



**2010 SUBMITTAL AND RESUBMITTAL DEADLINES
GALLATIN BOARDS OF ZONING APPEALS**

| <u>Submittal Deadline</u> | <u>Resubmittal Deadline</u> | <u>Meeting Date</u> |
|------------------------------|-----------------------------|----------------------------|
| Monday, January 4, 2010 | Thursday, January 14, 2010 | Thursday, January 28, 2010 |
| Wednesday, January 27 | Thursday, February 11 | Thursday, February 25 |
| Wednesday, February 24 | Thursday, March 11 | Thursday, March 25 |
| Wednesday, March 24 | Thursday, April 15 | Thursday, April 29 |
| Wednesday, April 28 | Thursday, May 13 | Thursday, May 27 |
| Wednesday, May 26 | Wednesday, June 16* | Thursday, June 24* |
| Wednesday, June 30* | Thursday, July 15 | Thursday, July 29 |
| Wednesday, July 28 | Thursday, August 12 | Thursday, August 26 |
| Wednesday, August 25 | Thursday, September 16 | Thursday, September 30 |
| Wednesday, September 29 | Thursday, October 14 | Thursday, October 28 |
| Wednesday, October 27 | Wednesday, November 10* | Thursday, November 18* |
| Wednesday, November 17* | Monday, December 2* | Thursday, December 16* |
| Wednesday, December 29, 2010 | Thursday, January 13, 2011 | Thursday, January 27, 2011 |

* Denotes deviation from normal scheduling

Pre-Application Meeting Required - Most applications require the applicant to have a pre-application meeting 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 application 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 application documents by 4:30 p.m. on the published submittal deadline.

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. Resubmittals must include the following information in order to be considered a complete resubmittal: 16 corrected, folded copies of the resubmittal documents 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.