



METROPOLITAN STORM WATER MANAGEMENT COMMITTEE
STORMWATER DIVISION
800 2ND AVE SOUTH
NASHVILLE, TENNESSEE 37210

APPLICATION TO APPEAR BEFORE STORM WATER MANAGEMENT COMMITTEE

APPLICANT INFORMATION

APPLICANT/OWNER OR AGENT OF OWNER:

REPRESENTED BY: _____

VARIANCE OR

APPEAL NO. _____

MAP NO. _____

PARCEL NO. _____

DEVELOPMENT INFORMATION

ENGINEER _____

DEVELOPER _____

PROPERTY OWNER _____

PROPERTY ADDRESS:

PLEASE SELECT ONE OF THE FOLLOWING:

- 1. VARIANCE REQUEST - The applicant requests a variance from the requirements of the Stormwater Regulations. Please state the regulation and the requested variance from:

Applicant would show that the variance request is justified for the following reasons (check all that apply):

The variance is the minimum necessary, considering the flood hazard, to afford relief; and in the instance of a historical building, the variance is the minimum necessary so as not to destroy the historic character and design of the building.

Provide Explanation: _____

The variance request meets the following conditions: (i) a showing of good and sufficient cause, (ii) a determination that failure to grant the variance would result in exceptional hardship, and (iii) a determination



that the granting of a variance will not result in increased flood heights, additional threats to public safety or extraordinary public expense; create nuisance; cause fraud on or victimization of the public; or conflict with existing local laws or ordinances.

Provide Explanation: _____

For Variance Request – Please return this completed application along with the additional materials in the Variance Checklist on MWS’ Stormwater website

- 2. APPEAL - The applicant hereby appeals an adverse decision of the Director of the Metropolitan Department of Water and Sewerage Services (MWS) and/or Director of Codes Administration. Please describe the adverse decision and justification for the appeal:

For Appeal Only – Please return this completed application along with the filing fee made payable to Metro Water Services..

All specifications, plans and other supporting documents heretofore filed with the Director of MWS and/or the Director of Codes Administration are incorporated herein by reference and made a part of this application.

Signature of Property Owner

Street Address

City State Zip Code

Phone No. Email Address

THIS WILL ALSO SERVE AS RECEIPT OF THE FILING FEE TO PARTLY COMPENSATE FOR EXPENSES UNDER THIS APPEAL.

Stormwater Management Committee (SWMC) Variance Checklist

	<p><i>The following items are required for a variance application submittal to the Stormwater Management Committee. Initial each item on this checklist that is submitted.</i></p> <p><i>A Pre-Application meeting with Stormwater Staff is required prior to any submittal. To schedule a meeting, contact the SWMC Coordinator.</i></p> <p>*INCOMPLETE APPLICATION PACKAGES & PACKAGES SUBMITTED AFTER THE NOON DEADLINE WILL BE RETURNED TO APPLICANTS.</p>	Water Quality/Water Quantity Provisions	Minimum Finished Floor Elevation	Uncompensated Fill in the Floodplain	Disturbance of the Buffer Area	*Preliminary SWM Plan Submittal
1	Pre-Application meeting held w/Stormwater Staff prior to submittal to allow Staff to review plans, variance requests & mitigation, provide feedback/suggestions, & allow the Applicant time to address comments. It is the Applicant's responsibility to schedule a meeting w/the SWMC Coordinator & provide meeting notes. Staff feedback and suggestions do not preclude the potential that any Committee member may have additional questions or request additional information or level of study at the meeting.	X	X	X	X	X
2	Application Form, incl. Phone & Fax #s of Representative & Description of All Variance Requests on Pg. 1 and Signature & Contact Information of Property Owner on Pg. 2.	X	X	X	X	X
3	Copy of this Variance Checklist with your initials beside each item submitted.	X	X	X	X	X
4	Councilmatic District. (Write on Pg. 1 of the Application Form.)	X	X	X	X	X
5	Amount of uncompensated fill in the floodplain requested. Also include for minimum finished floor elevation variance requests, if applicable. Write the quantity (cu. yds.) on Pg. 1 of the Application Form, or if none requested, write "NONE" on this checklist. If any uncompensated fill is requested, the applicant shall provide cross-sections and cut & fill calculations, along with a plan for how water quality shall be achieved.		X	X		(Amt Only) Prelim X
6	A \$335.00 Payment for Filing Fee. (Check made payable to: "Metro Water Services.")	X	X	X	X	X
7	Public Notice Sign(s) posted on subject property. (Signs to be provided by MWS.)	X	X	X	X	X
8	Statement of Hardship - A written explanation of the hardship of the specific property such as exceptional narrowness, shallowness, shape, topography, etc. that would create difficulties of undue hardship on the property owner.	X	X	X	X	X
9	One Alternative Site Plan which does not require a variance or a written explanation of why an Alternative Site Plan is not possible.	X		X	X	
10	One copy of Metro Greenways' response to the buffer disturbance variance request or copy of an email to Greenways requesting a response. Contact the SWMC Coordinator for Metro Greenways contact information.				X	X
11	One copy of the Metro topographic map for the project area (8½" x 11"). Scale: 1" = 200' with project location & N arrow prominently marked on map.	X	X	X	X	X
12	One copy of the USGS quadrangle sheet for the project area (8½" x 11"). Scale: 1" = 2000' with project location & N arrow prominently marked on map.	X	X	X	X	X
13	Copies of the Flood Insurance Rate Map (FIRM) (8½" x 11") for the project area with the project location & N arrow prominently marked on map, the flood profile (11" x 17") with the river mile location marked on map, and the flood elevation data (8½" x 11").		X	X	X	X
14	Photographs.	X	X	X	X	X
15	One copy of the completed Elevation Certificate for the structure, stamped & signed by a Land Surveyor or Engineer registered in the State of TN.		X			X
16	Four (4) copies of the Site Plan (size of 24" x 36"), stamped & signed by a Land Surveyor or Engineer registered in the State of TN. (FOR MFFE VARIANCE REQUESTS ONLY.)		X			Prelim X
17	Four (4) copies of the Grading, Drainage, & Erosion Control Plan (size of 24" x 36"), stamped & signed by an Engineer registered in the State of TN.	X		X	X	Prelim X
18	Highlight area(s) of buffer disturbance on the Grading Plan (Plan of Record).				X	X
19	Four (4) copies of a Plan of Mitigation for all variance requests (other than Buffer Disturbance) or a detailed written explanation of why mitigation is not possible. (FOR BUFFER DISTURBANCE VARIANCE REQUESTS, ITEM 20 IS REQUIRED.)	X	X	X		Prelim X
20	Four (4) copies of a Plan of Mitigation for disturbed buffer areas, stamped & signed by a Registered Landscape Architect (for Staff review).				X	Prelim X
21	Copies of all required State & Federal permits (or copies of permit applications if not yet issued), including NOI/NOC, ARAP, SWPPP, USACE Section 404, TDEC sinkhole, etc. If no permits are required, write "N/A" on this checklist.			X	X	

*For a request for approval of a Preliminary Stormwater Management (SWM) plan, review Columns 1-4 for applicable required items. If Column 5 is checked, the item is still required to be submitted in the application package. The Property Owner must sign below:

"I acknowledge that substantial compliance with the conditions of approval of a Preliminary SWM plan does not guarantee approval of a final variance request." Property Owner Signature: _____