



2014 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION

(Reviews all subdivision plats, street acceptances, plans of service, Preliminary/Final Master Development Plans, rezonings, and site plans per G.Z.O. 15.030.020)

<u>Submittal Deadline</u>	<u>Work Session Date</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Thursday, January 2, 2014*	Monday, January 13, 2014	Thursday, January 16, 2014	Monday, January 27, 2014
Wednesday, January 29	Monday, February 10	Thursday, February 13	Monday, February 24
Wednesday, February 26	Monday, March 10	Thursday, March 13	Monday, March 24
Wednesday, March 26	Monday, April 14	Thursday, April 17	Monday, April 28
Wednesday, April 23*	Monday, May 5*	Thursday, May 8*	Monday, May 19*
Wednesday, May 28	Monday, June 9	Thursday, June 12	Monday, June 23
Wednesday, June 25	Monday, July 14	Thursday, July 17	Monday, July 28
Wednesday, July 30	Monday, August 11	Thursday, August 14	Monday, August 25
Wednesday, August 27	Monday, September 8	Thursday, September 11	Monday, September 22
Wednesday, September 24	Monday, October 13	Thursday, October 16	Monday, October 27
Wednesday, October 29	Monday, November 10	Thursday, November 13	Monday, November 24
Wednesday, November 12*	No Work Session for Dec. Mtg.	Wednesday, November 26*	Monday, December 8*
Wednesday, December 31	Monday, January 12, 2015	Thursday, January 15, 2015	Monday, January 26, 2015

* 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 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, with required signature(s) or agent letter, a completed Checklist, review fee, proof of ownership, and nine (9) folded copies of the required plans by 4:30 p.m. on the published submittal deadline schedule.

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.

Resubmittal Information - Resubmittal documents submitted to the Gallatin Planning Department in response to the staff review comments must be turned in to the Gallatin 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", review fee, proof of ownership, and a corrected digital file unless otherwise specified in the review comments.

Gallatin Municipal-Regional Planning Commission - Meets in regular session the fourth Monday of each month and in work session the second Monday of each month. Meetings begin at 5 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall.

Gallatin City Council - Meets in regular session the first and third Tuesday of each month and in work session the second and fourth Tuesdays of each month. Meetings begin at 6 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall.



**2014 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES
GALLATIN MUNICIPAL AND REGIONAL BOARDS 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>
Thursday, January 2, 2014*	Thursday, January 16, 2014	Thursday, January 30, 2014*
Wednesday, January 29	Thursday, February 13	Thursday, February 27
Wednesday, February 26	Thursday, March 13	Thursday, March 27
Wednesday, March 26	Thursday, April 10	Thursday, April 24
Wednesday, April 23*	Thursday, May 8	Thursday, May 22
Wednesday, May 28	Thursday, June 12	Thursday, June 26
Wednesday, June 25	Thursday, July 17	Thursday, July 31*
Wednesday, July 30	Thursday, August 14	Thursday, August 28
Wednesday, August 27	Thursday, September 11	Thursday, September 25
Wednesday, September 24	Thursday, October 16	Thursday, October 30*
Wednesday, October 29	Thursday, November 13	Thursday, November 20*
Wednesday, November 12*	Wednesday, November 26*	Thursday, December 11*
Wednesday, December 31	Thursday, January 15, 2015	Thursday, January 29, 2015*

* 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 Board of Zoning Appeals. Please contact the Gallatin 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, with required signature(s) or agent letter, a completed Checklist, review fee, proof of ownership, and nine (9) folded copies of the required plans by 4:30 p.m. on the published submittal deadline schedule.

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.

Resubmittal Information - Resubmittal documents submitted to the Gallatin Planning Department in response to the staff review comments must be turned in to the Gallatin 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

Municipal and Regional Boards of Zoning Appeals - Only meet as necessary usually on the fourth Thursday of each month at 5:30 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall.