



City of Gallatin, Tennessee Codes/Planning Department

Development Review and Approval Process

Updated September 22, 2009

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DEVELOPMENT REVIEW POLICY AND PROCEDURES

The information provided in this packet is intended to summarize the City of Gallatin’s policies and procedures pertaining to the review and approval processes for applications submitted for consideration by the Planning Commission, Boards of Zoning Appeals, and City Council. The Codes/Planning Department is committed to providing quality customer service and assistance throughout the various review processes managed by the Department. Our goal is to make these processes as quick and easy as reasonably possible. However, in order for us to successfully meet this commitment and ensure a timely review of applications, we need your help to ensure that all required information and documentation outlined on the applicable review checklists is submitted along with the application materials by the published deadline dates and times. Please contact the Codes/Planning Department at (615) 451-5796 if you have any questions about what information needs to be included with your application.

QUICK REFERENCE GUIDE - SUBMITTAL REQUIREMENTS

REVIEW CHECKLISTS

- Review Checklists are provided for each major development activity type and are intended to assist applicants with identifying the major types of information that must be included on all applications submitted to the Codes/Planning Department. Additional information may be required to be submitted depending on the specific circumstances pertaining to each application.
 - If you are unsure of any item listed on this Checklist, please refer to the Zoning Ordinance or Subdivision Regulations for additional information about the requirements.
 - If a Checklist item does not apply to your application, please note in the box next to the item that it does not apply “N/A”. Otherwise, please clearly mark each box in the Checklist to indicate that the required information has been provided.
 - If you have any additional questions, please contact the Codes/Planning Department staff member assigned to your application.
 - The Codes/Planning Department requires that a written response letter be provided for any Checklist items that have not been included or addressed in the initial submittal documents.

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 Codes/Planning Department to determine whether your application requires a pre-application conference.
- Applications will not be accepted without a required pre-application conference.

PROPERTY IDENTIFICATION AND ZONING INFORMATION REQUIRED ON ALL PLANS

- Correct zoning, property, and location identification must be clearly noted on the application form and listed on the plan documents in a Site Data Table.
- Please make sure that the following information is included on your application materials:

<ul style="list-style-type: none"> ➤ Tax map and parcel numbers for property ➤ Property owner information ➤ Property address ➤ Current and proposed zoning of the property 	<ul style="list-style-type: none"> ➤ Existing and proposed use ➤ Bulk regulations data ➤ Yard and building setback requirements ➤ Label surrounding property owners and zoning
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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.
- An answer of N/A is required for questions not applicable to your project for it to be considered a complete application. Failure to provide a completed Checklist and/or failure to provide required information will constitute an incomplete submittal.
- Review fees are expected to be submitted with the application documents unless prior approval has been obtained from the Codes/Planning Department. Please contact the Codes/Planning Department if you have any questions on the fee schedule or how to calculate the fee amount.
- Digital files must be submitted with the initial application unless prior approval has been obtained from the Codes/Planning Department.
- **Applications determined to be deficient or incomplete will not be accepted or placed on the Planning Commission agenda. Application documents must be corrected and resubmitted to the Codes/Planning Department by the initial submittal deadline to be eligible for consideration at the next regularly scheduled Planning Commission meeting.**

APPLICANT/AGENT CONTACT PERSON

- Applications must be signed by the property owner or agent. If the application is not signed by the property owner, then a letter signed by the property owner designating the contact person/agent must be submitted along with the completed application.
- The applicant and designated agent for the project is responsible for becoming familiar with the regulations, policies, and procedures of the City of Gallatin and shall represent the applicant at all public meetings and is the person responsible for the quality and accuracy of the submitted plans.
- **Please provide e-mail addresses for all project contacts including the applicant, agent and property owner in the space provided on the application.**
- **Departmental review comments and other correspondence pertaining to the project will be sent to the project contacts electronically via e-mail.**
- **If you do not have access to e-mail, please indicate a fax number or standard mailing address on the application.**
- **The Codes/Planning Department will continue to send "Checkprints" via regular mail.**

RESUBMITTAL INFORMATION

- Resubmittal documents submitted to the Codes/Planning Department in response to the staff review comments must be turned into the 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:
 - Seventeen (17) corrected, folded copies (1 full size and 16 half size if original plans are greater than 18 x 24) of the resubmittal documents and any supporting information.
 - A detailed response letter, addressing all departmental review comments.
 - Return the original "Checkprint" to the Codes/Planning Department along with the resubmittal documents.
 - A corrected digital file of subdivision plats, site plans, PMDP, and FMDP in a DGN or DWG format unless otherwise specified in the review comments.



- Digital copy of all pages of subdivision plats, site plans, PMDP, and FMDP, including all supporting documentation and correspondence in a PDF format.

ENGINEERING DOCUMENTS

- Traffic studies, storm water management plans, and construction plans must be submitted with the initial application documents unless prior approval has been obtained in writing from the Engineering Department.
- Final Plats will not be placed on the Planning Commission agenda unless Construction Plans have been approved by the Engineering Department.

PLANNING STAFF CONTACT PERSON

- A staff planner will be assigned as the main Codes/Planning Department contact for each application.
- All planning and zoning comments and questions pertaining to the application need to be directed to the designated staff contact person.
- Questions concerning other City Departments' comments should first be directed to the applicable City Department.
- If you are unable to resolve your question or need additional information, please contact your assigned staff planner for further assistance.



THE DEVELOPMENT REVIEW PROCESS

- The following is a summary of the City of Gallatin development review process for most types of projects, including: annexation requests, rezoning requests and Preliminary Master Development Plans, site plans, Final Master Development Plans, and subdivision plats.
- Many projects will require the approval of several of these items. The Planning Commission may consider Final Master Development Plans, Site Plans, and Preliminary Plats for a development on the same agenda. Final Plats typically must be considered by the Planning Commission at the same meeting following consideration of the Preliminary Plat.
- Visit the City of Gallatin website at www.gallatinonthemove.com for additional information including links to all City Departments, Development Review Checklists, Applications, Meeting Dates, Submittal Deadlines, and Zoning, Subdivision, and Storm Water Regulations.

Step 1: Pre-application Meeting With Staff

- The Codes/Planning Department maintains a supply of ordinances, regulations, applications, review Checklists, and other information, many of which are also available on-line at www.gallatinonthemove.com
- Anyone interested in developing property in Gallatin should contact the Codes/Planning Department to discuss their proposal with a Planning staff person.
- In addition, prior to submitting an application to the Codes/Planning Department it is necessary to conduct a preliminary meeting with staff in advance of submittal of application.
- Staff will assist you with your proposal and help you identify what information must be provided, the approval schedule for the project, and provide you with the forms necessary to begin the development review process.
(Recommend meeting with staff at least 15-30 days before submitting application)

Step 2: Planning Commission Review and Approval – Application deadline

- In order to be considered by the Planning Commission or Boards of Zoning Appeals at a regularly scheduled meeting, an application and supporting documents must be submitted to the Codes/Planning Department by the published application deadline.
- Initial submittal documents must include a completed Application Form, a completed Checklist, review fee and nine (9) folded copies of the required application documents by 4:30 p.m. on the published submittal deadline.
- Applications determined to be deficient or incomplete will not be accepted or placed on the Planning Commission agenda.
- Applications not accepted must be corrected and resubmitted to the Codes/Planning Department by the initial submittal deadline to be eligible for consideration at the next regularly scheduled Planning Commission meeting.
(Development Review week 0)

Step 3: Staff Review #1

- 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 either electronically or by fax for each project by Friday of staff review week and Checkprints will follow in the mail.



(Development Review week 1)

Step 4: Revised Application Materials

- Applicants have until the Thursday of this week to submit corrected copies to the Codes/Planning Department.
- Resubmittal documents submitted in response to the staff review comments must be turned in to the 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:
 - Seventeen (17) corrected, folded copies of the resubmittal documents, digital file, any supporting information, and a detailed response letter addressing all departmental review comments.

(Development Review Week 2)

Step 5: Staff Review #2

- City staff will review resubmitted application materials and will prepare staff reports to be submitted to the Planning Commission or Boards of Zoning Appeals.
- Staff Reports will be sent to the designated Applicant/Agent for each project by Friday of this staff review week.

(Development Review week 3)

Step 6: Planning Commission or Boards of Zoning Appeals Meeting

- The Planning Commission or Boards of Zoning Appeals will consider applications submitted at the regularly scheduled meeting (typically the 4th Monday of every month unless changed due to holiday – see published schedule for dates).
 - Site Plans, Final Master Development Plans, Subdivision Plats, Variance Requests, and Conditional Use Permit Requests can be approved by Planning Commission at this meeting. No further action is required – proceed to the section on the Permit Process for information concerning the next phase of the approval process.
 - Rezoning and Annexation requests require approval by City Council – proceed to Step 7.
 - Immediately following the Planning Commission or Board of Zoning Appeals meeting, the Codes/Planning Department will send an Action Form to notify all applicants concerning the action taken at the meeting and identify what steps or requirements, if any, are remaining in the approval process. If City Council approval is required, the Action Form will note when documents must be submitted in order to be placed on the next available Council Committee agenda.

- **Post Planning Commission Approval**
Items approved by the Planning Commission typically contain conditions of approval and require the submission of site or subdivision performance bonds before Zoning and Building Permits may be issued. Please make sure that the corrected copies of plans and supporting documents are submitted to the Codes/Planning Department for final approval.

(Development Review week 4)

Step 7: City Council Meetings

- The City Council is required to review and approve Ordinances pertaining to Rezoning, Preliminary Master Development Plans, and Annexation Requests.
- These items require two (2) readings by City Council, including a public hearing prior to 2nd reading.



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- All actions requiring passage by Ordinance must be considered by Council Committee prior to being placed on a City Council agenda. The Council Committee meets on the second and fourth Tuesday of each month.
- The Planning Commission Action Form will specify when documents must be submitted to the Codes/Planning Department in order for the item to be placed on the Council Committee agenda.
- Items requiring City Council approval will be placed on the agenda for the next regularly scheduled City Council meeting following consideration by Council Committee. City Council meets on the first and third Tuesday of each month.
- Public Hearings are held prior to second reading of the Ordinance by City Council and, due to public notice requirements, are typically scheduled for the second regularly scheduled City Council meeting following first reading by City Council.

(Development Review weeks 5 to 11)

Step 8: Planning Commission Meeting

- Rezoning requests requiring City Council approval of a Preliminary Master Development Plan must also have a Final Master Development Plan approved by the Planning Commission.
- In order to facilitate the approval process, Final Master Development Plan applications may be submitted to the Cods/Planning Department (Follow Steps 1 through 6) prior to second reading by City Council. Otherwise, applications may be submitted for any other regularly scheduled Planning Commission agenda.

(Development Review weeks 9 to 13)



PERMIT APPROVAL PROCESS

The following is a summary of typical City of Gallatin permit processes that pertain to the issuance of Land Disturbance Permits, Zoning Permits, Building Permits, and Water, Sewer and Gas Utility Approvals.

Land Disturbance Permit

- Prior to commencing any site grading or land disturbance activities of an area greater than one (1) acre or a change of the elevation of a property, a Land Disturbance Permit (LDP) must be obtained from the Engineering Department.
- Site grading and preparation activities may begin as soon as all conditions of approval have been met and all applicable State of Tennessee Storm Water Permits has been submitted to the Codes/Planning Department and Engineering Department.
- A Building Permit is required prior to beginning building foundations or footings.

Zoning and Building Permits

- Applicants are eligible to apply for Zoning and Building Permits upon receiving final approval by the Planning Commission as outlined in Steps 6 and 8 above.
- A completed Building Permit Application and building construction plans and specifications must be submitted to the Codes/Planning Department for approval.
- Upon receiving the Building Permit Application, the Codes/Planning Department will forward the request to the Engineering and Fire Departments for approval.
- Contact the Codes/Planning Department at (615) 451-5968 or (615) 451-5796 to obtain additional information about Building Permit Application requirements.
- **Required Information:** In order to ensure the timely processing of the Permit Application by these Departments, please make sure that all conditions of approval and any required site performance bonds, as noted on the Planning Commission Action Form, have been submitted to the applicable Department. Failure to submit this information will delay the processing of the Building Permit by these Departments.
- **Sumner County Adequate Facilities Tax:** Certification of payment or exemption from the Sumner County Adequate Facilities Tax must be submitted to the Codes/Planning Department prior to the issuance of the Building Permit. This form is obtained from the Sumner County Codes Department located in the County Administration Building on Belvedere Drive. Contact (615) 452-1467 for specific information concerning the Sumner County Adequate Facilities Tax.

Water, Sewer, and Gas Approvals

- The Public Utilities Department is responsible for approving water, sewer and gas utility plans, specifications, and permits. Please contact the Public Utilities Department at (615) 451-5922 to obtain additional information.



Subdivision and Site Bonds

- The Planning Commission will establish a bond amount that must be submitted prior to the recording of final plats and prior to the issuance of a building permit for site plans and final master development plans.
- City Departments will conduct regular inspections throughout the construction process to ensure that applicable regulations and requirements are met.
- At the appropriate time, a final inspection must be requested for the subject project.
- Site Bonds must be maintained for at least one (1) year.
- All bonds must be automatically renewing and must contain a 60-day notice of non-renewal statement that is acceptable to the City Attorney.
- Subdivision Performance Bonds must be maintained for at least four (4) years after the date Final Plat was recorded, or until 80% of the lots are fully developed, whichever is the shorter period of time.
- A Subdivision Maintenance Bond (10% of the original amount of the Subdivision Bond) must be submitted to the Codes/Planning Department upon approval of the Acceptance Resolution by City Council. The Subdivision Performance Bond must remain in effect until the Acceptance Resolution has been approved by City Council and the required maintenance bond has been submitted.
- The following City Departments are responsible for performing bond inspections:
 - ❑ **Codes/Planning Department** – Site and landscaping inspections
 - ❑ **Engineering Department** – Storm water, site grading, drainage, and roadway inspections;
 - ❑ **Fire Department** – Life safety and Fire Code inspections
 - ❑ **Public Utilities Department** – Water, gas, and sewer installation
- At the appropriate time, a final inspection must be requested for the subject project.
- Requests for final inspections or reductions to Subdivision or Site Performance Bonds must be submitted in writing to the Codes/Planning Department.

Use and Occupancy/Certificate of Occupancy Permits

- City Departments will conduct regular inspections throughout the construction process to ensure that applicable codes and regulations are met.
- At the appropriate time, a final inspection must be requested for the subject project.
- The Codes/Planning Department is responsible for notifying the Engineering and Fire Departments when a final inspection has been requested.
- Pending satisfactory completion of required improvements, a Use and Occupancy/Certificate of Occupancy Permit can be issued for the project.
- The following City Departments are responsible for performing the specified inspections:
 - ❑ **Codes/Planning Department** – Building, Plumbing, and Mechanical Code inspections; Site and landscaping inspections;
 - ❑ **Engineering Department** – Storm water, Site Grading, Drainage, and Roadway inspections;
 - ❑ **Fire Department** – Life Safety and Fire Code inspections;
 - ❑ **State Electrical Inspector** – Electrical inspections.
 - ❑ **Public Utilities Department** – Water, Gas, and Sewer installation
- **A Use and Occupancy/Certificate of Occupancy Permit must be issued by the Codes/Planning Department before any building or structure may be used for any activity.**



**CITY OF GALLATIN
CONTACT INFORMATION**

City of Gallatin – City Hall

132 West Main Street
Gallatin, TN 37066
Website: www.gallatinonthemove.com

Codes/Planning Department – (615) 451-5796 or (615) 451-5968 Fax: (615) 452-0348

- Director of Codes & Planning: Tony Allers – Email: tony.allers@gallatin-tn.gov
- Assist. Director of Codes & Planning: Katherine Schoch – Email: katherine.schoch@gallatin-tn.gov
- Community Development Coordinator: Jim Svoboda, AICP – Email: jim.svoboda@gallatin-tn.gov
- Planner II: Kevin Chastine, AICP – Email: kevin.chastine@gallatin-tn.gov
- Planner I: Robert Kalisz – Email: robert.kalisz@gallatin-tn.gov
- Planning Assistant: Denise Knight – Email: denise.knight@gallatin-tn.gov
- Executive Secretary.: Jackie Hoyle – Email: jackie.hoyle@gallatin-tn.gov
- Permit Specialist/Administrative Assistant: Cindy Brazel – Email cindy.brazel@gallatin-tn.gov
- Permit/Records Clerk: Glenda Troutt – Email glenda.troutt@gallatin-tn.gov
- Commercial Building Inspector: Larry Matthews – Email: larry.matthews@gallatin-tn.gov
- Codes Inspector I: Art Brese – Email: arthur.brese@gallatin-tn.gov
- Property & Housing Inspector: Johnny Morris – Email: johnny.morris@gallatin-tn.gov
- Mechanical Inspector: Larry Dennis – Email: larry.dennis@gallatin-tn.gov
- Plumbing/Mechanical Inspector: Steve Vaughn – Email: steve.vaughn@gallatin-tn.gov

Engineering Department – (615) 451-5965

- City Engineer: Nick Tuttle, P.E. – Email: nick.tuttle@gallatin-tn.gov
- Project Manager I: Zach Wilkinson, E.I.T. – Email: zach.wilkinson@gallatin-tn.gov
- Project Manager I: Dewayne Rogers, E.I.T. – Email: dewayne.rogers@gallatin-tn.gov
- Quality Control Inspector: Richard Snow – Email: richard.snow@gallatin-tn.gov
- Executive Secretary: Janis Chestnutt – Email: janis.chestnutt@gallatin-tn.gov

Gallatin Public Utilities – Water, Gas, and Sewer – (615) 451-5922

Administrative Offices
239 Hancock Street
Gallatin, TN 37066
Website: www.gallatinutilities.com

- Superintendent of Public Utilities, David Gregory – Email: dgregory@gallatinutilities.com
- Assistant Superintendent of Public Utilities, David Kellogg – Email: dkellogg@gallatinutilities.com

Gallatin Department of Electricity – (61) 452-5152

135 Jones Street
Gallatin, TN 37066
Website: www.gallatinelectric.com

- Director – Bill Draper – Email: wdraper@gallatinelectric.com

Economic Development Agency – (615) 451-5940

- Executive Director, Clay Walker – Email: clay.walker@gallatin-tn.gov
- Administrative Assistant, Shirley Smith – Email: shirley.smith@gallatin-tn.gov



ATTACHMENTS

- Meeting and Submittal Schedules
- Application
- Checklists