



# APPENDIX E

## PLAN SUBMITTAL INFORMATION

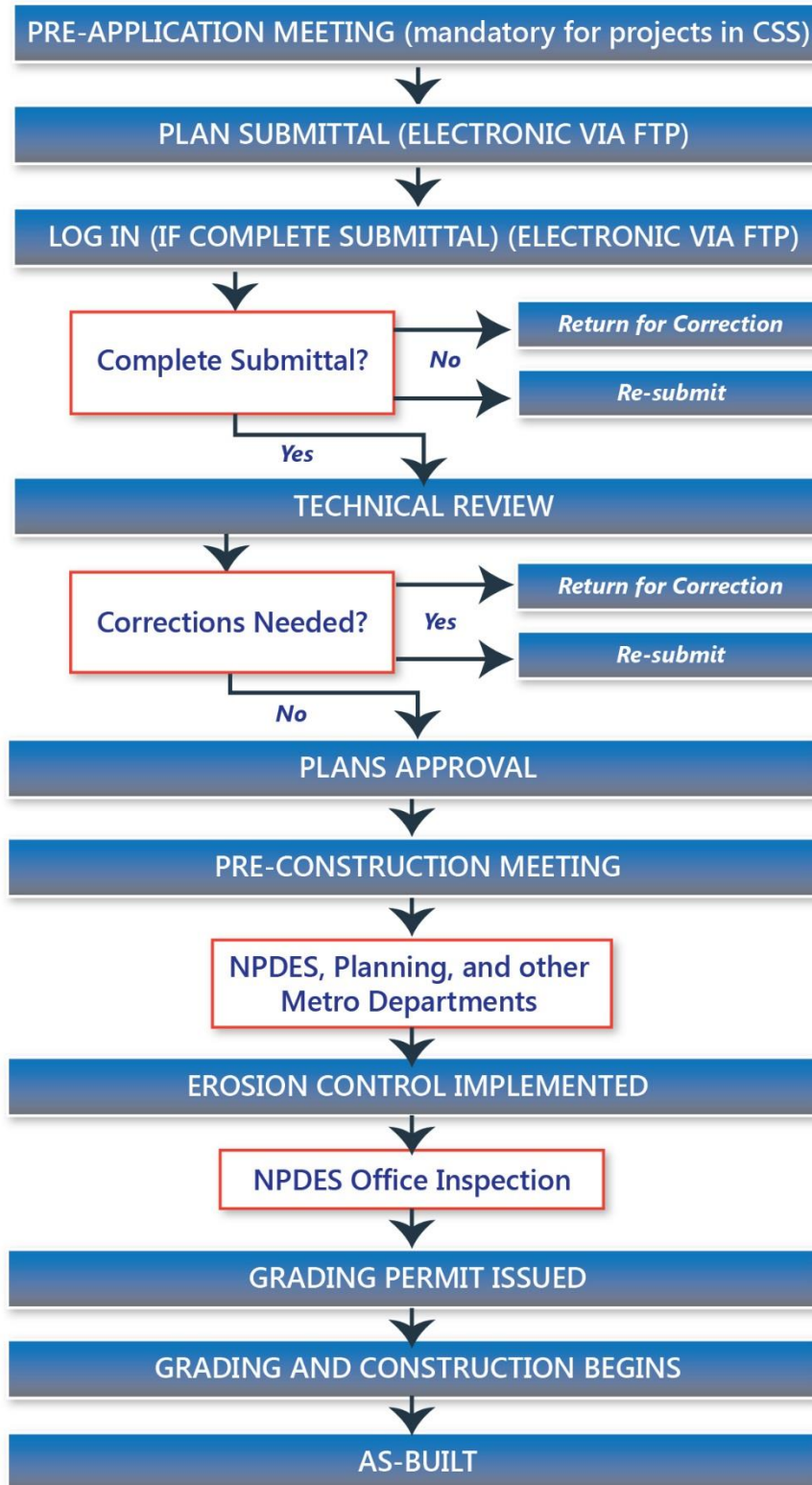
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# I. Plans Review and Grading Permit Process





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## II. Grading Permit Application Checklist

General Permit Items	Included	Not Applicable
<b>Required Forms/Permits/Documents</b>		
1. Each submittal shall include a “Plans Submittal Information” Form signed by the responsible party and a “Development Services Stormwater Transmittal” Form. Plans will not be accepted for review without the completed forms. Forms are available on the MWS website. See also pages 9 and 11 of this Appendix.		
2. Project Fee Computation Worksheet completely filled out. Payment for Plan Review Fees will be required prior to technical review and Grading Permit Fees will be required prior to plan approval.		
3. The Tennessee Construction General Permit Notice of Coverage (NOC) note on the plans (See page 13). 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:		
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.  Enter date permits applied for:		
5. Submittal of one copy of the following: grading and drainage plans (with post-construction stormwater management details), site utility plans, and erosion prevention and sediment control plans (including separate initial plan shown with existing conditions).		
<b>Plan Information Requirements</b>		
6. Property map and parcel number, property address, and council district (listed on cover sheet).		
7. At least one benchmark located, with the proper datum reference indicated. (If flood study exists, datum must match flood study.)		



General Permit Items	Included	Not Applicable
8. Existing and proposed site contours at an interval no greater than two (2) feet (National American Vertical Datum of 1988 (NAVD88) to be used exclusively). Contours shall extend to the centerline of all roads bordering the site or to 25 feet outward from the property line where roads are not present. Additional detail may be requested during review process.		
9. Outline and list square footage of areas to be disturbed and areas to remain undisturbed. Areas of turf, forest, or conserved open space used in LID calculations shall also be identified.		
10. Existing and proposed pervious areas, impervious areas, and buildings on the property.		
11. Proposed locations of permanent SCM signs.		
12. Proposed construction sequence, if greater than twelve months.		
13. Plans and drainage report must be stamped by a registered engineer.		
<b>Storm Structures and Pipes/Detention</b>		
14. Existing and proposed stormwater management structures on and in the immediate vicinity of the property. Size, type, slope, and invert elevation of the structures must be noted on the plans and presented in table format.		
15. For the purpose of assessing impact to the downstream system, the surveyed location, size, inverts, top of castings, material, and dimensions (open ditch) of downstream stormwater infrastructure, as determined by MWS' Downstream Infrastructure policy, must be included.  Analysis of the downstream infrastructure shall be performed in every direction that will receive flow. Capacity calculations for the existing infrastructure must be provided per the requirements and methodologies set forth in Volume 1 - Chapter 6 and Volume 2.		
16. Detail drawings of swales, ditches, inlets, head walls, detention pond outlet structures and overflows, erosion control measures, etc.		
17. Provide profile view(s) of existing and proposed public stormwater infrastructure.		



General Permit Items	Included	Not Applicable
18. Invert and top of grate elevations on all catch basins and inlets in addition to flow line elevations, stations, and percent grades of all cross drains and pipe between inlets and catch basins.		
<b>Floodplain Information and Stream Buffer Requirements</b>		
19. Existing and proposed floodplain and floodway boundaries, floodplain elevations, high-water marks, area within the floodplain to be left undisturbed, and water quality buffer zones.		
20. First floor elevations for building in and adjacent to the floodplain.		
21. Cut and fill cross-sections and volume calculations for the floodplain. The 2-year (50% chance) and 100-year (1% chance) water surface elevations are required to be shown on all cross sections.		
22. If site is in floodplain, construction sequence will be needed to show when grading cuts are to occur onsite.		
23. Delineation of wetlands, streams, ponds, lakes, buffers, community waters, dog parks, 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.		
<b>Erosion Protection &amp; Sediment Control (EPSC) Measures</b>		
24. Locations of all construction site entrances/exits.		
25. Temporary erosion and sediment control measures to be implemented during construction.		
26. 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.		
<b>Computational Requirements and Drainage Mapping</b>		
27. Stormwater management system design calculations including drainage maps 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.		



General Permit Items	Included	Not Applicable
28. Calculations must show post-construction flows do not exceed pre-construction flows.		
29. Stormwater quantity detention design calculations including drainage maps, 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.		
30. Stormwater quality design calculations, including drainage area maps and the LID Site Design Sheet if using Runoff Reduction or approved LID Waiver if using Pollutant Removal. See Chapter 7 for more information.		
31. Drainage maps showing the contributing drainage area, time of concentration, and surface cover.		
<b>Additional Requirements</b>		
32. One (1) copy of sinkhole and drainage well information, if applicable to the site conditions, including sinkhole 100-year volume information. Delineate, at a minimum, the tributary area on a U.S. Geological Survey (USGS) 1:24,000 quadrangle map to show basin wide contours. Preferably, the Metro geographic information system (GIS) basemap data will be used to delineate and present the tributary area.		
<p>33. The As-Built note shall be shown in a “stand alone” box on the grading and drainage plans. The note should read as follows:</p> <p>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 &amp; Occupancy Permit:</p> <ul style="list-style-type: none"> <li>• A certification letter from TN registered P.E. stating that the site has been inspected and that the stormwater management system and stormwater control measures (both structural and non-structural) are complete and functional in accordance with the plans approved by MWS.</li> <li>• An as-built LID spreadsheet.</li> <li>• Hydrologic and hydraulic calculations for as-built conditions, as required.</li> <li>• As-built drawings showing final topographic features of all these facilities. This shall include invert elevations of outlet control structures.</li> </ul>		



General Permit Items	Included	Not Applicable
<ul style="list-style-type: none"> <li>• Any deviations from the approved plans shall be noted on as-built drawings submitted.</li> <li>• Copy of as-built plan CAD file on a CD and should be registered to the TN State Plane Coordinate System, North American Datum 1983 (NAD83). Data should be placed in separate layers and should be labeled / named for easy identification.</li> <li>• Cut and fill balance certification for floodplain and sinkhole alterations.</li> <li>• Water quality buffers shall be surveyed and included with the as-built submittal.</li> <li>• Any public (to become the responsibility of Metro to maintain) stormwater infrastructure shall be video-inspected to verify proper installation with the video recording and any associated inspection report submitted as part of as-built record.</li> <li>• Additional testing may be required as/if warranted by video inspection.</li> </ul>		

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.



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### III. Plans Submittal Information Form

<b>Metropolitan Nashville-Davidson County</b>			
<b>Grading Permit Review</b>			
<b>Plans Submittal Information</b>			
Date	<input style="width: 80px;" type="text"/>		
<b>PROJECT INFORMATION</b>			
STANPAR	<input style="width: 150px;" type="text"/>	Building Application #	<input style="width: 150px;" type="text"/>
		PUD #	<input style="width: 150px;" type="text"/>
<b>Check all items below that apply to project:</b>			
<input type="checkbox"/>	In Floodplain	<input type="checkbox"/>	Drains to Combined Sewer
<input type="checkbox"/>	Conforms to Stormwater Management Manual Volume 5, The LID Manual		
Name	<input style="width: 800px;" type="text"/>		
Description	<input style="width: 800px;" type="text"/>		
Address	<input style="width: 800px;" type="text"/>		
City	<input style="width: 300px;" type="text"/>	Zip Code	<input style="width: 150px;" type="text"/>
<b>OWNER/DEVELOPER INFORMATION</b>			
Company	<input style="width: 800px;" type="text"/>		
Last Name	<input style="width: 350px;" type="text"/>	First Name	<input style="width: 350px;" type="text"/>
Address	<input style="width: 800px;" type="text"/>		
City	State	Zip Code	<input style="width: 150px;" type="text"/>
Phone	Fax	email	<input style="width: 300px;" 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 style="width: 350px;" type="text"/>	Date	<input style="width: 150px;" type="text"/>
<b>ENGINEER INFORMATION</b>			
Company	<input style="width: 800px;" type="text"/>		
Last Name	<input style="width: 350px;" type="text"/>	First Name	<input style="width: 350px;" type="text"/>
Address	<input style="width: 800px;" type="text"/>		
City	State	Zip Code	<input style="width: 150px;" type="text"/>
Phone	Fax	email	<input style="width: 300px;" type="text"/>
<b>OPERATOR/CONTRACTOR (if known)</b>			
Company	<input style="width: 800px;" type="text"/>		
Last Name	<input style="width: 350px;" type="text"/>	First Name	<input style="width: 350px;" type="text"/>
Address	<input style="width: 800px;" type="text"/>		
City	State	Zip Code	<input style="width: 150px;" type="text"/>
Phone	Fax	email	<input style="width: 300px;" type="text"/>



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# IV. Development Services Stormwater/Grading Transmittal Form

Fillable Form available online at: <https://www.nashville.gov/Water-Services/Developers.aspx>



## Development Services Stormwater/Grading Transmittal Form

Deliver to MWS Plans Intake		Sent By	
Reviewer/ Attn:		Name	
Mail: 800 Second Avenue South P.O. Box 196300 Nashville, TN 37219-6300		Company	
Courier: 800 Second Avenue South Nashville, TN 37219-6300 615-862-4588		Address Line 1	
		City, State, Zip	
		Phone	
Date:		Email	

Delivery Method			
Hand Deliver: <input type="checkbox"/>	Courier: <input type="checkbox"/>	Mail / UPS / FedEx: <input type="checkbox"/>	Other: _____
Submission (check all that apply)			
New Submittal: <input type="checkbox"/>	Resubmittal (Plan not approved yet): <input type="checkbox"/>	Plans for PreCon: <input type="checkbox"/>	#of Sets:
DRC/LTMP, Easement Docs: <input type="checkbox"/>	Record Drawings (As-Built): <input type="checkbox"/>	Check (Include Fee Worksheet): <input type="checkbox"/>	
SWGR#:		Project in the CSS? YES <input type="radio"/> NO <input type="radio"/>	
SWMC# (if applicable):		Other: _____	
Project Name:		List ALL Contents of Package (new plans submittal, revised plans, as-built drawings, drainage calcs, check, DRC/LTMP, easement docs, CD, etc.):	
Project Address	1. _____		
City, State, Zip	2. _____		
Parcels (STANPAR or APN)	3. _____		
	4. _____		
	5. _____		

**\*Complete all requested information on this form. Incomplete submittals will not be entered into the MWS system (Cityworks) until verified complete by Sender.**



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# V. Tennessee Construction General Permit – Notice of Coverage

Please fill out and sign/date one of the following two statements and include the note on the plan set:

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

Check all that apply: This site discharges into waters identified by TDEC as:

- Impaired for siltation  Impaired for habitat alteration  Exceptional

\_\_\_\_\_  
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.

Check all that apply: This site discharges into waters identified by TDEC as:

- Impaired for siltation  Impaired for habitat alteration  Exceptional

\_\_\_\_\_  
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 TDEC Field Office @ (615) 687-7000).



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