

# 2022 Town of Chapel Hill, TN Planning Development Review Schedule

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
						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					

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
		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		

## MAY

SUN	MON	TUE	WED	THU	FRI	SAT
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				

## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
					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						

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				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	

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
		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			

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
		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					

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
					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

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
			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		

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
	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			

## OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
						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					

## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
				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

**Daily Hours: Monday-Friday, 7:30 AM - 4:00 PM**

4650 Nashville Highway

Chapel Hill, TN 37034

(931) 364-7632

[amandaharrington@townofchapelhilltn.gov](mailto:amandaharrington@townofchapelhilltn.gov)

[www.townofchapelhilltn.gov](http://www.townofchapelhilltn.gov)

**PC Applications Due by 3:00 PM CST**

**Mandatory Pre-Planning Meeting 2:00 PM CST**

**PC Resubmittals Due by 3:00 PM CST**

**Planning Commission Meeting 6:00 PM CST**

## TOWN HALL HOLIDAY CLOSURES

January 1: New Year's Day (Observed December 31, 2021)

Third Monday in January: Rev. Dr. Martin Luther King Jr. Day

Third Monday in February: President's Day (February 21)

Friday before Easter: Good Friday (April 15)

Last Monday in May: Memorial Day (May 30)

July 4: Independence Day

First Monday in September: Labor Day (September 5)

November 11: Veterans Day

Fourth Thursday in November: Thanksgiving (November 24)

Friday after Thanksgiving Day: Thanksgiving Companion Day (November 25)

December 25: Christmas Day (Observed December 23)

December 26: Christmas Companion Day

## Application Due Review Meeting Resubmittal Date PC Meeting Date

1/4/2022	1/10/2022	1/19/2022	1/24/2022
2/2/2022	2/14/2022	2/23/2022	2/28/2022
3/2/2022	3/14/2022	3/22/2022	3/28/2022
4/5/2022	4/11/2022	4/19/2022	4/25/2022
5/3/2022	5/9/2022	5/17/2022	5/23/2022
6/1/2022	6/13/2022	6/21/2022	6/27/2022
7/6/2022	7/11/2022	7/19/2022	7/25/2022
8/2/2022	8/8/2022	8/16/2022	8/22/2022
9/1/2022	9/12/2022	9/20/2022	9/26/2022
10/4/2022	10/10/2022	10/18/2022	10/24/2022
11/3/2022	11/14/2022	11/22/2022	11/28/2022
12/1/2022	12/7/2022	12/13/2022	12/19/2022



## Town of Chapel Hill, Tennessee Development Review & Permitting Process

APPLICANTS ARE RESPONSIBLE FOR REIMBURSING THE TOWN OF CHAPEL HILL FOR ANY ACTUAL COSTS INCURRED DURING THE REVIEW, INSPECTION OR PROCESSING OF PROJECTS THAT EXCEED THE INITIAL APPLICATION REVIEW FEE.

**FAILURE TO REMIT REIMBURSEMENT TO THE TOWN  
MAY RESULT IN DELAY IN PROJECT EXECUTION & PERMITTING.**

### Submit Application

**Submit Application & Materials to the Town Administrator:** All site plan & subdivision applications are to be submitted to the Town Administrator via email: [Amandaharrington@townofchapelhilltn.gov](mailto:Amandaharrington@townofchapelhilltn.gov).

### Pay Fees

**Remit Applicable Development Review Fee:** The Town Administrator will confirm receipt by sending the applicant the fees required to begin the review process. The item will not be reviewed or placed on any Town Agenda for consideration until applicable review fees are remitted. Contact the Town Administrator for a list of current development review fees.

### Application Review Meeting

**Mandatory Application Development Review Meeting:** **Applicants are required to send a representative to this meeting.** Additional review of the Town Engineer or other outside professionals may be required. Comments from the Chapel Hill Development Review Team will be emailed to applicants for their use.

### Corrections & Resubmittals

**Plan Resubmittal:** Applicants are given the opportunity to make corrections to submittals based off staff feedback of the project from the Application Development Review Meeting. Corrections are due back to the Town per the attached development review schedule.

### Opportunity to Defer

If an applicant believes corrected materials cannot be resubmitted by the established due date, the applicant shall notify the Town Administrator, **in writing**, with a request for deferral of their application to the next regularly scheduled Planning Commission meeting.

### Planning Commission

The Planning Commission has the option to approve, deny, or approve with conditions. The applicant shall be notified in writing of the Planning Commission's decision and current status of their agenda item.

### Building Permits

The Town of Chapel Hill currently contracts with Marshall County Building & Codes Department for building permit services. Applicants may apply for building permits once final approval has been granted by Chapel Hill & any outstanding fees paid.