

Variance Checklist Verification Form			Date:
Project:		Rep.	
CHECKLIST ITEM NO.	DESCRIPTION OF REQUIRED ITEM	INCLUDED? (Y or N)	COMMENT
A	Copy of the Variance Checklist with initials by each item submitted		
1	Completed Application Form w/Phone & Fax Numbers of Applicant and a description of all variance request(s).		Include a brief description of all variance requests under "Item 1." on the Application Form.
2	\$335 fee (check made payable to "Metro Water Services")		
3	Metro Topo Map (project location & N arrow marked) (8 1/2" x 11")		
4	Public Notice Sign(s) posted on subject property		Will be provided by MWS upon a complete submittal. Initial the checklist to indicate they will be posted when received.
5	4 Copies of the Grading, Drainage, and Erosion Control Plan stamped/signed by an Engineer registered in TN		
6	Highlight All Area(s) of Buffer Disturbance on the Plan of Record (Grading Plan)		If several different buffer disturbances are involved, please number them.
7	4 Copies of a Plan of Mitigation stamped/signed by a Registered Landscape Architect		Submit a Plan of Mitigation for disturbed buffer areas.
8	Current FIRM Map & Flood Profile (project location & N arrow marked)		
9	Elevation Certificate for the structure, stamped/signed by Surveyor		For a request of Minimum First Floor Elevation ONLY.
10	4 Copies of the Plot Plan w/existing & proposed features, stamped/signed by a Surveyor or a Reg. Engineer		For a request of Minimum First Floor Elevation ONLY. Otherwise, a <u>Grading Plan (Item #5)</u> is required if uncompensated fill and/or buffer disturbance is involved.
11	USGS Quad Sheet (project location & N arrow marked) (8 1/2" x 11")		
12	Copies of TDEC and/or Corps Permits or application(s), if applicable		If no permits required, write "N/A" on checklist & initial.
13	Response from Greenways <u>or</u> copy of email to Mark.Bradfield@nashville.gov		Include Paula.Kee@nashville.gov in the "Cc" list.
14	Council District		Write the Council District # on the Application Form.
15	Alternative Site Plan <u>or</u> a written explanation of why one is not possible		
16	Photographs		Required for all variance requests.
17	Statement of Hardship of the property (brief written narrative)		
18	Amount of Uncompensated Fill in the Floodplain (UFF) and/or MFFE requests		On the Application, state the amount of uncompensated fill requested. If no UFF for MFFE, state so on the Application.