



# **APPENDIX A PLAN SUBMITTAL INFORMATION**

- **CHECKLIST**
  - **PLAN SUBMITTAL INFORMATION FORM**
- **TENNESSEE GENERAL CONSTRUCTION STORM  
WATER PERMIT CERTIFICATION**
  - **NPDES PROGRAM NOTICE**



**Appendix A  
 CHECKLIST**

Included Not Applicable

- |     |   |                          |                          |
|-----|---|--------------------------|--------------------------|
| 1.  | “Plans Submittal Information” form. Available on the MDPW web page and at the front desk of the Engineering Section Office. Plans will not be accepted for review without the form completed. (pg. A-5)   | <input type="checkbox"/> |                          |
| 2.  | Tennessee General Storm Water Permit Certification form certifying that a Notice of Intent (NOI) has been submitted to Tennessee Department of Environment and Conservation (TDEC) for a permit for construction site runoff. Include the permit number or intent to submit the number at a later date or that a permit is not required. (pg.A-6) | <input type="checkbox"/> |                          |
| 3.  | Three (3) copies of grading, stormwater management, and erosion control plans on a scale no less than 1” (one inch) = 100’ (one hundred feet)   | <input type="checkbox"/> |                          |
| 4.  | Property Map and Parcel Number  | <input type="checkbox"/> |                          |
| 5.  | Existing and proposed site contours at an interval no greater than two (2) feet .   | <input type="checkbox"/> | <input type="checkbox"/> |
| 6.  | Existing and proposed buildings on the property.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 7.  | Existing and proposed paving on property.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8.  | 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"/> | <input type="checkbox"/> |
| 9.  | At least one benchmark located, with the proper elevation indicated (NGVD to be used exclusively)   | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. | Place ASTM #1 Stone on all construction entrances. Pad shall be 6-inches thick and at least 100-feet long.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. | Temporary erosion and sediment control measures to be implemented during construction.  | <input type="checkbox"/> | <input type="checkbox"/> |



	Included	Not Applicable
12. 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 Public Works.	<input type="checkbox"/>	<input type="checkbox"/>
13. Stormwater management system design calculations based on 10-year design storm for minor system and 100-year design for major system. Calculation should be for pipes and ditches as well as areas where the runoff sheet flows.	<input type="checkbox"/>	<input type="checkbox"/>
14. Stormwater quantity detention design calculations, for detaining the 2-year, 5-year, and 10-year storms and evaluate the effects of the 100 year storm. If a pond is over-topped by the 100-year storm, provide details of an emergency overflow device.	<input type="checkbox"/>	<input type="checkbox"/>
15. Stormwater quality detention designs for detaining the “stormwater quality design event”.	<input type="checkbox"/>	<input type="checkbox"/>
16. Floodplain and floodway boundaries, stream buffer zones and the floodplain elevations.	<input type="checkbox"/>	<input type="checkbox"/>
17. Cut and fill cross-sections and volume calculations.	<input type="checkbox"/>	<input type="checkbox"/>
18. First floor elevations for building in and adjacent to the floodplain.	<input type="checkbox"/>	<input type="checkbox"/>
19. Detail drawings of swales, ditches, inlets, head walls, detention pond outlet structures and overflows, erosion control measures, etc.	<input type="checkbox"/>	<input type="checkbox"/>
20. Delineation of wetlands or other environmentally sensitive areas.	<input type="checkbox"/>	<input type="checkbox"/>
21. Three (3) copies of sinkhole and drainage well information, if applicable to the site conditions.	<input type="checkbox"/>	<input type="checkbox"/>
22. Subdivision plans should include typical roadway pavement section and plan and profile of proposed roadways. The plan must also meet all the requirements of the Subdivision Specifications and Regulations.	<input type="checkbox"/>	<input type="checkbox"/>
23. Proposed construction schedule if greater than twelve months.	<input type="checkbox"/>	<input type="checkbox"/>
24. Plan must be stamped by a registered engineer or registered landscape architect if applying for a grading permit.	<input type="checkbox"/>	<input type="checkbox"/>
25. Plan must be stamped by a registered engineer if applying for a building permit.	<input type="checkbox"/>	<input type="checkbox"/>



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

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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.

**Metropolitan Nashville-Davidson County**

**Grading Permit Review**

**Plans Submittal Information**

*MWS use only*

Date

<input type="text"/>	<input type="text"/>
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**RESUBMITTAL?**

*See Note below*

No

Yes

Review Number (if Yes):

**ONLY fill in those items modified since last submittal**

**PROJECT INFORMATION**

Building Permit #

Building Appl. #

PUD #

STANPAR #

**Check all items below that apply to project:**

detention pond required

subdivision

in flood plain

certification letter submitted

Name

Description

Address

City

Zip Code

**OWNER INFORMATION**

Company

Last Name

First Name

Address

City

State

Zip Code

Phone

Fax

Pager

**VARIANCE REQUESTED**

Description

**ENGINEER INFORMATION**

Company

Last Name

First Name

Address

City

State

Zip Code

Phone

Fax

Pager

**OPERATOR/CONTRACTOR (if known)**

Company

Last Name

First Name

Address

City

State

Zip Code

Phone

Fax

Pager

**NOTE:** Providing resubmittal information will allow for quicker review. Not providing resubmittal information will NOT result in a different reviewer and may delay the project's review.

*Thank you for your assistance in helping us to automate our grading permit issuance and compliance system.*