

Application Deadline Acknowledgment

General Information

A Town board or commission such as the Plan Commission, Board of Zoning Appeals, or Town Council approves certain specified zoning petitions. The aforementioned board and commissions meet monthly or bi-monthly on advertised dates. In order to be heard before these boards and commissions applications and documents must be submitted to the Town using the electronic permit system as outlined below.

Acknowledgement

By acknowledging this document you are stating you understand that:

- Any relevant zoning petition application submitted will automatically be scheduled for the next available meeting subject to the deadlines outlined below.
- If a different meeting date is desired that information must be shared by emailing or calling Planning & Zoning Department staff within 10 days of submitting the application, or by stating so in the required narrative.
- Prescribed deadlines are final and if a specific meeting is desired but the deadline is missed, the application will automatically be scheduled for the next available meeting.
- A petition will not qualify to be scheduled until the application is deemed complete and accurate, and all non-deferred submittals have been provided.

Deadlines and Meeting Dates

Board of Zoning Appeals:

Meets on the 4th Wednesday of every month subject to holidays. Specific meeting dates can be found on the town website at townofclarksville.com.

The deadline is the first Tuesday of the month preceding the month that the petition is desired to be heard. For example if the applicant desires a hearing at the regularly scheduled March meeting a completed application must be submitted by the first Tuesday of February. An application received after the first Tuesday of the month in February will be automatically pushed to April.

Plan Commission:

Meets on the 1st Wednesday of every month subject to holidays. Specific meeting dates can be found on the town website at townofclarksville.com.

The deadline is the first Tuesday of the month preceding the month that the petition is desired to be heard. For example if the applicant desires a hearing at the regularly scheduled March meeting a completed application must be submitted by the first Tuesday of February. An application received after the first Tuesday of the month in February will be automatically pushed to April.