

H.R.P.C. SUBMITTAL SCHEDULE

SUBMITTAL GUIDELINES:

Submit 8 sets for initial staff review. Sheet sizes shall not be larger than 24x36; if the size of the project requires a larger sheet size, approval must be first obtained from the Planning Department. All submittals must be complete and in compliance with appropriate checklists and scheduled deadlines. Any deviation will result in the submittal being rejected for agenda consideration. All submittals should be made with Barbara Story in the Planning Department and stamped "received."

Completed checklists must accompany all submittals.

Any item checked Not Applicable by the submitter that is deemed applicable by city staff will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact Fred Rogers, Planning Department, or Jerry Horton, Department of Public Works. No checklist items may be deleted.

RESUBMITTAL GUIDELINES:

Submit 10 half-size sets and 8 full size (24x36 maximum size) sets. (Initial staff comments may be picked up on the dates shown on the attached sheet, prior to re-submittal.) Include original red-lined plan sets provided by staff. Failure to address all staff comments and return all red-lined sets will result in submittal being pulled from the Planning Commission Agenda.

DESIGN REVIEW WAIVER REQUEST GUIDELINES:

All waiver requests from the Design Review Manual must be submitted in writing by the submittal deadline.

Any waiver request must reference a specific regulation.

APPLICATION FOR BUILDING PERMIT:

In regard to Site Plans, Building Permits may be applied for once plan approval has been granted by the Planning Commission. To apply for your building permit, submit 3 full-size and 2 half-size site plan sets which address all comments made by staff and Planning Commissioners at the Hendersonville Planning Commission Meeting. The plans will be reviewed by staff and stamped approved if all conditions and requirements have been met. Please allow at least two weeks for staff review. Submittals which do not address all comments will be rejected for Building Permit consideration.

Initial Submittal Deadline 12:00 pm	Pick-up Initial Staff Comments 3:00 pm	Resubmit Deadline 12:00 pm	Final Staff Comments Faxed after 3:00 pm	Planning Commission Meeting Date 6:30 pm
November 30, 2009	December 10	December 17	December 31	January 5, 2010
January 4	January 14	January 21	January 29	February 2
February 1	February 11	February 18	February 26	March 2
March 1	March 11	March 18	April 2	April 6
April 5	April 15	April 22	April 30	May 4
May 3	May 13	May 20	May 28	June 1
June 1	June 10	June 17	July 2	July 6
July 6	July 15	July 22	July 30	August 3
August 2	August 12	August 19	September 3	September 7
September 7	September 16	September 23	October 1	October 5
October 4	October 14	October 21	October 29	November 2
November 1	November 11	November 18	December 3	December 7
December 6	December 16	December 23	December 30	January 4, 2011