



**City of Gallatin, Tennessee
Codes/Planning Department**

Development Review and Approval Process

Updated January 26, 2012



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DEVELOPMENT REVIEW POLICY AND PROCEDURES

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 Codes/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 reasonably 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 is submitted along with the application materials by the published deadline dates and times. Please contact the Codes/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 must be included on all applications submitted to the Codes/Planning Department. Additional information may be required to be submitted 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 additional questions, please contact the Codes/Planning Department staff member assigned to your application.
 - The Codes/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 documents for consideration by the Planning Commission.
- Please contact the Codes/Planning Department to determine whether your application requires a pre-application conference.
- Applications will not be accepted without a required pre-application conference.

PROPERTY IDENTIFICATION AND ZONING INFORMATION REQUIRED ON ALL PLANS

- Correct zoning, property, and location identification must 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	➤ Existing and proposed use
➤ Property owner information	➤ Bulk regulations data
➤ Property address	➤ Yard and building setback requirements
➤ Current and proposed zoning of the property	➤ Label surrounding property owners and zoning



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INITIAL SUBMITTAL INFORMATION

- Initial submittals must include a completed Application Form, a completed Checklist, and nine (9) folded copies of the required application documents by 4:30 p.m. on the published submittal deadline.
- An answer of N/A is required for questions not applicable to your project for it to be considered a complete application. Failure to provide a completed Checklist and/or failure to provide required information will constitute an incomplete submittal.
- Review fees are expected to be submitted with the application documents unless prior approval has been obtained from the Codes/Planning Department. Please contact the Codes/Planning Department if you have any questions on the fee schedule or how to calculate the fee amount.
- Digital files must be submitted with the initial application unless prior approval has been obtained from the Codes/Planning Department.
- **Applications determined to be deficient or incomplete will not be accepted or placed on the Planning Commission agenda. Application documents must be corrected and resubmitted to the Codes/Planning Department by the initial submittal deadline to be eligible for consideration at the next regularly scheduled Planning Commission meeting.**

APPLICANT/AGENT CONTACT PERSON

- Applications must be signed by the property owner or agent. If the application is not signed by the property owner, then a letter signed by the property owner designating the contact person/agent must be submitted along with the completed application.
- 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.
- **Please provide e-mail addresses for all project contacts including the applicant, agent and property owner in the space provided on the application.**
- **Departmental review comments and other correspondence pertaining to the project will be sent to the project contacts electronically via e-mail.**
- **If you do not have access to e-mail, please indicate a fax number or standard mailing address on the application.**
- **The Codes/Planning Department will continue to send "Checkprints" via regular mail.**

RESUBMITTAL INFORMATION

- Resubmittal documents submitted to the Codes/Planning Department in response to the staff review comments must be turned into the Codes/Planning Department by 4:30 p.m. on the published resubmittal deadline. Resubmittals must include the following information in order to be considered a complete resubmittal:
 - Seventeen (17) corrected, folded copies (1 full size and 16 half size if original plans are greater than 18 x 24) of the resubmittal documents and any supporting information.
 - A detailed response letter, addressing all departmental review comments.
 - Return the original "Checkprint" to the Codes/Planning Department along with the resubmittal documents.
 - A corrected digital file of subdivision plats, site plans, PMDP, and FMDP in a DGN or DWG format unless otherwise specified in the review comments.



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- Digital copy of all pages of subdivision plats, site plans, PMDP, and FMDP, including all supporting documentation and correspondence in a PDF format.

ENGINEERING DOCUMENTS

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

PLANNING STAFF CONTACT PERSON

- A staff planner will be assigned as the main Codes/Planning Department contact for each application.
- All planning and zoning comments and questions pertaining to the application need to be directed to the designated staff contact person.
- Questions concerning other City Departments' comments should first be directed to the applicable City Department.
- If you are unable to resolve your question or need additional information, please contact your assigned staff planner for further assistance.



THE DEVELOPMENT REVIEW PROCESS

- The following is a summary of the City of Gallatin development review process for most types of projects, including: annexation requests, rezoning requests and Preliminary Master Development Plans, site plans, Final Master Development Plans, and subdivision plats.
- 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 must be considered by the Planning Commission at the same meeting following consideration of the Preliminary Plat.
- Visit the City of Gallatin website at www.gallatinonthemove.com for additional information including links to all City Departments, Development Review Checklists, Applications, Meeting Dates, Submittal Deadlines, and Zoning, Subdivision, and Storm Water Regulations.

Step 1: Pre-application Meeting With Staff

- The Codes/Planning Department maintains a supply of ordinances, regulations, applications, review Checklists, and other information, many of which are also available on-line at www.gallatinonthemove.com
 - Anyone interested in developing property in Gallatin should contact the Codes/Planning Department to discuss their proposal with a Planning staff person.
 - In addition, prior to submitting an application to the Codes/Planning Department it is necessary to conduct a preliminary meeting with staff in advance of submittal of application.
 - Staff will assist you with your proposal and help you identify what information must be provided, the approval schedule for the project, and provide you with the forms necessary to begin the development review process.
- (Recommend meeting with staff at least 15-30 days before submitting application)*

Step 2: Planning Commission 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 must be submitted to the Codes/Planning Department by the published application deadline.
 - Initial submittal documents must include a completed Application Form, a completed Checklist, review fee and nine (9) folded copies of the required application documents by 4:30 p.m. on the published submittal deadline.
 - Applications determined to be deficient or incomplete will not be accepted or placed on the Planning Commission agenda.
 - Applications not accepted must be corrected and resubmitted to the Codes/Planning Department by the initial submittal deadline to be eligible for consideration at the next regularly scheduled Planning Commission meeting.
- (Development Review week 0)*

Step 3: Staff Review #1

- 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 either electronically or by fax for each project by Friday of staff review week and Checkprints will follow in the mail.
- (Development Review week 1)*



Step 4: Revised Application Materials

- Applicants have until the Thursday of this week to submit corrected copies to the Codes/Planning Department.
 - Resubmittal documents submitted in response to the staff review comments must be turned in to the Codes/Planning Department by 4:30 p.m. on the published resubmittal deadline.
 - Resubmittals must include the following information in order to be considered a complete resubmittal:
 - Seventeen (17) corrected, folded copies of the resubmittal documents, digital file, any supporting information, and a detailed response letter addressing all departmental review comments.
- (Development Review Week 2)*

Step 5: Staff Review #2

- 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 review week.
- (Development Review week 3)*

Step 6: Planning Commission or Boards of Zoning Appeals Meeting

- The Planning Commission or Boards of Zoning Appeals will consider applications submitted at the regularly scheduled meeting (typically the 4th Monday of every month unless changed due to holiday – see published schedule for dates).
 - Site Plans, Final Master Development Plans, Subdivision Plats, Variance Requests, and Conditional Use Permit Requests can 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.
 - Rezoning and Annexation requests require approval by City Council – proceed to Step 7.
 - Immediately following the Planning Commission or Board of Zoning Appeals meeting, the Codes/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 must be submitted in order to be placed on the next available Council Committee agenda.
- **Post Planning Commission Approval**
Items approved by the Planning Commission typically contain conditions of approval and require the submission of site or subdivision performance bonds before Zoning and Building Permits may be issued. Please make sure that the corrected copies of plans and supporting documents are submitted to the Codes/Planning Department for final approval.

(Development Review week 4)

Step 7: City Council Meetings

- The City Council is required to review and approve Ordinances pertaining to Rezoning, Preliminary Master Development Plans, and Annexation Requests.
- These items require two (2) readings by City Council, including a public hearing prior to 2nd reading.



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- All actions requiring passage by Ordinance must be considered by Council Committee prior to being placed on a City Council agenda. The Council Committee meets on the second and fourth Tuesday of each month.
- The Planning Commission Action Form will specify when documents must be submitted to the Codes/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 first and third Tuesday of each month.
- Public Hearings are held prior to second reading of the Ordinance by City Council and, due to public notice requirements, are typically scheduled for the second regularly scheduled City Council meeting following first reading by City Council.

(Development Review weeks 5 to 11)

Step 8: Planning Commission Meeting

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

(Development Review weeks 9 to 13)



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) must be obtained from the Engineering Department.
- Prior to issuance of a permit for any land disturbance activity affecting more than five (5) acres, the applicant shall be required to provide a land disturbance bond to the City of Gallatin to guarantee completion of all land and grade stabilization measures and improvements as shown by the approved grading plan.
- Site grading and preparation activities may begin as soon as all conditions of approval have been met and all applicable State of Tennessee Storm Water Permits has been submitted to the Codes/Planning Department and Engineering Department.
- 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 above.
- A completed Building Permit Application and building construction plans and specifications must be submitted to the Codes/Planning Department for approval.
- Upon receiving the Building Permit Application, the Codes/Planning Department will forward the request to the Engineering and Fire Departments for approval.
- Contact the Codes/Planning Department at (615) 451-5968 or (615) 451-5796 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 Performance Sureties, 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 must be submitted to the Codes/Planning 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.



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Subdivision and Site Performance Sureties

- The Planning Commission will establish a surety amount that must be submitted prior to the recording of final plats and prior to the issuance of a building permit for site plans and final master development plans.
- City Departments will conduct regular inspections throughout the construction process to ensure that applicable regulations and requirements are met.
- At the appropriate time, a final inspection must be requested for the subject project.
- Site sureties must be maintained for at least one (1) year.
- All bonds must be automatically renewing and must contain a 60-day notice of non-renewal statement that is acceptable to the City Attorney.
- Subdivision Performance Sureties must be maintained for at least four (4) years after the date Final Plat was recorded, or until 80% of the lots are fully developed, whichever is the shorter period of time.
- A Subdivision Maintenance Surety (10% of the original amount of the Subdivision Bond) must be submitted to the Codes/Planning Department upon approval of the Acceptance Resolution by City Council. The Subdivision Performance Surety must remain in effect until the Acceptance Resolution has been approved by City Council and the required maintenance bond has been submitted.
- The following City Departments are responsible for performing bond inspections:
 - ❑ **Codes/Planning Department** – Site and landscaping inspections
 - ❑ **Engineering Department** – Storm water, site grading, drainage, and roadway inspections;
 - ❑ **Fire Department** – Life safety and Fire Code inspections
 - ❑ **Public Utilities Department** – Water, gas, and sewer installation
- At the appropriate time, a final inspection must be requested for the subject project.
- Requests for final inspections or reductions to Subdivision or Site Performance Bonds must be submitted in writing to the Codes/Planning Department.

Use and Occupancy/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 must be requested for the subject project.
- The Codes/Planning Department is responsible for notifying the Engineering 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.
- The following City Departments are responsible for performing the specified inspections:
 - ❑ **Codes/Planning Department** – Building, Plumbing, and Mechanical Code inspections; Site and landscaping inspections;
 - ❑ **Engineering Department** – Storm water, Site Grading, Drainage, and Roadway inspections;
 - ❑ **Fire Department** – Life Safety and Fire Code inspections;
 - ❑ **State Electrical Inspector** – Electrical inspections.
 - ❑ **Public Utilities Department** – Water, Gas, and Sewer installation
- **A Use and Occupancy/Certificate of Occupancy Permit must be issued by the Codes/Planning Department before any building or structure may be used for any activity.**



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CITY OF GALLATIN CONTACT INFORMATION

City of Gallatin – City Hall
132 West Main Street
Gallatin, TN 37066

www.gallatinonthemove.com

Codes/Planning Department – (615) 451-5796 or (615) 451-5968 Fax: (615) 452-0348

- Director of Codes & Planning: Tony Allers – Email: tony.allers@gallatin-tn.gov
- Assist. Director of Codes & Planning: Katherine Schoch – Email: katherine.schoch@gallatin-tn.gov
- Community Development Coordinator: Jim Svoboda, AICP – Email: jim.svoboda@gallatin-tn.gov
- Planner II: Kevin Chastine, AICP – Email: kevin.chastine@gallatin-tn.gov
- Planner II: Robert Kalisz – Email: robert.kalisz@gallatin-tn.gov
- Planning Assistant: Denise Knight – Email: denise.knight@gallatin-tn.gov
- Executive Secretary.: Jackie Hoyle – Email: jackie.hoyle@gallatin-tn.gov
- Permit Specialist/Administrative Assistant: Cindy Brazel – Email cindy.brazel@gallatin-tn.gov
- Permit/Records Clerk: Glenda Troutt – Email glenda.troutt@gallatin-tn.gov
- Commercial Building Inspector: Larry Matthews – Email: larry.matthews@gallatin-tn.gov
- Codes Inspector I: Art Brese – Email: arthur.brese@gallatin-tn.gov
- Property Standards Inspector: Johnny Morris – Email: johnny.morris@gallatin-tn.gov
- Mechanical Inspector: Larry Dennis – Email: larry.dennis@gallatin-tn.gov
- Plumbing/Mechanical Inspector: Steve Vaughn – Email: steve.vaughn@gallatin-tn.gov

Engineering Department – (615) 451-5965

- City Engineer: Nick Tuttle, P.E. – Email: nick.tuttle@gallatin-tn.gov
- Project Manager I: Zach Wilkinson, E.I.T., R.L.S. – Email: zach.wilkinson@gallatin-tn.gov
- Project Manager I: Dewayne Rogers, E.I.T. – Email: dewayne.rogers@gallatin-tn.gov
- Project Manager II: Mike Phillips, P.E., C.F.M. – Email: mphillips@gallatin-tn.gov
- Quality Control Inspector: Richard Snow – Email: richard.snow@gallatin-tn.gov
- Executive Secretary: Glenda Troutt – Email: glenda.troutt@gallatin-tn.gov

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

www.gallatinutilities.com

Administrative Offices
239 Hancock Street
Gallatin, TN 37066

- 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

www.gallatinelectric.com

135 Jones Street
Gallatin, TN 37066

- Director, Bill Draper - Email: wdraper@gallatinelectric.com

Economic Development Agency – (615) 451-5940

www.gallatintn-eda.com

- Executive Director, Clay Walker – Email: clay.walker@gallatin-tn.gov
- Administrative Assistant, Shirley Smith – Email: shirley.smith@gallatin-tn.gov



ATTACHMENTS

- Meeting and Submittal Schedules
- Application
- Checklists



**2012 SUBMITTAL AND RESUBMITTAL DEADLINES
GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION**

<u>Submittal Deadline</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Wednesday, December 28, 2011	Thursday, January 12, 2011	Monday, January 23, 2012
Wednesday, January 25	Thursday, February 16	Monday, February 27
Wednesday, February 22	Thursday, March 15	Monday, March 26
Wednesday, March 28	Thursday, April 12	Monday, April 23
Wednesday, April 25	Thursday, May 10	Monday May 21*
Wednesday, May 23	Thursday, June 14	Monday, June 25
Wednesday, June 27	Thursday, July 12	Monday July 23
Wednesday, July 25	Thursday, August 9	Monday, August 27
Wednesday, August 29	Thursday, September 13	Monday, September 24
Wednesday, September 26	Thursday, October 11	Monday, October 22
Wednesday, October 24	Thursday, November 15	Monday, November 26
Wednesday, November 14*	Thursday, November 29*	Monday, December 10*
Wednesday, January 2, 2013	Thursday, January 17, 2013	Monday, January 28, 2013

* Denotes deviation from normal scheduling

Pre-Application Conference Required - Most 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 Codes/Planning Department at (615) 451-5796 to determine whether your project requires a pre-application conference. Applications will not be accepted without a required pre-application conference.

Initial Submittal Information - Initial submittals must include a completed Application Form, a completed checklist, and nine (9) folded copies of the required plans by 4:30 p.m. on the published submittal deadline schedule.

Resubmittal Information - Resubmittal documents submitted to the Gallatin Codes/Planning Department in response to the staff review comments must be turned in to the Gallatin Codes/Planning Department by 4:30 p.m. on the published resubmittal deadline schedule. Resubmittals must include the following information in order to be considered complete: 16 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.

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.



GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION – BOARDS OF ZONING APPEALS APPLICATION

Please fill out all information. An answer of N/A is required for questions not applicable to your project for it to be considered a complete application. Projects with incomplete applications and/or documents will not be placed on the Planning Commission agenda.

Date Submitted:

File Number:

Project Information

Project Name:						<input type="checkbox"/> Check if you have had a pre-app meeting.														
Project Location:																				
List All Tax Map/Group/Parcel #'s																				
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px solid black; width: 15%;"></td> </tr> <tr> <td style="border-bottom: 1px solid black;"></td> </tr> </table>																				
Phase	Section	#Lots	#Dwelling Units	Site Acreage	Site Square Footage if under 1 acre															
Current Zone	Requested Zone	Existing Non-Residential Building Square Footage		Requested Non-Residential Building Square Footage																
Zoning of Surrounding Properties: North _____ South _____ East _____ West _____																				

Applicant

Organization:	Contact Name:	Title:
Street Address		
City	State	Zip Code
Phone	Alt. Phone	
Fax	Email	

Owner Same as applicant

Owner:	Contact Name:	Title:
Street Address		
City	State	Zip Code
Phone	Alt. Phone	
Fax	Email	

Contractor

Business Name:	Contact Name:	Title:
Street Address		
City	State	Zip Code
Phone	Alt. Phone	
Fax	Email	

Purpose (Describe the reason for this application)

Type of Application (Please check one as well as type of plan or approval if applicable)

1	<input type="checkbox"/> Major Subdivision Plat <input type="checkbox"/> Sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final
2	<input type="checkbox"/> Minor Subdivision Plat (5 lots or less) <input type="checkbox"/> Staff Approval (2 lots or less) <input type="checkbox"/> Planning Commission Approval
3a	<input type="checkbox"/> Rezoning without Preliminary Master Development Plan (Written request, legal description, and scale drawing required)
3b	<input type="checkbox"/> Rezoning with Preliminary Master Development Plan (Written request, legal description, and master development plan required)
3c	<input type="checkbox"/> Ordinance Text Change (Written request required)
4	<input type="checkbox"/> Master Development Plan Revision (Written request and preliminary master development plan required)
5	<input type="checkbox"/> Right-of-way Acquisition/Street Acceptance
6	<input type="checkbox"/> Annexation (Written request, legal description, and scale drawing required)
7	<input type="checkbox"/> Discussion / Interpretation / General Development / Plan Amendment Request
8a	<input type="checkbox"/> Site Plan <input type="checkbox"/> Change of Use <input type="checkbox"/> In-House Staff Approval <input type="checkbox"/> Planning Commission Approval
8b	<input type="checkbox"/> Final Master Development Plan
B	<input type="checkbox"/> Board of Zoning Appeals <input type="checkbox"/> Conditional Use Permit <input type="checkbox"/> Variance <input type="checkbox"/> Administrative Appeals <input type="checkbox"/> Municipal <input type="checkbox"/> Regional
E	<input type="checkbox"/> Engineering Construction Plan Review
S	<input type="checkbox"/> Special Called Meeting <input type="checkbox"/> Boards of Zoning Appeals <input type="checkbox"/> Planning Commission

**Copy of completed checklist is required to be submitted with application.*

Notice of Public Disclosure: All documents, including, but not limited to applications, plans, drawings, designs, and all other written materials filed with the City of Gallatin Codes/Planning Department and Engineering Division shall be available to the general public for inspection and copy, in accordance with the Tennessee Open Records Law.

Signature: _____ **Print Name:** _____

The signature is that of the: Owner Owner's Agent

*If owner's agent signs application, an agent letter will be required as proof of authorization to act on owner's behalf.

*If owner is not owner of record, proof of ownership is required: Purchase Contract, Deed, etc.

Fees Due (See attached fee schedule) \$ _____	Paid by: <input type="checkbox"/> Cash <input type="checkbox"/> Check # _____
Received by: _____	Receipt # _____ Account #32650-110 _____

PROJECT TYPE	FEE
Sketch Plat	\$100 + \$5 per lot
Preliminary Plat	\$150 + \$5 per lot
Final Plat	\$150 + \$5 per lot
Minor Subdivision	\$150 PC Approval \$50 Staff Approval
Site Plan	\$75 – up to 10,000 sq. ft. (bldg. area) + .05 per sq. ft. thereafter to a maximum of \$500
Change of Use/In-House Site Plan	\$50
Temporary Use Permit	\$50
Final Master Development Plan	\$150 + \$5.00 per acre over 5 acres up to \$750 maximum
Master Development Plan Revision	\$150
Rezoning Request with Preliminary Master Development Plan	\$300 + \$5.00 per acre over 5 acres
Rezoning Request without Preliminary Master Development Plan	\$125 (up to 1 acre) \$225 (1 – 15 acres) \$325 (16 – 50 acres) \$425 (51 – 100 acres) \$525 (100+ acres)
Annexation [T.C.A. § 6-51-102(a)(1)]	\$100
Boards of Zoning Appeals – Variance Request, Conditional Use Permit, Administrative Appeal	\$50
Special Called Meeting Fee	
• Boards of Zoning Appeals	\$300
• Planning Commission	\$400
• City Council voting meeting requested by applicant	\$1,050

PRELIMINARY MASTER DEVELOPMENT PLAN (PMDP) CHECKLIST	
Project Name:	Map #: Group: Parcel #:
Contact Person:	PMDP File Number:

The Preliminary Master Development Plan (PMDP) checklist is designed to assist applicants with identifying the information that must be included on all PMDP applications. 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. **Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Codes/Planning Department by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.**

- Date of pre-application meeting with Staff
Date: _____ Staff Member: _____
- Agent letter, if application not signed by the property owner
- Title of plan
- Legal description and boundary survey
- Site Data Table listing: property owner's name and address, developer's names and address, property zoning, size, Tax Map and Parcel #, site address, yards, setbacks, existing and proposed use, and other bulk regulation information including proposed ground coverage, floor area, and building heights
- The preliminary master plan shall be a general concept plan which shall be drawn to a scale of not less than 100 feet to the inch; legend
- Written description of the proposed project, including information addressing the overall concept, proposed uses and development schedule of the project.
- Property boundary lines, dimensions, topography, general physical features of the property, and a location map of the proposed project with City limits line.
- Identification of surrounding property owners according to the latest tax roll available at the Sumner County Property Assessor's Office. This information must be labeled on the PMDP and also provided in a printed list showing the owner name, mailing address, and tax map and parcel information.
- Generalized transportation plan including routes of proposed major streets, driveways, sidewalks, and pedestrian ways.
- Identification of the proposed use of the property, including a tabulation of the land area to be devoted to various uses and activities and overall densities.
- A general landscaping plan shall include general information pertaining to bufferyards and required landscaped areas and open space areas. Identify areas of existing tree growth and areas proposed to be retained or used to meet bufferyard requirements; details of bufferyards.
- General locations and types of utilities and easements (P.U.D.E.s)
- General locations and description of proposed storm drainage.
- Preliminary estimates of traffic volumes and movements to and from the completed project and along the boundary streets.
- General information sufficient to describe the general design of the development as required by the City Planner. Color exhibits showing representative building elevations and materials must be provided with the initial submittal.
- Proposed means of dedication of common open space areas and description of the proposed organizational arrangements for the ownership, maintenance, and preservation of common open space.
- Statement of Financial Responsibility.
- A preliminary time schedule for completion of the entire project.
- FEMA note with flood zone.
- Label adjacent property owners and developments even across rights-of-way.
- Label surrounding zoning even across rights-of-way.
- Photometric plan and details of all lighting fixtures.
- Dumpster location and details of proposed screening.
- HVAC units and details of proposed screening.
- Location of proposed signs and preliminary sign package.
- Performance Standards Note; GZO, Sec. 13.02.
- Parking calculations.
- Submit copy of signed affidavit for public notice letters.

PRELIMINARY SUBDIVISION PLAT CHECKLIST	
Project Name:	Map #: Group: Parcel #:
Contact Person:	PC File Number:

The Preliminary Plat checklist is designed to assist applicants with identifying the information that must be included on all Preliminary Plat applications. 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. **Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Codes/Planning Department by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.**

- Date of pre-application meeting with Staff
Date: _____ Staff Member: _____
- Provide agent letter if application not signed by the property owner
- Preliminary Plat matches approved Sketch Plat
- Label title of subdivision
- Show north arrow
- Scale – no smaller than 1 inch to 200 feet
- Provide location map of the property
- Professional seal of surveyor or certified designer
- Provide Site Data Table listing:
 - Title of subdivision
 - Property owner name and address
 - Property location/address
 - Tax Map and Parcel number(s)
 - Name and address of person preparing plat
 - Date of preparation,
 - Existing zoning of property
 - Typical yards and setbacks
 - Existing and proposed use of the property
 - Other applicable bulk regulation information.
- Legend
- Note regarding purpose of plat
- Voids and vacates note if applicable
- Plat must show relationship of subdivision to streets, railroads and water courses within one-half (1/2) mile
- Label distance and bearing of one original corner of the boundary of the subdivision
- Label location and dimensions of property boundary lines for existing and proposed lots to the nearest hundredth of a foot
- Show and label minimum yard lines and building setbacks on all lots
- Label names of adjoining property owners and names of adjoining developments even across rights-of-way
- Label zoning of surrounding properties even across rights-of-way
- Label and show rights-of-way and pavement width of existing and proposed streets
- Label location and description of all existing and proposed easements – including but not limited to, public utility and drainage easements (P.U.D.E.s), landscape easements, access easements, etc.
- Label location of existing physical features: roads, railroads, buildings, cemeteries, drainage ways, bridges, utility lines
- Label location natural features: streams lakes swamps, rock outcrops, sinkholes, springs
- Label topographic features showing contours not greater than 5 foot intervals
- Label location of open space, required buffer yards, landscape easements, and proposed parks
- Label location of areas subject to flooding, any applicable Base Flood Elevation (BFE) for each lot, and provide a FEMA floodplain information note and flood zone
- Provide street names and certification of approval by the Engineering Division and E911
- Show location of accessory off-street parking areas
- Label lot numbers on all lots
- Show and clearly label location of fire hydrants
- Show location of proposed signs, if any
- Label location and details of proposed sewage disposal areas and location of existing and proposed wells
- Provide approval documentation for septic system
- Add note that no construction is permitted in septic fields is applicable.
- Provide copy of proposed restrictive covenants
- Submit digital file for all plats prepared using Computer Aided Drafting and Design (CADD)
- Provide Certificate of Planning Commission Preliminary Approval
- ① **Construction plans must be submitted and approved by Engineering Division before final plat can be placed on Planning Commission agenda**
- ① **Construction plans must be submitted and approved by Public Utilities Department before final plat can be recorded**

SITE PLAN CHECKLIST	
Project Name:	Map #: Group: Parcel #:
Contact Person:	PC File Number:

The Site Plan checklist is designed to assist applicants with identifying the information that must be included on all Site Plan applications. 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. **Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Codes/Planning Department by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.**

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| <ul style="list-style-type: none"> <input type="checkbox"/> Date of pre-application meeting with Staff
Date: _____ Staff Member: _____ <input type="checkbox"/> Agent letter if application not signed by the property owner <input type="checkbox"/> Site Data Table listing: property owner name and address, developer's names and address, property zoning, Tax Map and Parcel number(s), site address, yards, setbacks, existing and proposed use of the property, and other bulk regulation information including proposed ground coverage, floor area, and building heights <input type="checkbox"/> Actual shape, location, and dimensions of the lot <input type="checkbox"/> Legend <input type="checkbox"/> Shape, size, and location of all buildings or other structures to be erected, altered or moved, and of any building or other structure already on the lot <input type="checkbox"/> The existing and intended use of the lot and of all such building or other structures upon it, including the number of dwelling units the building is intended to accommodate <input type="checkbox"/> Topographic features (contours not greater than 5 foot intervals) <input type="checkbox"/> Location of all driveways and entrances <input type="checkbox"/> Location of all accessory off-street parking areas to include a plot plan showing design and layout of such parking facilities where five or more accessory off-street parking spaces are to be provided and parking calculations <input type="checkbox"/> Location of all accessory off-street loading berths <input type="checkbox"/> Position of fences and walls <input type="checkbox"/> Proposed building elevations and materials to be used on building facades and fences. Plans must show location of windows and courts <input type="checkbox"/> Location of open space and details of required landscaping, screening and buffer yards materials to be installed; details of bufferyards <input type="checkbox"/> Location, type, and size of proposed signs and signage package <input type="checkbox"/> Proposed means of surface drainage, including drainage calculations and details of the proposed drainage facilities. <input type="checkbox"/> Location/size of all easements (P.U.D.E.s.) and rights-of-way | <ul style="list-style-type: none"> <input type="checkbox"/> Certification of compliance with applicable Zoning Ordinance Performance Standards; GZO Sec. 13.02 <input type="checkbox"/> Statement of Financial Responsibility <input type="checkbox"/> Location of areas subject to flooding and FEMA floodplain information and flood zone <input type="checkbox"/> Percolation tests where subsoil sewage disposal is anticipated, if applicable <input type="checkbox"/> Show/label the location of required yards, setback, and buffer yards on the site plan <input type="checkbox"/> Label all adjacent property owners and developments even across rights-of-way <input type="checkbox"/> Label zoning of surrounding properties even across rights-of-way <input type="checkbox"/> Location, type, and size of proposed waste material collection facility and screening <input type="checkbox"/> Location of HVAC equipment, details, and screening <input type="checkbox"/> Photometric plan, including details and height of proposed fixtures <input type="checkbox"/> Site plans prepared using Computer Aided Drafting and Design (CADD) shall be required to submit a digital file of the site plan <input type="checkbox"/> Locations of detention/retention areas and Drainage Calculations |
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Acceptance of Required Public Rights-of-Way, Easements, and Infrastructure Improvements Checklist	
Project Name:	Map #: Group: Parcel #:
Contact Person:	PC File Number:

The Acceptance of Required Public Rights-of-Way, Easements, and Infrastructure Improvements checklist is designed to assist applicants with identifying the information that must be included on all Acceptance of Required Public Rights-of-Way, Easements, and Infrastructure Improvements applications. 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. **Late applications, or applications determined to be deficient or incomplete, will not be eligible to be placed on the Planning Commission agenda. Corrected application documents must be resubmitted to the Codes/Planning Department by the initial submittal deadline for the next regularly scheduled Planning Commission meeting.**

The acceptance of public parks, transportation, utility, and drainage infrastructure, rights-of-way and easements can not be considered until four (4) years after the Final Plat has been recorded, or until 80 percent (80%) of the lots are fully developed, whichever is the shorter period of time.

- Submit completed Planning Commission Application Form, completed checklist
- Submit nine (9) copies of recorded plat
- Submit a signed Quitclaim Deed for the public infrastructure being accepted by the City of Gallatin
- Submit a copy of the Offers of Irrevocable Dedication for the subdivision
- Submit an as-built survey of the public infrastructure to be accepted or a certification letter from a registered land surveyor certifying that the public infrastructure have been installed in accordance with the final plat and construction plans
- Submit a letter addressing the following required information:
 - Provide a list of the name and linear footage of each street being accepted.
 - Indicate the plat book and page number and date of recording of the final plat
 - Indicate the total number of lots in the subdivision and the number of lots that are fully developed
- A maintenance bond (10 percent of the original amount of the Subdivision Bond) must be submitted to the Planning Division upon approval of the Acceptance Resolution by City Council. The Subdivision Performance Bond must remain in effect until the Acceptance Resolution has been approved by City Council **and** the required maintenance bond has been submitted.

3-105 Acceptance of Required Public Rights-of-way, Easements and Infrastructure Improvements

- 3-105.1 Timeline for Acceptance – The acceptance of public parks, transportation, utility, and drainage infrastructure, rights-of-way and easements will not be considered until four (4) years after the Final Plat has been recorded, or until 80 percent (80%) of the lots are fully developed, whichever is the shorter period of time.
- 3-105.2 Temporary Improvements – The applicant shall build and pay for all costs of temporary improvements required by the Planning Commission and shall maintain them to the reasonable satisfaction of the Chief Enforcing Officer for the period specified by the Planning Commission. Prior to construction of any temporary facility or improvement, the applicant shall file with the appropriate government entity a separate suitable Bond for temporary facilities, which shall insure that the temporary facilities will be properly constructed, maintained, and removed. The improvements may otherwise be included in an approved Performance Bond.
- 3-105.3 Cost of Improvements – All required improvements shall be made by the applicant at his expense. Any provisions for reimbursement by the City, County, or any utility district, as agreed to in writing by that entity, shall be stipulated clearly in the provisions of the Bond.
- 3-105.4 Failure to Complete Improvements – For subdivisions for which no performance bond has been posted, if the improvements are not completed within the period specified by the Planning Commission in the resolution approving the plat, the approval shall be deemed to have expired. In those cases in which a performance bond has been posted and required improvements have not been installed within the terms of such performance bond, the City thereupon may declare the bond to be in default and require that all the improvements be installed regardless of the extent of the building development at the time the bond is declared to be in default. If a developer requests an extension of a performance bond, at which time the performance bond cannot be extended any further as in accordance with Section 3-101.1 of these Regulations, the City can hold all building permits and call the bond to cover the costs of all necessary improvements.
- 3-105.5 Acceptance of Dedication Offers – Acceptance of formal Offers of Dedication of public parks, transportation, utility, and drainage infrastructure, rights-of-way and easements shall be by formal action of the City Council or Sumner County Highway Commission, as appropriate. Such action shall be in the form of a resolution recommended by the Planning Commission to the Sumner County Highway Commission or to the City Council. Final action shall be by the Sumner County Highway Commission or City Council, as appropriate. The approval by the Planning Commission of a subdivision plat shall not be deemed to constitute or imply the acceptance by the City or County of any public parks, transportation, utility, and drainage infrastructure, rights-of-way and easements shown on the plat. The Planning Commission may require the plat to be endorsed with appropriate notes to this effect. Additionally, the developer of such subdivision is bound to the City for all improvements, regardless of Bond status, until formal acceptance has been granted by either the City Council or Sumner County Commission. See Section 2-105 of these Regulations for Final Plat acceptance conditions.
- 3-105.6 Inspection of Improvements – The Planning Commission may provide for inspection of required improvements during construction and insure their satisfactory completion. If the Chief Enforcing Officer finds, upon inspection, that any of the required improvements have not been constructed in accordance with the applicable City of Gallatin construction standards and specifications, the applicant shall be responsible for completing the improvements to the required standards. Whenever a Performance Bond covers the cost of improvements, the applicant and the bonding company shall be liable, separately and jointly, for completing said improvements according to specifications.
- 3-105.7 Certificate of Satisfactory Completion – The City Council or the Sumner County Highway Commission will not accept the dedication of required improvements nor release Performance Bonds until the City or County Department responsible for the required improvements, as appropriate, states that all required improvements have been satisfactorily completed and until the applicant's engineer or surveyor has certified to the Planning Commission, through submittal of a detailed "as built" survey plat of the subdivision indicating location, dimensions, construction materials, and the other information required by the Planning Commission, and layout of the line and grade of all public improvements are in accordance with the approved Construction Plans for the subdivision. Upon such approval and recommendation, the governing body thereafter may accept the dedicated improvements in accordance with the procedure set forth in Section 1-113.107 and Section 3-105 of these Regulations. Easements shall also be obtained in accordance with Section 2-106.8 of these Regulations.
- 3-105.8 Dereliction of Improvements – Corrective maintenance required under provisions of the Maintenance Bond shall conform to the following procedure:
All necessary repairs required by the City or County Department responsible for the improvements during the period of time in which the Bond(s) is in effect shall be at the expense of the Developer and shall be requested in writing by the City or County Department responsible for the required improvements. Should such requested repairs not be completed by the Developer within a reasonable specified time, such work shall be subcontracted or performed by the City or County Department responsible for the required improvements, with the cost of same being charged against the outstanding Maintenance Bond.
- 3-105.9 Deferral or Waiver of Required Improvements – The Planning Commission may defer or waive, at the time of Final Plat approval, subject to appropriate conditions, the provision of any or all such improvements as, in its judgment, are not requisite in the interest of the public health, safety, and general welfare or which are inappropriate because of inadequacy or lack of connecting facilities. Whenever it is deemed necessary by the Planning Commission to defer the construction of any improvement required herein because of incompatible grades, future planning, or for other reasons, the developer shall either pay his share of the costs of the future improvements to the City or County, as appropriate, prior to signing of the Final Plat by the Planning Commission officials or post a Bond insuring completion of said improvements upon demand of the City or County.