



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: (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 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: (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: (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: (Residential or Commercial)</b>		<b>Type of project: (New or Addition)</b>	
<b>Total area of subject property:</b>		<b>Area to be 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 appropriate permits required?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Is a sinkhole present?</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>Note: If so, attach a copy of the permits or applications for the permits.</b>		<b>Note: If so, provide a copy of any sinkhole permits received from TDEC.</b>	
<b>Are streams located within the property boundaries?</b>	<input type="checkbox"/> YES <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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**TENNESSEE DEPARTMENT OF ENVIRONMENT AND CONSERVATION (TDEC)**

Division of Water Resources (DWR)

William R. Snodgrass Tennessee Tower, 312 Rosa L. Parks Avenue, 11<sup>th</sup> Floor,

Nashville, Tennessee 37243

1-888-891-8332 (TDEC)

**General NPDES Permit for Stormwater Discharges from Construction Activities (CGP)  
Construction Stormwater Inspection Certification (Inspection Form)**

<b>Site or Project Name:</b>		<b>NPDES Tracking Number: TNR</b>
Primary Permittee Name:		Date of Inspection:
Current approximate disturbed acreage:	Has rainfall been checked/documentated daily? <input type="checkbox"/> Yes <input type="checkbox"/> No	Name of Inspector:
Current weather/ground conditions:	Rainfall total since last inspection:	Inspector's TNEPSC Certification Number:
Site Assessment <input type="checkbox"/> Yes <input type="checkbox"/> No	Assessor's TN PE registration number:	Assessor's TNEPSC Level II/CPESC number:

<b>Check the box if the following items are on-site:</b>	
<input type="checkbox"/>	Notice of Coverage (NOC)
<input type="checkbox"/>	Stormwater Pollution Prevention Plan (SWPPP)
<input type="checkbox"/>	Weekly inspection documentation
<input type="checkbox"/>	Site contact information
<input type="checkbox"/>	Rain Gage
Off-site Reference Rain Gage Location	

**Best Management Practices (BMPs):**

<b>Are the Erosion Prevention and Sediment Controls (EPSCs) functioning correctly?</b>			
If "No," describe below in Comment Section			
1.	Are all applicable EPSCs installed and maintained per the SWPPP per the current phase?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2.	Are EPSCs functioning correctly at all disturbed areas/material storage areas? (permit section 5.5.3)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3.	Are EPSCs functioning correctly at outfall/discharge points such that there is no objectionable color contrast in the receiving stream, and no other water quality impacts? (permit section 5.5.3.5 and 6.3.2)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4.	Are EPSCs functioning correctly at ingress/egress points such that there is no evidence of track-out? (permit section 5.5.3.1)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5.	If applicable, have discharges from dewatering activities been managed by appropriate controls? (permit section 4.1.3) If "No," describe below the measure to be implemented to address deficiencies.	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	If construction activity at any location on-site has temporarily/permanently ceased, was the area stabilized within 14 days? (permit section 5.5.3.4) If "No," describe below each location and measures taken to stabilize the area(s).	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Have pollution prevention measures been installed, implemented, and maintained to minimize the discharge of pollutants from wash waters, exposure of materials and discharges from spills and leaks per section 4.1.4? If "No," describe below the measure to be implemented to address deficiencies.	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Site or Project Name:</b>		<b>NPDES Tracking Number: TNR</b>		
Primary Permittee Name:		Date of Inspection:		
8.	If a concrete washout facility is located on site, is it clearly identified on the project and maintained? If "No," describe below the measures to be implemented to address deficiencies. (permit section 1.2.2)	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9.	Have all previous deficiencies been addressed? If "No," describe the remaining deficiencies in the Comments section. <input type="checkbox"/> Check if deficiencies/corrective measures have been reported on a previous form.	<input type="checkbox"/> N/A	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<p>Comment Section. If the answer is "No" for any of the above, describe the problem and summarize corrective actions to be taken. Otherwise, describe any pertinent observations:</p>				
<p><b>Certification and Signature</b> (must be signed by the certified inspector and the permittee per Sections 5.5.3.11 (g) and 8.7.2 of the CGP)</p>				
<p>I certify under penalty of law that this document and all attachments were prepared by me, or under my direction or supervision. The submitted information is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. As specified in Tennessee Code Annotated Section 39-16-702(a)(4), this declaration is made under penalty of perjury.</p>				
Inspector Name and Title :		Signature:	Date:	
Primary Permittee Name and Title:		Signature:	Date:	

## Construction Stormwater Inspection Certification Form (Inspection Form)

### Purpose of this form/ Instructions

An inspection, as described in subsection 5.5.3.9. of the General Permit for Stormwater Discharges from Construction Activities ("Permit"), shall be performed at the specified frequency and documented on this form. Inspections shall be performed at least 72 hours apart. Where sites or portion(s) of construction sites have been temporarily stabilized, or runoff is unlikely due to winter conditions (e.g., site covered with snow or ice), such inspection only has to be conducted once per month until thawing results in runoff or construction activity resumes.

Inspections can be performed by:

- a) a person with an valid certification from the "Fundamentals of Erosion Prevention and Sediment Control Level I" course,
- b) a licensed professional engineer or landscape architect,
- c) a Certified Professional in Erosion and Sediment Control (CPESC), or
- d) a person who has successfully completed the "Level II Design Principles for Erosion Prevention and Sediment Control for Construction Sites" course.

Qualified personnel, as defined in subsection 5.5.3.10 of the Permit (provided by the permittee or cooperatively by multiple permittees) shall inspect disturbed areas of the construction site that have not been permanently stabilized, areas used for storage of materials that are exposed to precipitation, structural control measures, locations where vehicles enter or exit the site, and each outfall.

Disturbed areas and areas used for storage of materials that are exposed to precipitation shall be inspected for evidence of, or the potential for, pollutants entering the site's drainage system. Erosion prevention and sediment control measures shall be observed to ensure that they are operating correctly.

Outfall points (where discharges leave the site and/or enter waters of the state) shall be inspected to determine whether erosion prevention and sediment control measures are effective in preventing significant impacts to receiving waters. Where discharge locations are inaccessible, nearby downstream locations shall be inspected. Locations where vehicles enter or exit the site shall be inspected for evidence of offsite sediment tracking.

Based on the results of the inspection, any inadequate control measures or control measures in disrepair shall be replaced or modified, or repaired as necessary, before the next rain event if possible, but in no case more than 7 days after the need is identified.

Based on the results of the inspection, the site description identified in the SWPPP in accordance with section 5.5.1 of the Permit and pollution prevention measures identified in the SWPPP in accordance with section 5.5.2 of the Permit, shall be revised as appropriate, but in no case later than 7 days following the inspection. Such modifications shall provide for timely implementation of any changes to the SWPPP, but in no case later than 14 days following the inspection.

All inspections shall be documented on this Construction Stormwater Inspection Certification form. Alternative inspection forms may be used as long as the form contents and the inspection certification language are, at a minimum, equivalent to the Division's form and the permittee has obtained a written approval from the Division to use the alternative form. Inspection documentation will be maintained on site and made available to the Division upon request. Inspection reports must be submitted to the Division within 10 days of the request.

Trained certified inspectors shall complete inspection documentation to the best of their ability. Falsifying inspection records or other documentation or failure to complete inspection documentation shall result in a violation of this permit and any other applicable acts or rules.



**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 <b>all projects requiring a land disturbance permit:</b>	Location of Requested 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.		