



# **APPENDIX A PLAN SUBMITTAL INFORMATION**

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



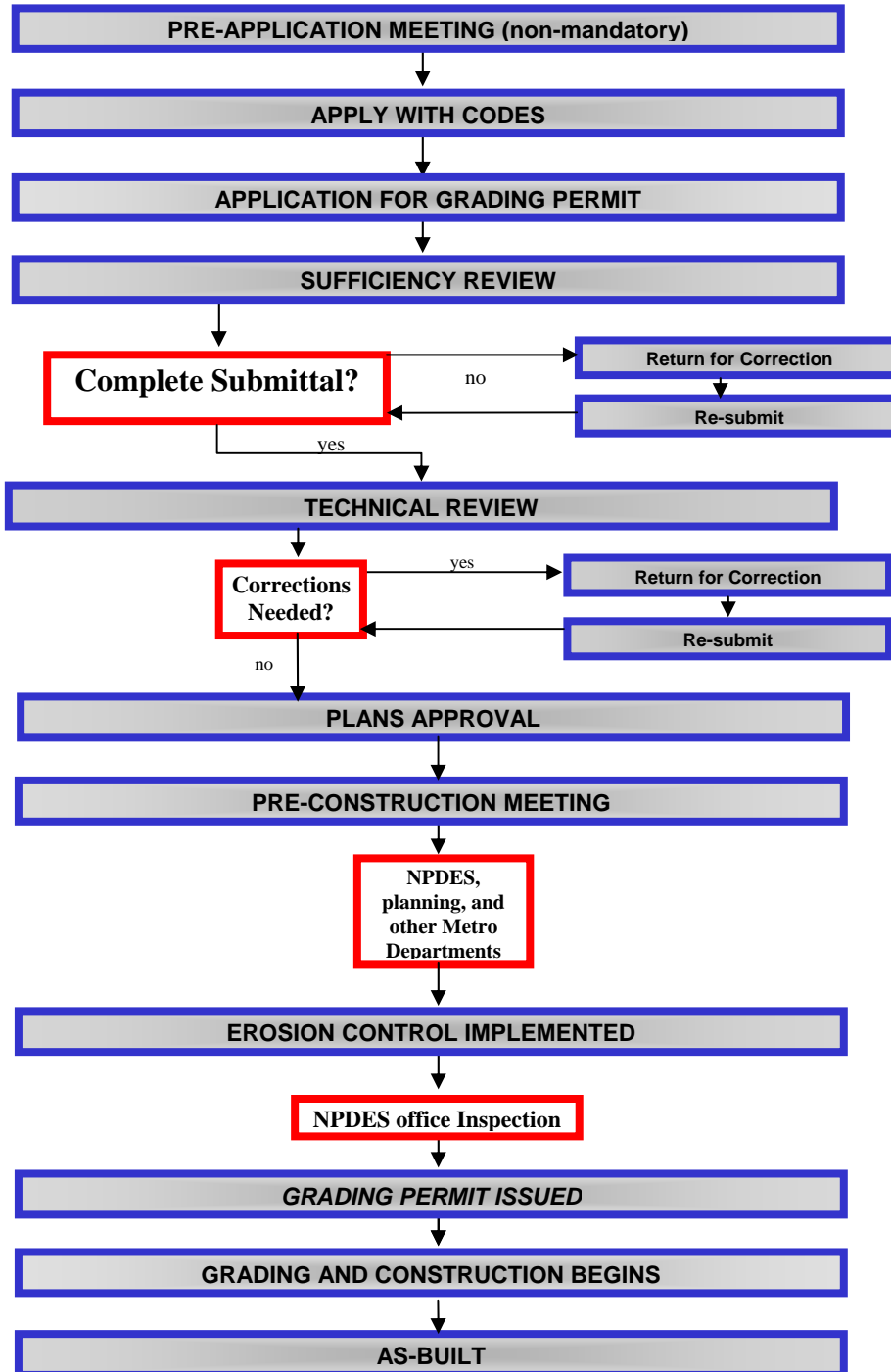
**Metropolitan Nashville - Davidson County  
Stormwater Management Manual  
Volume 1 - Regulations**

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# Plans Review and Grading Permit Process





## Appendix A GRADING PERMIT APPLICATION CHECKLIST

	Included	Not Applicable
1. Make application at the Codes Department prior to submitting to the MWS Stormwater department. MWS will not accept plans for review without proof of application to Codes.	<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 Engineering Section 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) stamp on the plans (See page A-8). A NOC must be obtained by all sites that disturb one acre or more of land.	<input type="checkbox"/>	<input type="checkbox"/>
4. Copies of all other required State and Federal permits, 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 (1) copy of grading, erosion prevention and sediment control plans, and post-construction stormwater management plans on a scale no less than 1" (one inch) = 100' (one hundred feet). After a plan is ready to be approved, then four (4) sets of plans must be submitted.	<input type="checkbox"/>	
6. Long Term Maintenance Plan for stormwater management structures, Long Term Operations Inspections and Maintenance Agreement, and BMP Inspections and Maintenance Checklists included and referenced on drawings	<input type="checkbox"/>	<input type="checkbox"/>
7. 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. 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. Must include size, type, slope, and invert elevation of the structures.	<input type="checkbox"/>	<input type="checkbox"/>
11. 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"/>
12. Locations of all construction site entrances/exits.	<input type="checkbox"/>	<input type="checkbox"/>
13. Temporary erosion and sediment control measures to be implemented during construction.	<input type="checkbox"/>	<input type="checkbox"/>
14. Final stabilization measures proposed for all disturbed areas on the property. Areas with slopes greater than 3:1 must be stabilized by methods approved by MWS.	<input type="checkbox"/>	<input type="checkbox"/>
15. 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"/>
16. 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"/>
17. 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"/>
18. Floodplain and floodway boundaries, floodplain elevations, and water quality buffer zones.	<input type="checkbox"/>	<input type="checkbox"/>
19. Cut and fill cross-sections and volume calculations for the floodplain.	<input type="checkbox"/>	<input type="checkbox"/>
20. First floor elevations for building in and adjacent to the floodplain.	<input type="checkbox"/>	<input type="checkbox"/>

Included Not Applicable



- 21. Detail drawings of swales, ditches, inlets, head walls, detention pond outlet structures and overflows, erosion control measures, etc.
- 22. Delineation of wetlands, streams, ponds, lakes, buffers, community waters or other environmentally sensitive areas.
- 23. One (1) copy of sinkhole and drainage well information, if applicable to the site conditions, including sinkhole floodplain information
- 24. Proposed construction schedule if greater than twelve months.
- 25. Plan must be stamped by a registered engineer.
- 26. The As-Built note shall be shown in a “stand alone” box on the grading and drainage plans. The note should read as follows:

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 visit [www.nashville.gov/stormwater/asbuilt.htm](http://www.nashville.gov/stormwater/asbuilt.htm) 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"/>	discharges to waters identified as impaired or high quality by TDEC
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"/>



**Tennessee Construction General  
Permit Certification Stamp  
Metropolitan Government of Nashville Davidson County  
Department of Water & Sewerage Services**

**Tennessee Construction General Permit Notice of Coverage (NOC) Certification:**

**Please fill out and sign/date one of the following two statements:**

- 1. The project associated with these submitted plans is covered under Tennessee Construction General Permit TN\_\_\_\_\_.

\_\_\_\_\_  
Signature Date

Circle one: Developer Project Engineer Other \_\_\_\_\_

Please attach a copy of the Notice of Coverage under the Construction General Permit.

**NOTE: A project will not be scheduled for a Pre-Construction Meeting until the State Construction General Permit NOC letter is submitted.**

- 2. I hereby certify that this project does not require coverage under a Tennessee Construction General Permit. The Total Disturbed Area is: \_\_\_\_\_acres.

\_\_\_\_\_  
Signature Date

Circle one: Developer Project Engineer Other \_\_\_\_\_

**Note: Projects of one (1) or more acres require State permit coverage, while projects of less than one (1) acre do not require State permit coverage. Also, projects of less than one (1) acre that are part of a total development project of one (1) or more acres require State permit coverage.**

(If you are unsure whether your particular project requires coverage under a Tennessee General Storm Water permit, please call the Tennessee Division of Water Pollution Control at (615) 687-7000).



Fax to: Bonnye Holt (615) 880-2425  
Fax from: \_\_\_\_\_  
Phone No: \_\_\_\_\_



## PRE-CONSTRUCTION MEETING APPLICATION

In order to schedule a project for the pre-construction meeting, this checklist must be completed and faxed to Bonnye Holt at (615) 880-2425. Once plans have been tentatively approved by the Plans Review Section, this application will be used by Metro Stormwater to schedule the pre-con meeting.

Project Name: \_\_\_\_\_  
Project Engineer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Project Developer: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Contractor: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
State Grading Contractor License (if grading work > \$25,000): \_\_\_\_\_

***Designated EPSC professional must be in attendance at pre-construction meeting in order for meeting to be held. This EPSC professional must have reviewed the EPSC plans prior to the pre-construction meeting. This EPSC professional must also oversee project until Grading Permit has been issued (after this time, new EPSC professional may be designated). If this individual is no longer available to perform initial inspection for grading permit issuance, a new pre-construction meeting must be held with the new EPSC professional in attendance before EPSC installation can proceed and grading permit issued. Certified EPSC professional list can be obtained at [www.tnepsc.org](http://www.tnepsc.org). By signing below, the EPSC professional agrees to these conditions.***

EPSC Professional: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Date attended TDEC Level 1 Class: \_\_\_\_\_ Signature: \_\_\_\_\_

TDEC Notice of Coverage required? Yes No NOC No: \_\_\_\_\_  
\*Building application required? Yes No App. No: \_\_\_\_\_  
\*\*Cluster Lot Subdivision? Yes No  
Plans submitted to Public Works? Yes No Date Submitted: \_\_\_\_\_  
Landscape Plans submitted? Yes No Date Submitted: \_\_\_\_\_

\* -For info. on building permits, contact a Metro Codes Zoning Examiner @ (615)862-6500.  
\*\* -Must submit plans to Urban Forestry (862-6488) showing B or C buffers one week prior to the pre-con.  
-Landscape plans must be submitted at least one week prior to the pre-con meeting.

- Pre-construction meetings are held at 1607 County Hospital Road every Tuesday.
- Please be on time for your scheduled meeting. Tardiness may result in rescheduling.
- **NOC, ARAP and Variance** documentation (where applicable) will be required at pre-con meeting.

Metro Water Services, Stormwater Division  
[www.nashville.gov/stormwater](http://www.nashville.gov/stormwater)

**If you have questions, please call: (615) 880-2420**



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