



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>EPSC Plan Preparer:</b>			
<b>Name:</b>			
<b>Address:</b>			
<b>Phone:</b>			
<b>E-mail:</b>			
<b>TDEC Level 2 Cert. #:</b>		<b>Expiration Date:</b>	
<b>Stormwater Management Plan Preparer: (If different from EPSC Plan Preparer)</b>			
<b>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 stormwater 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 12-203(9) of the City's Stormwater Ordinance

- (a) Right of Entry.
  - i. The City 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), community water(s) or via any other private or public stormwater management facility and/or SCM during all reasonable hours to monitor, remove foreign objects or blockages, and to inspect for compliance with the provisions of this ordinance.
  - ii. Where a property, site, or facility has security measures in place that require proper identification and clearance before entry into its premises, the person shall make necessary arrangement with its security personnel so that, upon presentation of suitable identification, the City of Belle Meade will be permitted to enter without delay for the purposes of performing specific responsibilities as it relates to the provisions of this ordinance.
- (b) LDP EPSC inspections. The LDP permittee shall perform routine inspections as follows:
  - i. Inspections shall be performed in conformance with the inspection requirements of the TDEC CGP. This requirement applies for all projects that require an LDP.
  - ii. Inspections shall be documented and the permittee shall maintain records of the documented inspections on site (or other location accessible to the City).
  - iii. All erosion prevention and sediment control (EPSC) measures shall be inspected to verify and document the functionality and performance of the measures as designed per the city-approved plans.
- (c) All EPSC measures shall be maintained by the LDP permittee to ensure that they are functioning as designed. Failure to maintain measures constitutes a violation of this ordinance.

From Section 12-206(2) and (3) of the City's Stormwater Ordinance

- (2) SCM Inspection Requirements.
  - (a) Routine inspection of all SCMs and/or stormwater management facilities shall be performed by the property owner or other qualified professional on a minimum annual basis or as specified in the LTMP. These inspections shall be conducted by one of the following a registered professional engineer, registered landscape architect, or other qualified professional familiar with applicable SCM design and maintenance requirements.
  - (b) Comprehensive inspections of all SCMs and/or stormwater management facilities shall be performed once every five years by a registered professional engineer or registered landscape architect. Complete inspection reports for these five-year inspections shall include a minimum of the following:
    - (i) Location map of SCM(s) within project site;
    - (ii) A brief description of the type of SCM(s) and basic design characteristics;
    - (iii) Description of current SCM(s) conditions;
    - (iv) The property owner contact information
    - (v) Inspection date;

- (vi) Specific maintenance items or violations that need to be corrected by the SCM owner along with timeline for maintenance;
- (vii) Maintenance records, if any; and
- (viii) Current photo of SCM(s).
- (c) Inspections, whether routine or comprehensive, shall be submitted annually to the City by July 1.
- (3) SCM and stormwater management facilities inspections. SCMs and/or stormwater management facilities shall be inspected by the LDP permittee on a regular basis during construction and by the property owner after construction has been completed to ensure that they are functioning as designed.
  - (a) Inspections shall be documented per §12-206(2) of this ordinance and provided to the City when requested.
  - (b) In addition to those sanctions provided herein, the maintenance of a SCM and/or stormwater management facility is subject to 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 – As-Built (Record) Drawings**

From Section 12-206(1) of the City’s Stormwater Ordinance

- (a) As-Built (Record) Drawings. All LDP permittees are required to submit as-built drawings for any SCMs and/or stormwater management facilities located on-site within 90 days after final construction of the SCMs has been completed. The drawing(s) must show the final design specifications for all stormwater management facilities and/or SCMs and must be sealed by a registered professional engineer licensed to practice in Tennessee. The drawing(s) shall include at the minimum the following:
  - (i) Location map of SCM(s) within project site;
  - (ii) An engineer’s certification letter certifying that the as-built conditions conform to the approved design plans and specifications;
  - (iii) Description of any variations from the approved design plans and specifications, if any;
  - (iv) A brief description of the type of SCM(s) and basic design characteristics;
  - (v) As-built design parameters including but not limited to invert elevations, outlet structure elevations, subbase layer depths, etc.;
  - (vi) The property owner contact information;
  - (vii) Inspection schedule(s);
  - (viii) A brief description of or reference to maintenance procedures and frequency; and
  - (ix) Photographs of the installed SCM(s).
- (b) A final inspection by the City of Belle Meade is required before occupation permits will be granted. Occupation permits shall not be granted until corrections to all SCMs have been made and accepted by the City of Belle Meade.

I have read the above which is from Section 12-206 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 one (1) foot 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	Property line data including a benchmark via a boundary survey, plat, and/or property description.		
4	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. Size, material, invert elevations, etc. must be provided for all existing pipes and culverts.		
5	Locations of existing utilities, including but not limited to, utility poles, gas lines, water lines, sewer lines and manholes, fire hydrants, water valves and meters, gas valves, transformers, overhead electric and communication lines, underground electric and communication lines, etc.		
6	Locations of utility, roadway, and drainage easements within the property.		
7	FEMA designated floodways and floodplains, showing elevations including references to the FEMA FIRM and FIS.		
8	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).		
9	Breakdown of existing and proposed impervious surfaces in table format.		
10	Proposed stormwater drainage network, including size, material, invert elevations, RIM elevations, etc.		
11	Retaining walls that retain in excess of 4' of fill require separate plans stamped by a structural engineer.		
12	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, EPSC installation areas, etc.		
13	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).		
14	Proposed construction sequence. Including a description of when EPSC measures are to be implemented in relation to construction milestones and how SCM(s) and stormwater management facilities will be protected during construction.		



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LAND DISTURBANCE PERMIT CHECKLIST**

#	<b>The following information must be provided for all projects requiring a land disturbance permit:</b>	<b>Location of Requested Information</b>	<b>N/A</b>
15	Seeding specifications, including temporary and permanent seed, soil amendments, mulch, seeding schedule and or sod specifications and planting schedule.		
16	Construction Exit or description of how sediment tracking onto public roads will be prevented.		
17	Note requiring temporary stabilization of disturbed soils in compliance with Section 5.5.3.4. of the Tennessee General NPDES Permit for Discharges of Stormwater Associated with Construction Activities.		
18	All EPSC measures shall be designed to minimize erosion, maximize sediment removal, and control stormwater runoff generated by a 2-yr, 24-hr design storm event or the 5-yr, 24-hr design storm event if draining to waters with unavailable parameters for siltation/sedimentation or Exceptional Tennessee Waters (ETWs).		
19	Label site outfalls. Note the acreage to each outfall during each stage of construction.		
20	Provide any required sediment basins or traps based on CGP requirements.		
21	Locate stockpile areas and specify EPSC measures around stockpile locations.		
22	Locate construction parking areas and provide adequate EPSC measures.		
23	Provide perimeter EPSC measures. Sediment should be controlled as close to the disturbance as possible to prevent sediment traveling across the site.		
24	Provide waste material handling (pollution prevention measures, such as concrete washout areas and debris and trash management practices) consistent with CGP requirements.		
25	Location and size of required water quality buffer(s) per section 12-205 of the stormwater ordinance.		
26	Existing conditions watershed map showing drainage areas to each site outfall (including off-site run-on).		
27	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).		
28	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-yr through 100-yr, 24-hr design storm events. Care shall be taken to mimic pre-development flow conditions at stormwater outfalls (i.e. sheet flow, concentrated flow) and mitigate erosive flows.*		
29	Locations of proposed drainage network and supporting hydrologic/hydraulic calculations (including inlet capacity calculations). **		
30	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. ***		



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#	<b>The following information must be provided for all projects requiring a land disturbance permit:</b>	<b>Location of Requested Information</b>	N/A
31	Where SCMs or stormwater management facilities 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.		
32	Land disturbances between 10,000 ft <sup>2</sup> – 0.99 acre or include construction of a pool 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. Information on the plans shall be provided detailing the non-structural water quality improvement including necessary notes to the contractor.		
33	A Long-Term Maintenance Plan for all SCM(s) and/or stormwater management facilities to ensure their continued performance. These plans must identify the parts or components of the SCM(s) and/or stormwater management facilities 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.		

Notes:

\*The USDA-NRCS TR-55 methodology shall be used for developing runoff volumes that are routed through a proposed or existing stormwater management measure. Other methodologies such as the rational method can be used when peak flow is the only parameter being calculated.

\*\* The design of minor stormwater management systems, defined as ditches, inlet drains, pipes, etc., which collect the initial stormwater runoff shall be based on the 10-year design 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 design 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 design 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 or part of a common plan of development or sale:</b>	Location of Requested Information	N/A
34	For sites larger than one (1) acre, coverage under the Construction General Permit (CGP) is required. Notice of Coverage from TDEC shall be provided with submittal.		
35	Location and size of required water quality buffer(s) per section 12-205 of the stormwater ordinance.		
36	Water Quality Treatment Volume (WQTV) Calculations. Provide calculations determining the WQTV for all proposed impervious surfaces within the limits of disturbance, routing of the impervious areas to the SCM(s) to determine if the WQTV is contained within the SCM, sizing calculations for the SCM(s) including appropriate literature, depth to bedrock (from invert of SCM) and infiltration testing may be required based on the SCM proposed, etc.		
37	WQTV Map. Provide a map delineating the proposed impervious surfaces being routed to SCM(s). Including the following information: curve number, time of concentration, and acreage.		