

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

Project Name: \_\_\_\_\_

Project Contact: \_\_\_\_\_

NOC TNR #: \_\_\_\_\_ (REQUIRED for  $\geq 1$  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<br>(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 ( <b>bring TN Contractors Lic. &amp;<br/>Workman’s Compensation Insurance Certificate</b> )    | _____ |                                     |
| 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