

**TOWN OF SMYRNA
STORM WATER (SW) MANAGEMENT PROGRAM
GRADING PERMIT PROCEDURAL REQUIREMENTS**

Project Name: _____

Project Contact: _____

NOC TNR #: _____ (REQUIRED for ≥ 1 acre)

Initiation Date: _____

**[Requirements 1-12 must be completed before a pre-construction meeting can be held.
Grading permits are not issued until a successful pre-construction meeting has been held.]**

- | | | |
|---|-------|-------------------------------------|
| 1. Plan Review approval | _____ | |
| 2. Planning Commission approval | _____ | |
| 3. Development Agreement is signed by town manager | _____ | |
| 4. Permanent SW Management – Maintenance Agreement is submitted | _____ | |
| 5. Stormwater Management System Operation/Maintenance agreement
(exclusively for subsurface detention/treatment systems) | _____ | |
| 6. Notice of Coverage (NOC) received by Town of Smyrna (TOS) | _____ | |
| 7. TDEC sinkhole letter of approval, if needed, received by TOS | _____ | Class V Injection well permit _____ |
| 8. Copy of TDEC’s Level I EPSC workshop certificate received by TOS | _____ | TDOT permit(s) _____ |
| 9. SWPPP received by TOS | _____ | Rutherford Co. permit/bonds _____ |
| 10. Grading Plans (3) and Storm Water calculations received by TOS | _____ | |
| 11. Grading plans (3) with calculations reviewed and signed by P.E. | _____ | |
| 12. Clearing and Grubbing may occur prior to grading permit issuance | _____ | |
| 13. Sediment control measures are inspected/approved by SWM Coord. | _____ | |
| 14. Pre-construction meeting (bring TN Contractors Lic. &
Workman’s Compensation Insurance Certificate) | _____ | |
| 15. Developer/contractor is notified of signed grading permit application | _____ | |
| 16. Grading plan and grading permit application given to Codes Dept. | _____ | |
| 17. Developer/contractor pays grading permit and SWM Program fees | _____ | |
| 18. Developer/contractor completes grading permit application/submits | _____ | |
| 19. Grading can begin | _____ | |

Procedures #1 - #19 were completed to the best of my knowledge:

Gregory Upham, SWM Program Coordinator

Date