



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.