

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

(revised 8-19-21)

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

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

NOC TNR #: \_\_\_\_\_ (REQUIRED for  $\geq 1$  acre)

Initiation Date: \_\_\_\_\_

**[Requirements 1-14 must be completed before a pre-construction meeting can be held.  
Grading permits are not issued until a successful pre-construction meeting is held.]**

- 1. Plan Review approval \_\_\_\_\_
- 2. Planning Commission approval \_\_\_\_\_
- 3. **Development Agreement is signed by developer then town manager  
[via Kevin Rigsby, not SWM Coord.]** \_\_\_\_\_
- 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 \_\_\_\_\_  
- ARAP permit \_\_\_\_\_
- 10. Grading Plans (1) initially & Storm Water calcs received by TOS \_\_\_\_\_  
[(3) eventually] \_\_\_\_\_
- 11. Grading Plans (1) initially, with calcs reviewed & signed by P.E. \_\_\_\_\_  
[(3) eventually] \_\_\_\_\_
- 12. Clearing & Grubbing may occur prior to grading permit issuance  
(for the installation of sediment control measures ONLY) \_\_\_\_\_
- 13. Developer/contractor completes grading permit application/submits,  
along with **TN Contractors License; Smyrna Business License; &  
Workman’s Compensation Insurance Certificate) to SWM Coord.** \_\_\_\_\_
- 14. Sediment control measures are inspected /approved by SWM Coord. \_\_\_\_\_
- 15. Pre-construction meeting is led by SWM Coord. \_\_\_\_\_
- 16. Town enters grading permit information into CityWorks program \_\_\_\_\_
- 17. Contractor pays grading permit/SWM Program fee at Treasury \_\_\_\_\_
- 18. Treasury receives fee payment then issues permit to contractor \_\_\_\_\_

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

\_\_\_\_\_  
Gregory Upham, SWM Program Coordinator

\_\_\_\_\_  
Date