

City of Mt. Juliet 2026 Planning Commission Submittal Calendar

Month	Pre-Application Mtg, (Appt times to be scheduled, we recommend scheduling well in advance.)	Submittal Deadline 3:00 pm	Open Tech Review (Applicant Attendance Mandatory)	Staff Comments Available	Resubmittal Deadline 3:00	Tech Review (Staff Only)	Packages to PC members	PC meeting 6:30 pm
January	Dec 2, 2025	Dec 17, 2025	*Dec 19, 2025	*Dec 23, 2025	*Dec 31, 2026	Jan 6, 2025	Jan 9, 2026	Jan 15, 2026
February	Dec 30, 2025	Jan 14, 2026	Jan 20, 2026	Jan 23, 2026	Jan 29, 2026	Feb 10, 2026	Feb 13, 2026	Feb 19, 2026
March	Jan 27, 2026	Feb 18, 2026	Feb 24, 2026	Feb 27, 2026	March 5, 2026	March 10, 2026	March 13, 2026	March 19, 2026
April	March 3, 2026	March 18, 2026	March 24, 2026	March 27, 2026	April 2, 2026	April 7, 2026	April 10, 2026	April 16, 2026
May	March 31, 2026	April 15, 2026	April 21, 2026	April 24, 2026	April 30, 2026	May 12, 2026	May 15, 2026	May 21, 2026
June	April 28, 2026	May 20, 2026	May 26, 2026	May 29, 2026	June 4, 2026	June 9, 2026	June 12, 2026	June 18, 2026
July	June 2, 2026	June 17, 2026	June 23, 2026	June 26, 2026	July 2, 2026	July 7, 2026	July 10, 2026	July 16, 2026
August	June 30, 2026	July 15, 2026	July 21, 2026	July 24, 2026	July 30, 2026	Aug 11, 2026	Aug 14, 2026	Aug 20, 2026
September	July 28, 2026	Aug 19, 2026	Aug 25, 2026	Aug 28, 2026	Sept 3, 2026	Sept 8, 2026	Sept 11, 2026	Sept 17, 2026
October	Sept 1, 2026	Sept 16, 2026	Sept 22, 2026	Sept 25, 2026	Oct 1, 2026	Oct 6, 2026	Oct 9, 2026	Oct 15, 2026
November	Sept 29, 2026	Oct 14, 2026	Oct 20, 2026	Oct 23, 2026	Oct 29, 2026	Nov 10, 2026	Nov 13, 2026	Nov 19, 2026
December	Oct 27, 2026	Nov 18, 2026	*Nov 20, 2026	*Nov 24, 2026	Dec 3, 2026	Dec 8, 2026	Dec 11, 2026	Dec 17, 2026
January 2026	Dec 1, 2026	Dec 16, 2026	*Dec 18, 2026	*Dec 22, 2026	Jan 7, 2026	Jan 12, 2026	Jan 15, 2027	Jan 21, 2027

Pre-Application Meeting – All submittals will be required to have attended a pre-app meeting prior to submitting a project. Contact the Planning office to reserve a spot on our Pre-App Agendas. All reservations must be received at least 3 business days prior to the Pre-App meeting date. Due to time constraints, Pre-App meeting appointments are limited to 30-minute increments per project. **PRE-APPS ARE ONLY HELD ONCE PER CYCLE AND SLOTS FILL QUICKLY. PLEASE PLAN ACCORDINGLY.**

Initial Submittal - Must be received by 3:00 pm on the published submittal deadline. **No late or incomplete submittals will be accepted.** All submittals must include the following uploaded to the associated Planning Commission Project Submittal case file in <https://mtjuliet-tn.govbuilt.com/>: application, checklist, fee worksheet, letters of sewer availability (if required), a recorded copy of the Deed(s) for the parcel(s) listed on the application, a legal description of the project property in Microsoft Word format, a **digital plan set file uploaded to the case file** with all files saved in PDF format. Submissions must also include **Ten (10) 11 x 17-inch FOLDED and stapled copies and ONE (1) 24 x 36-inch FOLDED and stapled copies.** Internal administrative/staff reviews will follow the submittal calendar dates.

Resubmittal – If project has not been seen by City Staff in more than two months, it must be resubmitted on an Initial Submittal date and go through Open Tech Review. Must be received by 3:00 pm on the published resubmittal deadline. **No late or incomplete submittals will be accepted.** All submittals must include the following: Uploaded to the project submittal case file in <https://mtjuliet-tn.govbuilt.com/> an updated digital file with all files saved in PDF format & a digital copy of the response letter. Resubmissions must also include **TWENTY FIVE (25) 11 x 17-inch, ONE (1) 24 x 36-inch corrected, FOLDED, and stapled paper copies with plan changes “clouded”,** supporting documentation and a detailed response letter that incorporates the departmental review comments & response/action taken on each item. Please include **fifteen (15) separate copies of your response letter.**

Notes - * Highlighted areas are date changes or modified scheduling due to holidays. ****Please note the following changes to our requirements, A Legal Description of the property is required for all projects where Board of Commissioner approval is necessary, recorded copies of Deeds now required** ****PROJECTS ADVANCING TO THE BOARD OF COMMISSIONERS WILL BE REQUIRED TO SUBMIT 10 (11X17 IN) CORRECTED PAPER COPIES NO LATER THAN 10 BUSINESS DAYS BEFORE THE BOC MEETING WHEN YOUR PROJECT IS BEING HEARD.**

**** Following the finalization of the Planning Commission agenda, no further changes, amendments or substitutions will be allowed by the applicants.**

**** All projects now require a digital application on <https://mtjuliet-tn.govbuilt.com/>**