



2010 SUBMITTAL AND RESUBMITTAL DEADLINES
GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION

<u>Submittal Deadline</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Monday, January 4, 2010*	Thursday, January 14, 2010	Monday, January 25, 2010
Wednesday, January 27	Thursday, February 11	Monday, February 22
Wednesday, February 24	Thursday, March 11	Monday, March 22
Wednesday, March 24	Thursday, April 15	Monday, April 26
Wednesday, April 28	Thursday, May 13	Monday May 24
Wednesday, May 26	Thursday, June 17	Monday, June 28
Wednesday, June 30*	Thursday, July 15	Monday July 26
Wednesday, July 28	Thursday, August 12	Monday, August 23
Wednesday, August 25	Thursday, September 16	Monday, September 27
Wednesday, September 29	Thursday, October 14	Monday, October 25
Wednesday, October 27	Thursday, November 11	Monday, November 22
Wednesday, November 17*	Thursday, December 2*	Monday, December 13*
Wednesday, December 29, 2010	Thursday, January 13, 2011	Monday, January 24, 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 Code/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.