

City of Mt. Juliet 2025 Planning Commission Submittal Calendar

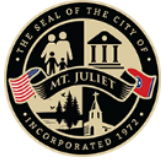
Month	Pre-Application Mtg, (Appt times to be scheduled, we recommend scheduling well in advance.)	Submittal Deadline 3:00 pm	Open Tech Review (Applicant Attendance Mandatory)	Staff Comments Available	Resubmittal Deadline 3:00	Tech Review (Staff Only)	Packages to PC members	PC meeting 6:30 pm
January	Dec. 3, 2024	Dec. 16, 2024	Dec. 17, 2024	Dec. 20, 2024	Jan. 2, 2025	Jan. 7, 2025	Jan. 10, 2025	Jan. 16, 2025
February	*Dec. 27, 2024	Jan. 15, 2025	*Jan. 22, 2025	Jan. 24, 2025	Jan. 30, 2025	Feb. 4, 2025	Feb. 14, 2025	Feb. 20, 2025
March	Jan. 28, 2025	Feb. 19, 2025	Feb. 25, 2025	Feb. 28, 2025	March 6, 2025	March 11, 2025	March 14, 2025	March 20, 2025
April	March 4, 2025	March 19, 2025	March 25, 2025	March 28, 2025	April 3, 2025	April 8, 2025	April 11, 2025	April 17, 2025
May	April 1, 2025	April 16, 2025	April 22, 2025	April 25, 2025	May 1, 2025	May 6, 2025	May 9, 2025	May 15, 2025
June	No meeting	No meeting	No meeting	No meeting	No meeting	No meeting	No meeting	No meeting
July	*May 28, 2025	June 18, 2025	June 24, 2025	June 27, 2025	July 3, 2025	July 8, 2025	July 11, 2025	July 17, 2025
August	July 1, 2025	July 16, 2025	July 22, 2025	July 25, 2025	July 31, 2025	Aug. 5, 2025	Aug. 15, 2025	Aug. 21, 2025
September	July 29, 2025	Aug. 20, 2025	Aug. 26, 2025	Aug. 29, 2025	Sept. 4, 2025	Sept. 9, 2025	Sept. 12, 2025	Sept. 18, 2025
October	*Sept. 3, 2025	Sept. 17, 2025	Sept. 23, 2025	Sept. 26, 2025	Oct. 2, 2025	Oct. 7, 2025	Oct. 10, 2025	Oct. 16, 2025
November	Sept. 30, 2025	Oct. 15, 2025	Oct. 21, 2025	Oct. 24, 2025	Oct. 30, 2025	Nov. 4, 2025	Nov. 14, 2025	Nov. 20, 2025
December	Oct. 28, 2025	Nov. 19, 2025	*Nov. 24, 2025	*Nov. 26, 2025	Dec. 4, 2025	Dec. 9, 2025	Dec. 12, 2025	Dec. 18, 2025
January 2026	Dec. 2, 2025	Dec. 17, 2025	*Dec. 19, 2025	*Dec. 23, 2025	*Dec. 31, 2026	Jan. 6, 2025	Jan. 9, 2026	Jan. 15, 2026

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: Paper copies of completed/signed application, completed checklist, fees, 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 (if applicable), **USB digital file** with all files saved in PDF format, & all pages saved individually. Submissions must include **TWELVE (12) 11 x 17-inch folded and stapled copies and ONE (1) 24 x 36-inch folded and stapled copies.** **Land Use Map Amendments must be submitted fourteen (14) days prior to the initial submittal date due to publication requirements. 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: Updated Digital file with all files saved in PDF format & all pages saved individually. Resubmissions must include **THIRTY (30) 11 x 17-inch, ONE (1) 24 x 36-inch** corrected, folded and stapled 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 COPIES NO LATER THAN 10 BUSINESS DAYS BEFORE THE BOC MEETING WHEN YOUR PROJECT IS BEING HEARD.** **** Any project that is deferred for longer than three months must come back on initial submittal date.** **** Subject to change when online submittal system goes live.** **** Following of the finalization of the Planning Commission agenda, no further changes, amendments or substitutions will be allowed by the applicants.**



Board of Zoning Appeals Submittal Calendar 2025

Month	Pre-Application Mtg,	Submittal Deadline 3:00 pm	Public Notice Due	Packets to Members	Meeting Date
<i>January</i>	Dec. 3, 2024	Dec. 9, 2024	*Dec. 23, 2024	Jan. 3, 2025	Jan. 9, 2025
<i>February</i>	*Dec. 27, 2024	Jan. 8, 2025	Jan. 29, 2025	Feb. 7, 2025	Feb. 13, 2025
<i>March</i>	Jan. 28, 2025	Feb. 12, 2025	Feb. 26, 2025	March 7, 2025	March 13, 2025
<i>April</i>	March 4, 2025	March 12, 2025	March 26, 2025	April 4, 2025	April 10, 2025
<i>May</i>	April 1, 2025	April 9, 2025	April 23, 2025	May 2, 2025	May 8, 2025
<i>June</i>	April 29, 2025	May 7, 2025	May 28, 2025	June 6, 2025	June 12, 2025
<i>July</i>	*May 28, 2025	June 11, 2025	June 25, 2025	*July 3, 2025	July 10, 2025
<i>August</i>	July 1, 2025	July 9, 2025	July 30, 2025	Aug. 8, 2025	Aug. 14, 2025
<i>September</i>	July 29, 2025	Aug. 13, 2025	Aug. 27, 2025	Sept. 5, 2025	Sept. 11, 2025
<i>October</i>	*Sept. 3, 2025	Sept. 10, 2025	Sept. 24, 2025	Oct. 3, 2025	Oct. 9, 2025
<i>November</i>	Sept. 30, 2025	Oct. 8, 2025	Oct. 29, 2025	Nov. 7, 2025	Nov. 13, 2025
<i>December</i>	Oct. 28, 2025	Nov. 12, 2025	Nov. 26, 2025	Dec. 5, 2025	Dec. 11, 2025
<i>January 2026</i>	Dec. 2, 2025	Dec. 10, 2025	Dec. 31, 2025	Jan. 2, 2026	Jan. 8, 2026

Pre-Application Meeting – All submittals will be required to have attended a pre-app meeting prior to submitting an appeal. 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.**

Submittal Requirements – Must be received by **4:00 pm** on the published submittal deadline. **No late or incomplete submittals will be accepted.** All submittals must include 10 copies all documents (Not the Application) being reviewed by the Board. i.e., Letters, Exhibits, Licenses, Photos, Etc.

Public Notice is Due by Close of Business on the Scheduled Due Date.

Board of Zoning Appeals Meetings are at 6:00 PM inside City Hall Commission Chambers at 2425 N. Mt. Juliet Rd. on the Scheduled Meeting Date.