



**2011 SUBMITTAL AND RESUBMITTAL DEADLINES
GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION**

<u>Submittal Deadline</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Wednesday, December 29, 2010	Thursday, January 13, 2011	Monday, January 24, 2011
Wednesday, January 26	Thursday, February 17	Monday, February 28
Wednesday, February 23	Thursday, March 17	Monday, March 28
Wednesday, March 30	Thursday, April 14	Monday, April 25
Wednesday, April 27	Thursday, May 12	Monday May 23
Wednesday, May 25	Thursday, June 16	Monday, June 27
Wednesday, June 29	Thursday, July 14	Monday July 25
Wednesday, July 27	Thursday, August 11	Monday, August 22
Wednesday, August 24	Thursday, September 15	Monday, September 26
Wednesday, September 28	Thursday, October 13	Monday, October 24
Wednesday, October 26	Thursday, November 17	Monday, November 28
Wednesday, November 16*	Thursday, December 1*	Monday, December 12*
Wednesday, December 28, 2011	Thursday, January 12, 2012	Monday, January 23, 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 Planning Commission. 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.