



# **APPENDIX A PLAN SUBMITTAL INFORMATION**

- **Grading Permit Process Flowchart**
- **Checklist**
- **Plan Submittal Information Form**
- **Tennessee General Construction Stormwater Permit Certification Stamp**



**Metropolitan Nashville - Davidson County  
Stormwater Management Manual  
Volume 1 - Regulations**

**April 2012**

*This page intentionally left blank.*





## Appendix A GRADING PERMIT APPLICATION CHECKLIST

	Included	Not Applicable
1. Project Fee Computation Worksheet completely filled out. Do not include payment with initial submittals. Calculated fees will be reviewed and verified during sufficiency review. Payment for Plan Review Fees will be required prior to technical review. Payment for Grading Permit fees, if applicable, will be required prior to a Pre-Construction meeting being scheduled.	<input type="checkbox"/>	
2. "Plans Submittal Information" form signed by the responsible party. Available on the MWS web page and at the front desk of the Stormwater Development Review Office. Plans will not be accepted for review without the completed form. (See page A-7)	<input type="checkbox"/>	
3. The Tennessee Construction General Permit Notice of Coverage (NOC) note on the plans (See page A-8). A NOC must be obtained by all sites that disturb one acre or more of land before a Grading Permit will be issued. Enter date NOC applied for: _____	<input type="checkbox"/>	<input type="checkbox"/>
4. Copies of all other required State and Federal permits (or copies of the permit applications), including, but not limited to ARAP, U.S. Army Corps of Engineers Section 404, or TDEC sinkhole permits.	<input type="checkbox"/>	<input type="checkbox"/>
5. Initial submittal of one copy of grading, erosion prevention and sediment control plans on separate sheet (which shall include "required BMPs designed to control site wastes such as discarded building materials, concrete truck washout, chemicals, litter, and sanitary waste" per Vol.1 Section 4.2.2.2), and post-construction stormwater management plans on a scale no less than one inch = one hundred feet. After a plan is ready to be approved, then three sets of plans must be submitted.	<input type="checkbox"/>	
6. Property Map and Parcel Number	<input type="checkbox"/>	
7. Existing and proposed site contours at an interval no greater than two (2) feet.	<input type="checkbox"/>	<input type="checkbox"/>
8. Existing and proposed buildings on the property.	<input type="checkbox"/>	<input type="checkbox"/>
9. Existing and proposed paving on property.	<input type="checkbox"/>	<input type="checkbox"/>



	Included	Not Applicable
10. Existing and proposed stormwater management structures on and in the immediate vicinity of the property. Must include the location, size, and capacity of the next two structures immediately downstream in every direction that will receive runoff. Must include size, type, slope, and invert elevation of the structures.	<input type="checkbox"/>	
11. Calculations showing no adverse impact of the development on downstream structures to the point where the site makes up 10% of the drainage area OR that pre=post construction flows.	<input type="checkbox"/>	<input type="checkbox"/>
12. At least one benchmark located, with the proper datum reference indicated (If flood study exists, datum must match flood study.). Use NGVD-29 if in floodplain. Cite if NAVD-88, or other vertical datum.	<input type="checkbox"/>	<input type="checkbox"/>
13. Locations of all construction site entrances/exits.	<input type="checkbox"/>	<input type="checkbox"/>
14. Temporary erosion and sediment control measures to be implemented during construction.	<input type="checkbox"/>	<input type="checkbox"/>
15. Final stabilization measures proposed for all disturbed areas on the property. Areas with slopes 3:1 or steeper must be stabilized by methods approved by MWS.	<input type="checkbox"/>	<input type="checkbox"/>
16. Stormwater management system design calculations based on 10-year design storm for minor systems and 100-year design for major systems. Calculation should be for pipes and ditches as well as areas where the runoff sheet flows.	<input type="checkbox"/>	<input type="checkbox"/>
17. Stormwater quantity detention design calculations, for detaining the 2-year, 5-year, 10-year, 25-year, 50-year, and the 100- year storm. Provide details of an emergency overflow device for storms over the 100-year event..	<input type="checkbox"/>	<input type="checkbox"/>
18. Stormwater quality design calculations (including impervious area calculations, BMP designs for water quality, TSS removal for the site (including structural devices and credits))	<input type="checkbox"/>	<input type="checkbox"/>
19. Floodplain and floodway boundaries, floodplain elevations, and water quality buffer zones.	<input type="checkbox"/>	<input type="checkbox"/>
20. Cut and fill cross-sections and volume calculations for the floodplain.	<input type="checkbox"/>	<input type="checkbox"/>



	Included	Not Applicable
21. First floor elevations for building in and adjacent to the floodplain.	<input type="checkbox"/>	<input type="checkbox"/>
22. Detail drawings of swales, ditches, inlets, head walls, detention pond outlet structures and overflows, erosion control measures, etc.	<input type="checkbox"/>	<input type="checkbox"/>
23. Delineation of wetlands, streams, ponds, lakes, buffers, community waters or other environmentally sensitive areas. A note should be placed along each water quality buffer indicating the number of required buffer signs and that they will be installed every 100 feet.	<input type="checkbox"/>	<input type="checkbox"/>
24. One (1) copy of sinkhole and drainage well information, if applicable to the site conditions, including sinkhole floodplain information	<input type="checkbox"/>	<input type="checkbox"/>
25. Proposed construction schedule if greater than twelve months.	<input type="checkbox"/>	<input type="checkbox"/>
26. Plan must be stamped by a registered engineer.	<input type="checkbox"/>	<input type="checkbox"/>
27. The As-Built note shall be shown in a “stand alone” box on the grading and drainage plans. The note should read as follows:	<input type="checkbox"/>	<input type="checkbox"/>

In accordance with the Metro Stormwater Management Manual, Volume 1, Section 3.9, As-Built Certifications, MWS Stormwater Division must approve the following as-builts prior to issuance of the Use & Occupancy Permit:

- Underground detention and water quality infrastructure
- Above ground detention and water quality infrastructure
- Public storm sewer infrastructure
- Cut & fill in the floodplain
- Sink hole alterations

The engineer shall contact Stormwater Development Review staff for submittal requirements.

Some requirements will not be applicable to all plans, depending on the permit being requested. Omission of any of the heretofore mentioned requirements for detailed plans shall deem these plans as being incomplete, and shall be returned to the Developer, or designated Engineer, for completion before review



<b>Metropolitan Nashville-Davidson County</b>			
<b>Grading Permit Review</b>			
<b>Plans Submittal Information</b>			<i>MWS use only</i>
Date	<input type="text"/>		<input type="text"/>
RESUBMITTAL?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Review Number (if Yes):	<input type="text"/>
<b>PROJECT INFORMATION</b>			
STANPAR	<input type="text"/>	Building Application #	<input type="text"/>
		PUD #	<input type="text"/>
<b>Check all items below that apply to project:</b>			
<input type="checkbox"/>	In floodplain	<input type="checkbox"/>	Applying for the Green Roof Credit
<input type="checkbox"/>	Conforms to Stormwater Management Manual Volume 5, The LID Manual		
Name	<input type="text"/>		
Description	<input type="text"/>		
Address	<input type="text"/>		
City	<input type="text"/>	Zip Code	<input type="text"/>
<b>VARIANCE REQUESTED</b> <input type="checkbox"/>			
Description	<input type="text"/>		
<b>OWNER/DEVELOPER INFORMATION</b>			
Company	<input type="text"/>		
Last Name	<input type="text"/>	First Name	<input type="text"/>
Address	<input type="text"/>		
City	State	Zip Code	<input type="text"/>
Phone	Fax	email	<input type="text"/>
<p>The grading permit for this project will be held by and bind to the owner/developer of the project. The owner/developer assumes all responsibility for the terms, conditions, rules, and regulations that govern the grading permit. Failure to notify MWS of a change in the ownership or development rights to this property may result in the issuance of a Notice of Violation, penalty, stop work order, or the revocation of the grading permit.</p>			
Signature	<input type="text"/>	Date	<input type="text"/>
<b>ENGINEER INFORMATION</b>			
Company	<input type="text"/>		
Last Name	<input type="text"/>	First Name	<input type="text"/>
Address	<input type="text"/>		
City	State	Zip Code	<input type="text"/>
Phone	Fax	email	<input type="text"/>
<b>OPERATOR/CONTRACTOR (if known)</b>			
Company	<input type="text"/>		
Last Name	<input type="text"/>	First Name	<input type="text"/>
Address	<input type="text"/>		
City	State	Zip Code	<input type="text"/>
Phone	Fax	email	<input type="text"/>

