



Hendersonville Submittal Schedule 2026

This includes submittals for Hendersonville Planning Commission, Staff Level, and Post-Review Submittals.

I. Submittal Guidelines

- A. Submit a PDF and DWG format (all digital/no paper) of all submitted design documents. Plans must be emailed to the Planning Department at planning@hvilletn.org. If you do not receive confirmation of submittal within 48 business hours, please reach out to the Planning Department.
- B. Completed applications and checklists must accompany all submittals. Any item checked “Not applicable” by the submitter that is deemed applicable by the City Staff, will result in the entire submittal being rejected as incomplete. If in doubt about the applicability of a particular item, contact Timothy Whitten, Planning Department, or Stephen Winzenread, Public Works Department. No checklist items may be deleted.
- C. Submit appropriate review fees by **end of submittal week**. A fee schedule can be found on the City website (www.hvilletn.org/221/Planning).

All submittals must be complete and in compliance with appropriate checklists and scheduled deadlines. Any deviation could result in the submittal being rejected and asked to resubmit at the next deadline for agenda consideration. All submittals must be made to the Planning Department.

II. Initial Comments

Staff will review each project and submit comments to the Planning Department to be distributed to the applicant on the dates shown on the attached Submittal Schedule, prior to resubmittal.

III. Resubmittal Guidelines

- A. Submit a PDF and DWG format (all digital/no paper) of all submitted design documents. Plans must be emailed to the Planning Department at planning@hvilletn.org.
- B. Responses to Staff Comments, if any.

Failure to address all staff comments may result in submittal being pulled from the Planning Commission Agenda. All submittals must be made to the Planning Department.



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IV. Final Comments

Staff will review each project and submit comments to the Planning Department to be distributed to the applicant on the dates shown on the attached Submittal Schedule.

It is the applicant's responsibility to respond to the Final Comments (either agree or disagree) by 9:00AM on Friday before the Planning Commission meeting. Failure to do so may result in the submittal being pulled from the Planning Commission agenda. All responses must be made to the Planning Department.

V. Design Review Waiver Request Guidelines

- A. All waiver requests from the Building Design Standards or Landscaping Standards must be submitted in writing by the submittal deadline.
- B. Any waiver requests must reference a specific regulation.



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Applicant Initial Submittal Deadline for Staff Review: @ 12 PM	Initial Comments/Markups Available for Applicant	Applicant Resubmittal Deadline for Staff Review: @ 9 AM	Final Comments Available for Applicant	Planning Commission Meeting Date @ 6:30 PM
Monday	Wednesday	Thursday	Thursday	Tuesday
December 29, 2025	January 14, 2026	January 22, 2026	January 29, 2026	February 3, 2026
January 26	February 11	February 19	February 26	March 3, 2026
February 23	March 11	March 19	April 1*	April 7, 2026
March 30	April 15	April 23	April 30	May 5, 2026
April 27	May 13	May 20*	May 28	June 2, 2026
May 26*	June 10	June 18	July 1*	July 7, 2026
June 29	July 15	July 23	July 30	August 4, 2026
July 27	August 12	August 20	August 27	September 1, 2026
August 24	September 9	September 17	October 4	October 6, 2026
September 28	October 14	October 22	October 29	November 2, 2026*
October 19*	November 4	November 12	November 19	December 1, 2026
November 9*	December 2	December 10	December 17	January 5, 2027

VI. *Denotes an atypical submittal or meeting date

VII. **Please note, if the project includes an amendment to the Future Land Use Plan, the project should be submitted at least 15 prior to the initial submittal deadline listed to account for the State's 30-day public notice requirement.