City of Mt. Juliet - 2020 PLANNING COMMISSION SUBMITTAL CALENDAR

MONTH	SUBMITTAL DEADLINE @ 4:00 P.M.	OPEN TECH REVIEW @ 9am (CONSULTANT ATTENDANCE MANDATORY)	STAFF COMMENTS AVAILABLE	RESUBMITTAL DEADLINE @ 4:00 PM	PRE-APPLICATION MTG appt. times to be assigned. All Preapp meetings must be requested no later than (1) one week prior to the mtg. date	TECH REVIEW 9am	PACKAGES TO MEMBERS	PC MEETING @ 6:30 PM
JANUARY	12/18/2019	*12/23/2019	12/26/2019	1/2/2020	1/6/2020	1/7/2020	1/10/2020	*1/16/2020*
FEBRUARY	1/15/2020	1/21/2020	1/24/2020	1/30/2020	2/3/2020	2/4/2020	2/14/2020	*2/20/2020*
MARCH	2/19/2020	2/25/2020	2/28/2020	3/5/2020	3/9/2020	3/10/2020	3/13/2020	*3/19/2020*
APRIL	3/18/2020	3/24/2020	3/27/2020	4/2/2020	4/6/2020	4/7/2020	4/9/2020	*4/16/2020*
MAY	4/15/2020	4/21/2020	4/24/2020	4/30/2020	5/4/2020	5/5/2020	5/15/2020	*5/21/2020*
JUNE	5/20/2020	5/26/2020	5/28/2020	6/4/2020	6/8/2020	6/9/2020	6/12/2020	*6/18/2020*
JULY	6/17/2020	6/23/2020	6/26/2020	*7/1/2020	7/6/2020	7/7/2020	7/10/2020	*7/16/2020*
AUGUST	7/15/2020	7/21/2020	7/24/2020	7/30/2020	8/3/2020	8/4/2020	8/14/2020	*8/20/2020*
SEPTEMBER	8/19/2020	8/25/2020	8/28/2020	9/3/2020	*9/8/2020	9/8/2020	9/11/2020	*9/17/2020*
OCTOBER	9/16/2020	9/22/2020	9/25/2020	10/1/2020	10/5/2020	10/6/2020	10/9/2020	*10/15/2020*
NOVEMBER	10/14/2020	10/20/2020	10/23/2020	10/29/2020	11/2/2020	11/3/2020	11/13/2020	*11/19/2020*
DECEMBER	11/18/2020	11/24/2020	*11/25/2020	12/3/2020	12/7/2020	12/8/2020	12/11/2020	*12/17/2020*
JANUARY (2021)	12/16/2020	12/22/2020	*12/23/2020	12/31/2020	1/4/2021	1/5/2021	1/15/2021	*1/21/2021*

Pre-Application Meetings: **ALL SUBMITTALS WILL BE REQUIRED TO ATTEND A PRE APPLICATION MEETING UNLESS WAIVED BY THE PLANNING DEPARTMENT.**   *Please contact the Planning & Zoning office via email/phone to be placed on the pre-app agenda. Meetings are held on Monday unless otherwise specified, and appointment times will be assigned. All appointments are limited to 30 mins in duration.   **Requests must be made a minimum of one week prior to the Planning Commission Submittal Deadline.***

ALL SUBMISSIONS must include a Digital file (CD-flash drive) with files saved in PDF format by each Submittal information. All pages must be saved individually. -All submissions must include a completed application form, a completed checklist, all associated fees, letters of availability and *Twelve (12) full size FOLDED copies and two (2) half size copie,* by 4:00 pm on the published submittal deadline. **NO LATE SUBMITTALS PAST 4PM WILL BE ACCEPTED.** *Incomplete submittals WILL NOT BE ACCEPTED. **Add fourteen (14) days to the timeline, for submittal of a Land Use Map Amendment. STAFF REVIEWS MUST FOLLOW THE SUBMITTAL CALENDAR DATES.*

Resubmittal Information - ONLY ITEMS RECEIVED ON THE INITIAL SUBMITTAL DATE WILL BE ACCEPTED. Resubmittal documents submitted to the Planning and Zoning office in response to staff review comments must be received by the Planning Department by 4:00 p.m. on the published Resubmittal Deadline. **NO LATE SUBMITTALS PAST 4PM WILL BE ACCEPTED.** Resubmittals must include the following information in order to be considered complete; **a) Twenty (20) 11x17 and twelve (12) full size corrected, FOLDED copies** (**SEPARATED**) of the resubmittal documents (plan changes should be "clouded"), b) any supporting information, c) a detailed response letter that incorporates all departmental review comments and the response or action taken on each item **(MUST BE ATTACHED TO ALL FULL SIZE PLANS)** , d) and a corrected digital file (CD-FLASH DRIVE)unless otherwise specified in the review comments. **Failure to provide the above will be considered an incomplete submittals and will not be accepted. At that point the project will be deferred until the following month. If you have any questions, please contact the Planning and Zoning Department at 615-773-6283.**

Open Tech Review - *Attendance by a representative of the project is mandatory at Open Tech Review* . *Failure to attend this meeting will result in a deferral.*
PLEASE NOTE THE DATE CHANGE DUE TO THE HOLIDAY SCHEDULE.