



2023 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES

GALLATIN MUNICIPAL BOARD 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>
Monday, December 12, 2022	Thursday, January 12, 2023*	Thursday, January 26, 2023
Tuesday, January 17	Monday, February 13	Thursday, February 23
Tuesday, February 14	Monday, March 13	Thursday, March 23
Tuesday, March 14	Monday, April 10	Thursday, April 27
Tuesday, April 11	Monday, May 8	Thursday, May 25
Tuesday, May 9	Monday, June 12	Thursday, June 22
Tuesday, June 13	Monday, July 10	Thursday, July 27
Tuesday, July 11	Monday, August 14	Thursday, August 24
Tuesday, August 15	Thursday, September 14*	Thursday, September 28
Tuesday, September 12	Friday, October 6*	Thursday, October 26
Tuesday, October 10	Thursday, November 2*	Thursday, November 16*
Monday, November 6*	Thursday, November 30*	Thursday, December 14*
Tuesday, December 12, 2023	Thursday, January 11, 2024*	Thursday, January 25, 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 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 - 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.

Municipal Board 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.**

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.