

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

Project Name: _____

Project Contact: _____

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

Initiation Date: _____

1. Plan Review approval _____
2. Planning Commission approval _____
3. Notice of Coverage (NOC) received by Town of Smyrna (TOS) _____
4. TDEC sinkhole letter of approval, if needed, received by TOS _____
5. Copy of TDEC's Level I EPSC workshop certificate received by TOS _____
6. SWPPP received by TOS _____
7. Grading Plans (4) and Storm Water calculations received by TOS _____
8. Grading plans (4) with calculations reviewed and signed by P.E. _____
9. Clearing and Grubbing may occur prior to grading permit issuance _____
10. Sediment control measures are inspected/approved by SWM Coord. _____
11. Preconstruction meeting is held _____
12. Grading permit application is signed by SWM Coord. _____
13. Developer/contractor is notified of signed grading permit application _____
14. Grading plan (1) and grading permit application given to Codes Dept. _____
15. Developer/contractor pays grading permit and SWM Program fees _____
16. Developer/contractor completes grading permit application/submits _____
17. Developer/contractor receives copy of grading plan and application _____
18. Grading can begin _____

Procedures #1 - #18 were completed to the best of my knowledge:

Gregory Upham, SWM Program Coordinator

Date
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