



2015 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> |
|---------------------------|-------------------------------|-----------------------------|--------------------------|
| Wednesday, Dec. 31, 2014 | Monday, January 12, 2015 | Thursday, January 15, 2015 | Monday, January 26, 2015 |
| Wednesday, January 28 | Monday, February 9 | Thursday, February 12 | Monday, February 23 |
| Wednesday, February 25 | Monday, March 9 | Thursday, March 12 | Monday, March 23 |
| Wednesday, March 25 | Monday, April 13 | Thursday, April 16 | Monday, April 27 |
| Wednesday, April 22 | Monday, May 4 | Thursday, May 7 | Monday, May 18 |
| Wednesday, May 27 | Monday, June 8 | Thursday, June 11 | Monday, June 22 |
| Wednesday, June 24 | Monday, July 13 | Thursday, July 16 | Monday, July 27 |
| Wednesday, July 29 | Monday, August 10 | Thursday, August 13 | Monday, August 24 |
| Wednesday, August 26 | Monday, September 14 | Thursday, September 17 | Monday, September 28 |
| Wednesday, September 30 | Monday, October 12 | Thursday, October 15 | Monday, October 26 |
| Wednesday, October 28 | Monday, November 9 | Thursday, November 12 | Monday, November 23 |
| Wednesday, November 11 | No Work Session for Dec. Mtg. | Thursday, December 3 | Monday, December 14 |
| Wednesday, December 30 | Monday, January 11, 2016 | Thursday, January 14, 2016 | Monday, January 25, 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 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 **12:00 p.m. noon** on the published submittal deadline schedule. Rezoning requests that require an amendment to the *Gallatin on the Move 2020 General Development and Transportation Plan* should be submitted well in advance of the published submittal date so staff may properly advertise the proposed amendment in the newspaper.

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: 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 - Usually 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.



**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.)

| <u>Submittal Deadline</u> | <u>Resubmittal Deadline</u> | <u>Meeting Date</u> |
|----------------------------------|------------------------------------|----------------------------|
| 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.