



**2015 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES  
GALLATIN MUNICIPAL AND REGIONAL BOARDS OF ZONING APPEALS**

(Reviews all administrative appeals, variances, and conditional use permit requests.)

<b><u>Submittal Deadline</u></b>	<b><u>Resubmittal Deadline</u></b>	<b><u>Meeting Date</u></b>
Wednesday, December 31, 2014	Thursday, January 15, 2015	Thursday, January 29, 2015
Wednesday, January 28	Thursday, February 12	Thursday, February 26
Wednesday, February 25	Thursday, March 12	Thursday, March 26
Wednesday, March 25	Thursday, April 16	Thursday, April 30
Wednesday, April 29	Thursday, May 14	Thursday, May 28
Wednesday, May 27	Thursday, June 11	Thursday, June 25
Wednesday, June 24	Thursday, July 16	Thursday, July 30
Wednesday, July 29	Thursday, August 13	Thursday, August 27
Wednesday, August 19	Thursday, September 10	Thursday, September 24
Wednesday, September 30	Thursday, October 15	Thursday, October 29
Wednesday, October 21	Thursday, November 5	Thursday, November 19
Wednesday, November 11	Thursday, December 3	Thursday, December 17
Wednesday, December 30	Thursday, January 14, 2016	Thursday, January 28, 2016

**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 **12:00 p.m. noon** 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 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: ten (10) 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.

**Municipal and Regional Boards 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.