



2022 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES GALLATIN MUNICIPAL PLANNING COMMISSION

(Reviews all subdivision plats, street acceptances, plans of service, Preliminary/Final Master Development Plans, rezonings, and site plans, per the Gallatin Zoning Ordinance and Subdivision Regulations)

<u>Submittal Deadline</u>	<u>Work Session Date</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Monday, December 13, 2021	Monday, January 10, 2022	Thursday, January 13, 2022	Monday, January 24, 2022
Tuesday, January 18*	Monday, February 14	Thursday, February 17	Monday, February 28
Monday, February 14	Monday, March 14	Thursday, March 17	Monday, March 28
Monday, March 14	Monday, April 11	Thursday, April 14	Monday, April 25
Monday, April 11	Monday, May 9	Thursday, May 12	Monday, May 23
Monday, May 16*	Monday, June 13	Thursday, June 16	Monday, June 27
Monday, June 13	Monday, July 11	Thursday, July 14	Monday, July 25
Monday, July 11	Monday, August 8	Thursday, August 11	Monday, August 22
Monday, August 15*	Monday, September 12	Thursday, September 15	Monday, September 26
Monday, September 12	Monday, October 3*	Thursday, October 13	Monday, October 24
Tuesday, October 11*	Monday, October 31*	Thursday, November 3*	Monday, November 14*
Monday, November 7*	Monday, November 28*	Thursday, December 1*	Monday, December 12*
Monday, December 12, 2022	Monday, January 9, 2023	Thursday, January 12, 2023	Monday, January 23, 2023

Pre-Application Conference Required - 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 schedule a pre-application conference. Applications will not be accepted without the required pre-application conference.

Initial Submittal Information - All submittals should be submitted digitally through the self-service portal on the city website (www.gallatintn.gov). Initial submittals must include a completed Application Form, with required owner signature(s) or agent letter, a completed Checklist, required supporting documents, review fee, PDF and DWG digital files of the completed plan set, and proof of ownership by **12:00 p.m.** on the published submittal deadline schedule. **Submittal information will be inspected upon arrival; incomplete submittals will no longer be accepted.**

Resubmittal Information - Resubmittal documents submitted through the self-service portal in response to the staff review comments must be turned in to the Gallatin Planning Department by **12:00 p.m.** on the published resubmittal deadline schedule. Resubmittals must include the following information in order to be considered complete: PDF and DWG digital files of the completed plan set, any requested/required supporting information, and a detailed response letter addressing all departmental review comments.

Gallatin Municipal Planning Commission - Usually meets in work session the second Monday of each month and in regular session the fourth Monday of each month. Meetings begin at 5 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall. ***Indicates a deviation from the normal schedule.**

Digital Submittals: If you have any issues with the digital submittal process, please contact the Planning Department for assistance.

The City of Gallatin ensures that no person or groups of persons shall, on the grounds of race, color, sex, religion, national origin, age, disability, retaliation or genetic information, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any and all programs, services, or activities administered, its recipients, sub-recipients, and contractors. To request an accommodation and/or an alternate format, please contact JamiAnn Hannah, ADA/504 Coordinator at 615-230-0681, or Tennessee Relay Services by dialing 7-1-1.