnny Wilson, Secretary
- Mayor Paige Brown
- Councilman Shawn Fennell, At Large
- Rick Orgain
- Albert Strawther

Gallatin Municipal Board of Zoning Appeals

- Jimmy Moore, Chairman
- John Puryear, Vice Chairman
- Homer Vaughn, Sr., Secretary
- Jeannie Gregory
- Vacant Seat

Gallatin Regional Board of Zoning Appeals

- James Robert Ramsey, Chairman
- Rick Orgain, Vice Chairman
- Betsy Hawkins, Secretary
- Vacant Seat
- Vacant Seat

Gallatin Historic District Commission

- Tom Richey, Chair
- Roger Matchett, Vice Chair
- Johnny Wilson, Secretary

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- Councilwoman Lynda Love, District 1
- Ken Thomson