

# City of Mt. Juliet 2024 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
<i>January</i>	Nov. 28, 2023	Dec. 20, 2023	Dec. 28, 2023	Dec. 29, 2023	Jan. 4, 2024	Jan. 8, 2024	Jan. 12, 2024	<i>Jan. 18, 2024</i>
<i>February</i>	Jan. 4, 2024	Jan. 17, 2024	Jan. 23, 2024	Jan. 26, 2024	Feb. 1, 2024	Feb. 5, 2024	Feb. 9, 2024	<i>Feb. 15, 2024</i>
<i>March</i>	Jan. 30, 2024	Feb. 14, 2024	Feb. 20, 2024	Feb. 23, 2024	Feb. 29, 2024	March 4, 2024	March 15, 2024	<i>March 21, 2024</i>
<i>April</i>	Feb. 26, 2024	March 20, 2024	March 26, 2024	March 29, 2024	April 4, 2024	April 8, 2024	April 12, 2024	<i>April 18, 2024</i>
<i>May</i>	April 2, 2024	April 17, 2024	April 23, 2024	April 26, 2024	May 2, 2024	May 6, 2024	May 10, 2024	<i>May 16, 2024</i>
<i>June</i>	April 30, 2024	May 15, 2024	May 21, 2024	May 24, 2024	May 30, 2024	June 3, 2024	June 14, 2024	<i>June 20, 2024</i>
<i>July</i>	May 29, 2024	June 18, 2024	June 25, 2024	June 28, 2024	July 3, 2024	July 8, 2024	July 12, 2024	<i>July 18, 2024</i>
<i>August</i>	July 1, 2024	July 17, 2024	July 23, 2024	July 26, 2024	Aug. 1, 2024	Aug. 5, 2024	Aug. 9, 2024	<i>Aug. 15, 2024</i>
<i>September</i>	July 30, 2024	Aug. 14, 2024	Aug. 20, 2024	Aug. 23, 2024	Aug. 29, 2024	Sept. 3, 2024	Sept. 13, 2024	<i>Sept. 19, 2024</i>
<i>October</i>	Aug. 27, 2024	Sept. 18, 2024	Sept. 24, 2024	Sept. 27, 2024	Oct. 3, 2024	Oct. 7, 2024	Oct. 11, 2024	<i>Oct. 17, 2024</i>
<i>November</i>	Oct. 1, 2024	Oct. 16, 2024	Oct. 22, 2024	Oct. 25, 2024	Oct. 31, 2024	Nov. 4, 2024	Nov. 15, 2024	<i>Nov. 21, 2024</i>
<i>December</i>	Oct. 29, 2024	Nov. 20, 2024	Nov. 25, 2024	Nov. 27, 2024	Dec. 5, 2024	Dec. 9, 2024	Dec. 13, 2024	<i>Dec. 19, 2024</i>
<i>January 2025</i>	Dec. 3, 2024	Dec. 16, 2024	Dec. 18, 2024	Dec. 20, 2024	Jan. 2, 2025	Jan. 6, 2025	Jan. 10, 2025	<i>Jan. 16, 2025</i>

**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 TWO (2) 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** – 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, TWO (2) 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.



# Board of Zoning Appeals Submittal Calendar 2024

Month	Pre-Application Mtg.	Submittal Deadline	Public Notice Due	Packets to Members	Meeting Date
January	November 28, 2023	December 13, 2023	December 28, 2023	January 5, 2024	January 11, 2024
February	January 4, 2024	January 10, 2024	January 25, 2024	February 2, 2024	February 8, 2024
March	January 30, 2024	February 7, 2024	February 29, 2024	March 8, 2024	March 14, 2024
April	February 26, 2024	March 13, 2024	March 28, 2024	April 5, 2024	April 11, 2024
May	April 2, 2024	April 10, 2024	April 25, 2024	May 3, 2024	May 9, 2024
June	April 30, 2024	May 8, 2024	May 30, 2024	June 7, 2024	June 13, 2024
July	May 29, 2024	June 12, 2024	June 27, 2024	July 5, 2024	July 11, 2024
August	July 1, 2024	July 10, 2024	July 25, 2024	August 2, 2024	August 8, 2024
September	July 30, 2024	August 7, 2024	August 29, 2024	September 6, 2024	September 12, 2024
October	August 27, 2024	September 11, 2024	September 26, 2024	October 4, 2024	October 10, 2024
November	October 1, 2024	October 9, 2024	October 31, 2024	November 8, 2024	November 14, 2024
December	October 29, 2024	November 13, 2024	November 28, 2024	December 6, 2024	December 12, 2024
Jan (2025)	December 3, 2024	December 11, 2023	December 26, 2023	January 3, 2025	January 9, 2025

**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.