



CITY OF BELLE MEADE  
LAND DISTURBANCE PERMIT APPLICATION

PERMIT # \_\_\_\_\_

|   |  |                    |  |
|---|--|--------------------|--|
| <b>Application Date:</b>  |  | <b>Permit Fee:</b> |  |
| <b>Applicant:</b>   |  |                    |  |
| <b>Name:</b>  |  |                    |  |
| <b>Address:</b>   |  |                    |  |
| <b>Phone:</b>   |  |                    |  |
| <b>E-mail:</b>  |  |                    |  |
| <b>Property Owner:<br/>(If different from applicant)</b>                                |  |                    |  |
| <b>Name:</b>  |  |                    |  |
| <b>Address:</b>   |  |                    |  |
| <b>Phone:</b>   |  |                    |  |
| <b>E-mail:</b>  |  |                    |  |
| <b>Property:</b>  |  |                    |  |
| <b>Address:</b>   |  |                    |  |
| <b>Map &amp; Parcel Number:</b>   |  |                    |  |
| <b>Legal Description Including<br/>Benchmark:</b>                                       |  |                    |  |
| <b>EPSC Plan Preparer:</b>  |  |                    |  |
| <b>Name:</b>  |  |                    |  |
| <b>Address:</b>   |  |                    |  |
| <b>Phone:</b>   |  |                    |  |
| <b>E-mail:</b>  |  |                    |  |
| <b>CPESC No.:</b>   |  |                    |  |
| <b>TDEC Level 1 Cert. Date:</b>   |  |                    |  |
| <b>Storm Water Management Plan Preparer:<br/>(If different from EPSC Plan Preparer)</b> |  |                    |  |
| <b>Engineer's Name:</b>   |  |                    |  |
| <b>Address:</b>   |  |                    |  |
| <b>Phone:</b>   |  |                    |  |
| <b>E-mail:</b>  |  |                    |  |



CITY OF BELLE MEADE  
LAND DISTURBANCE PERMIT APPLICATION

| <b>Contractor and Subcontractors:<br/>(Performing land disturbing activity)</b>   |   |  |   |
|---|---|--|---|
| <b>Name:</b>  |   |  |   |
| <b>Address:</b>   |   |  |   |
| <b>Phone:</b>   |   |  |   |
| <b>E-mail:</b>  |   |  |   |
| <b>Contractor License #</b>   |   | <b>Expiration Date:</b>  |   |
| <b>Workers Comp. #</b>  |   | <b>Expiration Date:</b>  |   |
|   |   |  |   |
| <b>Name:</b>  |   |  |   |
| <b>Address:</b>   |   |  |   |
| <b>Phone:</b>   |   |  |   |
| <b>E-mail:</b>  |   |  |   |
| <b>Project Information:</b>   |   |  |   |
| <b>Type of project:<br/>(Residential or Commercial)</b>   |   | <b>Type of project:<br/>(New or Addition)</b>                                      |   |
| <b>Total area of subject<br/>property:</b>  |   | <b>Area to be<br/>disturbed:</b>   |   |
| <b>Note: If disturbed area = 1 acre or more, include a copy of the TN Construction General Permit Notice of Intent (NOI) submitted to TDEC and the Storm Water Pollution Prevention Plan (SWPPP).</b> |   |  |   |
| <b>State, federal, or other<br/>appropriate permits required?</b>   | <input type="checkbox"/> YES<br><input type="checkbox"/> NO | <b>Is a sinkhole<br/>present?</b>  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |
| <b>Note: If so, attach a copy of the permits or<br/>applications for the permits.</b>   |   | <b>Note: If so, provide a copy of any sinkhole<br/>permits received from TDEC.</b> |   |
| <b>Are streams located within the property boundaries?</b>  | <input type="checkbox"/> YES<br><input type="checkbox"/> NO |  |   |
| <b>Note: If so, locate streams on all plans and provide buffers as required by the storm water ordinance.</b>   |   |  |   |

**Submit plans and supporting documentation with this form. Plans must be accompanied by the following completed checklist.**

**Construction and Permanent Stormwater Management - Inspections and Maintenance**

From Section 12-205(7) of the City’s Stormwater Ordinance 2015-8:

- a) The City Building Official and/or its Public Works Director may enter upon any property which discharges or contributes, or is believed to discharge or contribute, to stormwater runoff or the stormwater system, stream(s), natural drainageway(s) or via any other private or public stormwater management system during all reasonable hours to monitor, remove foreign objects or blockages, and to inspect for compliance with the provisions of this ordinance.
- b) EPSC inspections. The land disturbance permit holder shall perform routine inspections as follows:
  - i. Disturbed areas shall be inspected in conformance with the conditions of the TN Construction General Permit.
  - ii. Inspections shall be documented and the documentation provided to the City of Belle Meade when requested.
  - iii. All erosion prevention and sediment control measures shall be inspected to ensure that they are functioning as designed.
- c) All erosion prevention and sediment control measures shall be maintained by the land disturbance permit holder to ensure that they are functioning as designed. Failure to maintain measures constitutes a violation of this ordinance.
- d) Permanent stormwater management facilities inspections. Permanent stormwater management facilities shall be inspected by the land disturbance permit holder on a regular basis during construction and by the landowner after construction has been completed to ensure that they are functioning as designed.
  - i. Inspections shall be documented and documentation provided to the City of Belle Meade when requested.
  - ii. Permanent stormwater facilities shall be maintained by the land disturbance permit holder during construction and by the landowner after construction has been completed to ensure that they are functioning as designed.
  - iii. In addition to those sanctions provided herein, the maintenance of a permanent stormwater facility is subject the Property Maintenance Regulations, Title 13, Code of the City of Belle Meade.

I certify that the information provided on this application is true and complete to the best of my knowledge. All provisions of law and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local laws. Construction shall be strictly according to the plans filed with the application for permit. Construction in any way at variance with the plans will be treated as justification for a stop work order, and/or order for removal, and may not be commenced without the approval from the City of Belle Meade.

I have read the above, and agree to abide by the terms thereof.

Name: \_\_\_\_\_  
(Owner/Agent)

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_

**Permanent Stormwater Management - Record Drawings**

All applicants are required to submit record drawings for any structures located on-site after final construction is completed. The drawing(s) must show the final design specifications for all stormwater management facilities and must be sealed by a registered professional engineer licensed to practice in Tennessee. A final inspection by the City of Belle Meade is required before any performance security or performance bond will be released. The City of Belle Meade shall have the discretion to adopt provisions for a partial pro-rata release of the performance security or performance bond on the completion of various stages of development. In addition, occupation permits shall not be granted until corrections to all BMPs and as-built surveys or record drawings have been made and accepted by the City of Belle Meade.

I have read the above which is from Section 12-206(1) of the City of Belle Meade Stormwater Ordinance, Title 12, Chapter 2 and agree to abide by the terms thereof.

Name: \_\_\_\_\_  
(Engineer of Record)

Signature: \_\_\_\_\_

Name: \_\_\_\_\_  
(Contractor)

Signature: \_\_\_\_\_

I agree not to move in before the Use & Occupancy Permit is issued.

Name: \_\_\_\_\_  
(Owner)

Signature: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CITY OF BELLE MEADE  
LAND DISTURBANCE PERMIT CHECKLIST**

|                          |  |
|--------------------------|--|
| <b>Applicant's Name:</b> |  |
| <b>Application Date:</b> |  |

| #  | The following information must be provided for all projects requiring a land disturbance permit:   | Location of Requested Information | N/A |
|----|--|-----------------------------------|-----|
| 1  | Topographic Map of subject property with contour intervals of at least two (2) feet set to scale of 1" = 50' (or other more appropriate scale as approved by the City of Belle Meade) including sufficient surrounding topography and structures to ascertain adjacent off-site drainage patterns. Map must extend a minimum of one hundred feet (100') beyond the limits of the proposed development and show the limits of clearing and grading. |                                   |     |
| 2  | Existing contours and conditions (i.e. existing topography and showing the outline of existing structures and pavement indicating any pavement or structures to be removed)  |                                   |     |
| 3  | Existing conditions watershed map showing drainage areas to each site outfall (including off-site run-on)  |                                   |     |
| 4  | Proposed contours and conditions (i.e. proposed topography tying into existing topography and showing the outline of proposed structures and pavement and details of how the proposed driveway ties to the existing street)  |                                   |     |
| 5  | Proposed conditions watershed map showing drainage areas to each permanent Stormwater Control Measure (SCM) and any bypass drainage areas that will flow to the site outfalls (including off-site run-on).   |                                   |     |
| 6  | Breakdown of existing and proposed impervious surfaces in table format   |                                   |     |
| 7  | Locations of existing drainage ways such as ditches, pipes, streams, intermittent streams, ponds, culverts, sinkholes, wetlands and wet weather conveyances, showing buffers if applicable, within and adjacent to the property as well as the type, size, elevation, etc.   |                                   |     |
| 8  | Locations of utility, roadway, and drainage easements within the property  |                                   |     |
| 9  | Designated floodways and floodplains, showing elevations   |                                   |     |
| 10 | Approximate limits of proposed land disturbing activity (i.e. a boundary line encompassing the location(s) of the proposed land disturbance activity). Examples of land disturbing activities include: areas of soil cut or fill, stockpile areas, demolition areas, material and equipment storage areas, access paths to construction activity, contractor parking areas, etc.   |                                   |     |
| 11 | Proposed erosion prevention & sediment control measures including calculations and details for installation (TDEC Sediment and Erosion Control Manual should be used as a reference for design.)   |                                   |     |
| 12 | Seeding specifications, including temporary and permanent seed, soil amendments, mulch, seeding schedule and or sod specifications and planting schedule.  |                                   |     |
| 13 | Construction Exit or description of how sediment tracking onto public roads will be prevented.   |                                   |     |
| 14 | Note requiring temporary stabilization of disturbed soils in compliance with Section 3.5.3.2 of the Tennessee General NPDES Permit for Discharges of Stormwater Associated with Construction Activities  |                                   |     |
| 15 | Proposed construction sequence - A description of when EPSC measures are to be implemented in relation to construction milestones and how each SCM will be protected during construction.  |                                   |     |



**CITY OF BELLE MEADE  
LAND DISTURBANCE PERMIT CHECKLIST**

| #  | The following information must be provided for<br><b>all projects requiring a land disturbance permit:</b>   | Location of Requested<br>Information | N/A |
|----|--|--------------------------------------|-----|
| 16 | Pre- and post-developed hydrologic and hydraulic stormwater runoff calculations must be provided which compare pre-development runoff rates to post-development runoff rates for the 2 through 100-year, 24-hour design storm events.  |                                      |     |
| 17 | Locations of proposed drainage network and supporting hydrologic/hydraulic calculations* (including inlet capacity calculations)   |                                      |     |
| 18 | Where an increase in the post-developed runoff rate is realized, mitigating the increased flow through a stormwater quantity measure or a series of measures is required. Mitigation of increased flows can consist of onsite detention, longer onsite flow lengths, and/or infiltration. Alternatively a detailed downstream analysis can be performed. **  |                                      |     |
| 19 | Where SCMs are employed that rely on infiltration as a primary discharge mechanism, field verification of infiltration rates per Appendix A of the Tennessee Permanent Stormwater Management and Design Guidance Manual is required.   |                                      |     |
| 20 | Location and size of water quality buffer(s). For all projects that disturb <1 acre, a 20 ft buffer is required during construction and permanently. A City-approved buffer enhancement plan is required for temporary buffer encroachment.  |                                      |     |
| 21 | Land disturbances between 10,000 ft <sup>2</sup> – 0.99 acre shall incorporate, at a minimum, one non-structural water quality improvement measure such as disconnected roof drains, sheet flow of impervious surface runoff, or vegetated filter strips.  |                                      |     |
| 22 | Include a Maintenance and Repair Plan for all SCM(s) to ensure their continued performance. These plans must identify the parts or components of the SCM(s) that need to be maintained and the equipment and skills or training necessary to complete the maintenance. Provisions for the periodic review and evaluation of the effectiveness of the maintenance program and the need for revisions or additional maintenance procedures shall be included in the plan. A permanent elevation benchmark shall be identified in the plans to assist in the periodic inspection of the SCM(s). |                                      |     |
| 23 | Infiltration basins, detention ponds, bioretention areas or rain gardens, and other comparable SCM(s) that the City Building Official deems necessary must be contained within a maintenance easement. Maintenance easements must be recorded on the plat and must completely encompass all components of each SCM as well as the access to the SCM.   |                                      |     |

Note:

\* The design of minor stormwater management systems, defined as ditches, drains, pipes, etc., which collect the initial stormwater runoff shall be based on the 10 year storm frequency. The design of the major stormwater management system, defined as large storm sewers, major culverts, bridges, etc., which collect flow from the minor system shall be based on the 100 year storm frequency.

\*\* The downstream analysis must be conducted on all components of the receiving system to the point at which the total subject site represents 10% or less of the encompassing watershed. The analysis shall be performed for the 2- through 100-year storm events. (The City may request analysis of a shorter duration storm event as well). The analysis shall evaluate the effects of the post-developed flow increase on downstream receiving properties and structures including but not limited to roadside swales, culverts, curb and area drains, etc. The analysis shall demonstrate no adverse impacts upon the downstream receiving properties and structures including adequate hydraulic capacity of the structures.



## CITY OF BELLE MEADE LAND DISTURBANCE PERMIT CHECKLIST

| #  | The following information must be provided for land disturbance of <b>one (1) acre and greater:</b>   | Location of Requested Information | N/A |
|----|---|-----------------------------------|-----|
| 24 | For sites larger than one (1) acre, coverage under the Construction General Permit (CGP) is required.   |                                   |     |
| 25 | Location and size of water quality buffer(s). For all projects that disturb >1 acre, buffer requirements are seen below in Table 4 from the Stormwater Ordinance. A City-approved buffer enhancement plan is required for temporary buffer encroachment.  |                                   |     |
| 26 | Runoff Reduction is required. Site design standards for all new and redevelopment require, in combination or alone, management measures that are designed, built and maintained to infiltrate, evapotranspire, harvest and/or use, at a minimum, the first inch of every rainfall event preceded by seventy-two (72) hours of no measurable precipitation. This first inch of rainfall must be one hundred percent (100%) managed with no discharge to surface waters or the public storm sewer system. |                                   |     |
| 27 | Please provide Tennessee Runoff Reduction Assessment Tool (TN RRAT) output and supporting documentation. Supporting documentation will include: <ul style="list-style-type: none"> <li>• Map showing areas and connectivity of the TN RRAT design elements</li> <li>• Demonstrate proposed SCM(s) (infiltration area, bioretention, etc.) meet the minimum specifications of the Tennessee Permanent Stormwater Management and Design Guidance Manual (Manual)</li> </ul>                               |                                   |     |
| 28 | For projects that cannot meet 100% of the runoff reduction requirement unless subject to the incentive standards, the remainder of the stipulated amount of rainfall must be treated prior to discharge with a technology documented to remove 80% total suspended solids (TSS) unless an alternative provided under this ordinance is approved. The treatment technology must be designed, installed and maintained to continue to meet this performance standard.                                     |                                   |     |

| Table 4-Water Quality Buffer Requirements for Sites That Require CGP Coverage  |   |  |
|--|---|--|
| Community water characteristics  | Permanent buffer  | During construction (temporary) buffer   |
| Community water drainage area <1 square mile and <u>not</u> designated as impaired or an Exceptional Tennessee Water (ETW) | 30-feet   | 30-feet (Can be established on an average basis as long as minimum is 15-feet. City approved buffer enhancement plan required for CGP-allowable, temporary buffer encroachment.) |
| Community water drainage area <1 square mile and designated as impaired or an Exceptional Tennessee Water (ETW)            | 30-feet   | 60-feet (Can be established on an average basis as long as minimum is 30-feet.)  |
| Community water drainage area >1 square mile and <u>not</u> designated as impaired or an Exceptional Tennessee Water (ETW) | 60-feet (Can be established on an average basis as long as minimum is 30-feet.) | 30-feet (Can be established on an average basis as long as minimum is 15-feet. City approved buffer enhancement plan required for CGP-allowable, temporary buffer encroachment.) |
| Community water drainage area >1 square mile and designated as impaired or an Exceptional Tennessee Water (ETW)            | 60-feet (Can be established on an average basis as long as minimum is 30-feet.) | 60-feet (Can be established on an average basis as long as minimum is 30-feet.)  |
| Note: "Impaired" refers to community water that is impaired for siltation and habitat alteration.                          |   |  |