



**2012 SUBMITTAL AND RESUBMITTAL DEADLINES
GALLATIN BOARDS OF ZONING APPEALS**

<u>Submittal Deadline</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Wednesday, December 28, 2011	Thursday, January 12, 2012	Thursday, January 26, 2012
Wednesday, January 25	Thursday, February 9	Thursday, February 23
Wednesday, February 22	Thursday, March 15	Thursday, March 29*
Wednesday, March 28	Thursday, April 12	Thursday, April 26
Wednesday, April 25	Thursday, May 10	Thursday, May 24
Wednesday, May 23	Thursday, June 14	Thursday, June 28
Wednesday, June 27	Thursday, July 12	Thursday, July 26
Wednesday, July 25	Thursday, August 9	Thursday, August 30*
Wednesday, August 29	Thursday, September 13	Thursday, September 27
Wednesday, September 26	Thursday, October 11	Thursday, October 25
Wednesday, October 17*	Thursday, November 15*	Thursday, November 29*
Wednesday, November 14*	Thursday, November 29*	Thursday, December 13*
Wednesday, January 2, 2013	Thursday, January 17, 2013	Thursday, January 31, 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 Municipal or Regional Board of Zoning Appeals. 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.