



City of Mt. Juliet 2022 Planning Commission Submittal Calendar

| Month | Pre-Application Mtg, (Appt times to be scheduled, We recommend scheduling at least 2 weeks 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. 6, 2021 | Dec. 15, 2021 | Dec. 21, 2021 | Dec. 23, 2021 | Dec. 30, 2021 | Jan. 11, 2022 | Jan. 14, 2022 | Jan. 20, 2022 |
| February | Jan. 4, 2022 | Jan. 19, 2022 | Jan. 25, 2022 | Jan. 27, 2022 | Feb. 3, 2022 | Feb. 8, 2022 | Feb. 11, 2022 | Feb. 17, 2022 |
| March | Feb. 1, 2022 | Feb. 16, 2022 | Feb. 23, 2022 | Feb. 25, 2022 | March 3, 2022 | March 8, 2022 | March 11, 2022 | March 17, 2022 |
| April | March 1, 2022 | March 16, 2022 | March 22, 2022 | March 24, 2022 | March 31, 2022 | April 12, 2022 | April 14, 2022 | April 21, 2022 |
| May | March 29, 2022 | April 20, 2022 | April 26, 2022 | April 28, 2022 | May 5, 2022 | May 10, 2022 | May 13, 2022 | May 19, 2022 |
| June | May 3, 2022 | May 18, 2022 | May 24, 2022 | May 26, 2022 | June 2, 2022 | June 7, 2022 | June 10, 2022 | June 16, 2022 |
| July | June 1, 2022 | June 15, 2022 | June 22, 2022 | June 24, 2022 | June 30, 2022 | July 12, 2022 | July 15, 2022 | July 21, 2022 |
| August | June 28, 2022 | July 20, 2022 | July 26, 2022 | July 28, 2022 | Aug. 4, 2022 | Aug. 9, 2022 | Aug. 12, 2022 | Aug. 18, 2022 |
| September | Aug. 2, 2022 | Aug. 17, 2022 | Aug. 23, 2022 | Aug. 25, 2022 | Sept. 1, 2022 | Sept. 6, 2022 | Sept. 9, 2022 | Sept. 15, 2022 |
| October | Aug. 30, 2022 | Sept. 14, 2022 | Sept. 20, 2022 | Sept. 22, 2022 | Sept. 29, 2022 | Oct. 11, 2022 | Oct. 14, 2022 | Oct. 20, 2022 |
| November | Sept. 27, 2022 | Oct. 19, 2022 | Oct. 25, 2022 | Oct. 27, 2022 | Nov. 3, 2022 | Nov. 8, 2022 | Nov. 10, 2022 | Nov. 17, 2022 |
| December | Nov. 1, 2022 | Nov. 16, 2022 | Nov. 21, 2022 | Nov. 23, 2022 | Dec. 1, 2022 | Dec. 6, 2022 | Dec. 9, 2022 | Dec. 15, 2022 |
| January 2023 | Nov. 29, 2022 | Dec. 14, 2022 | Dec. 20, 2022 | Dec. 22, 2022 | Dec. 29, 2022 | Jan. 10, 2023 | Jan. 13, 2023 | Jan. 19, 2023 |

Pre-Application Meeting – All submittals will be required to have attended a pre-app meeting prior to submitting a project, unless previously waived by staff. Contact the Planning office for an appointment time, and all requests must be received 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 MONTH AND SLOTS FILL QUICKLY.**

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: Completed/signed application, completed checklist, fees, letters of availability (if required), **USB digital file (no CDs accepted)**, with all files saved in PDF format, & all pages saved individually. Submissions must include **Ten (10) 11 x 17-inch folded copies and Four (4) 24 x 36-inch folded 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 **Twenty-eight (28) 11 x 17-inch, Four (4) 24 x 36-inch corrected & folded 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) copies of the response letter. Do not attach to any plans.**

Notes - * Highlighted areas are date changes or modified scheduling due to holidays. ****Please note the following changes to our requirements, Digital Files are required to be submitted via USB Flash Drive, no CDs will be accepted. ***** SHOULD YOUR PROJECT ADVANCE TO THE BOARD OF COMMISSIONERS MEETING YOU WILL BE REQUIRED TO SUBMIT 8 (11X17 IN) CORRECTED COPIES NO LATER THAN EOD THE MONDAY BEFORE THE BOARD OF COMMISSIONERS MEETING WHERE YOUR PROJECT IS BEING HEARD. ****

| JANUARY | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 26 | 27 | 28 | 29 | 30 | 31 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

| FEBRUARY | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |

| MARCH | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 27 | 28 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

| APRIL | | | | | | |
|-------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 27 | 28 | 29 | 30 | 31 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |

| MAY | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |

| JUNE | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 29 | 30 | 31 | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |

| JULY | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 26 | 27 | 28 | 29 | 30 | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |

| AUGUST | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| SEPTEMBER | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 28 | 29 | 30 | 31 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |

| OCTOBER | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 25 | 26 | 27 | 28 | 29 | 30 | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |

| NOVEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 30 | 31 | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |

| DECEMBER | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 27 | 28 | 29 | 30 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |