

TOWN OF SMYRNA:
PROCEDURES for GRADING PERMIT ISSUANCE (revised 8-31-20)

STEP #1: Participate in both office-wide staff plan review meetings, conveying any and all deficiencies to Planning Office coordinator and recording status of plans on separate line items of tracking table.

STEP #2a: Receive Planning Commission meeting minutes then, if plans are approved, create grading permit (hardcopy) files, including, but not restricted to, blank Grading Permit Procedural Requirements list, permit application, initial sediment control measure (EPSC) inspection form, and pre-construction meeting attendance sign-in sheet.

STEP #2b: Planning Department mails notification to developer and design engineer, accompanied by the Grading Permit Procedural Requirements tracking document. It is now up to the developer to commence.

STEP #3: Track receipt of documents (NOC, TDEC Class V Injection well, TDOT Entrance letter, SWPPP, EPSC contractor's TDEC Level I workshop certificate), add dates on Grading Permit Procedural Requirements list, including Development Agreement, via the Planning Office. Answer any questions the general contractor has.

STEP #4: Receive three sets of grading plans then review, finding any EPSC deficiencies before relaying them to the staff engineer.

STEP #5: The staff engineer reviews plans for the following storm water procedures and standards:
A determination of discharges into waters with either unavailable or exceptional parameters,
EPSCs are designed to control the runoff from a 2-yr/24 hr. return interval storm,
EPSCs are designed to control the runoff from a 5-yr/24 hr. storm,
Specifies sediment ponds for construction sites with drainage areas > 10 acres,
Specifies a 30' natural riparian buffer zone adjacent to all streams, lakes, wetlands on/adjacent to construction sites,
Specifies sediment ponds for construction sites with drainage areas > 5 acres, that discharge to unavailable or exceptional waters
Specifies a 60' natural riparian buffer zone adjacent to all unavailable or exceptional waters on/adjacent to construction sites

STEP #6: Once plans are approved, SWM Coordinator and staff engineer sign and date the three sets of grading plans. The grading permit tracking table and Confirmation Notice are completed then the developer and design engineer are mailed a copy of the Confirmation Notice, indicating all permit deficiencies.

STEP #7: Inspect all sediment control measures, via approved plans then complete standard inspection form, making one copy for the general contractor. If there are deficiencies notify general contractor of such then repeat this step until all deficiencies are satisfied.

STEP #8: Notify general contractor that requirements are met and the grading permit fee amount then arrange for a pre-construction meeting with the general contractor and persons of their choosing, along with sediment control and storm drain/permanent entrance and storm sewer inspectors and Utility department staff.

STEP #9: Give one set of signed plans, along with the completed application form and a copy of the sediment control measure inspection form, to the Public Works Office Coordinator for eventual permit issuance.

STEP #10: Facilitate pre-construction meeting where all concerns should be addressed between all parties then usher the general contractor to the Public Works Office Coordinator, who will process the completed application and provide the general contractor with their set of plans and copy of the initial sediment control measure inspection form. During the meeting, the SWM Program Coordinator makes certain all participants have signed the sign-in sheet then they make the appropriate amount of copies and distributes these to the meeting participants prior to the meeting's adjournment.

STEP #11: The Public Works Office Coordinator enters the permit application information into the Town's computer system then directs the general contractor to the Treasury Department where the permit fee is paid. Once this fee is paid, the general contractor can commence grading said project.

STEP #12: Both the Street Department and SWM Program staff should then receive the two remaining sets of approved plans for their immediate use during the inspection of said project.

STEP #13: The SWM Program Coordinator then should update all grading permit tracking tables.