



**2011 SUBMITTAL AND RESUBMITTAL DEADLINES  
GALLATIN BOARDS OF ZONING APPEALS**

<u>Submittal Deadline</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Wednesday, December 29, 2010	Thursday, January 13, 2011	Thursday, January 27, 2011
Wednesday, January 26	Thursday, February 10	Thursday, February 24
Wednesday, February 23	Thursday, March 17	Thursday, March 31*
Wednesday, March 30	Thursday, April 14	Thursday, April 28
Wednesday, April 27	Thursday, May 12	Thursday, May 26
Wednesday, May 25	Thursday, June 16	Thursday, June 30*
Wednesday, June 29	Thursday, July 14	Thursday, July 28
Wednesday, July 27	Thursday, August 11	Thursday, August 25
Wednesday, August 24	Thursday, September 15	Thursday, September 29*
Wednesday, September 28	Thursday, October 13	Thursday, October 27
Wednesday, October 19*	Thursday, November 3*	Thursday, November 17*
Wednesday, November 16*	Thursday, December 1*	Thursday, December 15*
Wednesday, December 28, 2011	Thursday, January 12, 2012	Thursday, January 26, 2012

\* Denotes deviation from normal scheduling

**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 Municipal or Regional Board of Zoning Appeals. Please contact the Gallatin Codes/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, a completed checklist, and nine (9) folded copies of the required plans by 4:30 p.m. on the published submittal deadline schedule.

**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 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", 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.