

# 2025 Application Deadlines

## MEETING INFO

Second Thursday of each month\* | 1:30 p.m. | Main Assembly Room\* | City County Building

\*Exceptions noted in table below

Prior to placing your item on the meeting agenda, you must submit a completed application and pay the specified fee. The Planning Commission may approve or deny an application or take other appropriate action.

Deadline Monday <b>by 4 p.m.</b>	Meeting Date 2nd Thursday of month
November 25, 2024	January 9, 2025** (Location: Small Assembly)
December 30, 2024	February 13, 2025*** (Location: Small Assembly)
January 27, 2025	March 13, 2025
February 24, 2025	April 10, 2025**
March 24, 2025	May 8, 2025***
April 28, 2025	June 12, 2025
May 27, 2025*	July 10, 2025**
June 23, 2025	August 14, 2025***
July 28, 2025	September 11, 2025
August 25, 2025	October 2, 2025** (first Thursday)
September 29, 2025	November 13, 2025***
October 27, 2025	December 11, 2025
November 24, 2025	January 8, 2026**

\* PLEASE NOTE: Because the application deadline date occurs on a holiday, the deadline has been extended to the next business day.

\*\* One Year Plan amendments will be heard in January, April, July, and October.

\*\*\* Comprehensive Plan amendments will be heard in February, May, August, and November.

## IMPORTANT NOTICES

### Pre-application Consultations Required

- A pre-application consultation with staff is required for the following application types: comprehensive plan amendments, concept plans, use on reviews, special uses, and development plans. Staff will provide feedback on the request, advise on application submittal items, and provide a projected review schedule.
- A pre-submittal consultation with Planning staff is encouraged for all other application types and should occur prior to submission of an application.
- The pre-application consultation shall occur at least seven days prior to the deadline for application submittal. To schedule your meeting, please call (865) 215-3193 or email [applications@knoxplanning.org](mailto:applications@knoxplanning.org). Consultations can take place in person, over the phone, or virtually during designated office hours.

### Complete Applications Required

- Complete applications must be received no later than 4 p.m. on the deadline day for submittals each month. Incomplete applications will not be accepted. We recommend submitting electronic applications at least 24 hours prior to the filing deadline. This will allow ample time for staff to review the submittal and contact you for payment prior to the filing deadline.

## APPLICATION WITHDRAWAL WITH FEE REFUND

Application withdrawal with fee refund may be permitted only if a written request is received no later than two days after the Planning Commission's deadline day. This request must be approved by the Executive Director. Applications may be withdrawn after this time, but without a fee refund.