

# City of Morristown Land Disturbance Permit Review Packet

## *Land Disturbance Permit Closure Checklist*

### Introduction

This packet and all listed applicable checklist items are required as part of the Land Disturbance Permit Closure process. This checklist will be used by the City plans reviewer. Therefore, fully completing this checklist will help reduce delays in permit closure.

The City has adopted several BMP Manuals which provide details regarding design and construction of Stormwater Control Measures (SCMs). In particular, the designer should refer to the City's *Stormwater Design Guidance Manual*. These manuals, all referenced documents, and additional information regarding the City's submittal requirements may be found at [http://www.mymorristown.com/departments/public\\_works/stormwater/index.php](http://www.mymorristown.com/departments/public_works/stormwater/index.php) or by calling (423) 585-4658.

Note that the Stormwater Program reserves the right to modify this checklist at any time. This checklist does not supersede any requirements of the Stormwater Program Ordinance, the Stormwater Program Standard Operating Procedures, or any other City Planning, Zoning, Subdivision, or other regulations and ordinances.

### Instructions

Provide the requested project information below. Mark each item on the checklist to indicate that it is adequately addressed in your submittal. Please include "N/A" and/or provide additional information if applicable.

<b>Project Name</b>	
<b>Checklist Completed by (Engineer):</b>	<b>Date</b>
<b>Printed Name</b>	<b>Signature</b>
<b>Phone Number</b>	<b>E-mail Address</b>
<b>Checklist Completed by (Surveyor):</b>	<b>Date</b>
<b>Printed Name</b>	<b>Signature</b>
<b>Phone Number</b>	<b>E-mail Address</b>

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### 1. As-built Drawings

- Required if Stormwater Control Measures (SCMs) for peak flow or post-construction pollutant treatment were installed, and/or stormwater infrastructure will be dedicated to the City
- ❑ Completed Land Disturbance Permit Closure Checklist (this document)
- ❑ Four hard copies of as-built drawings
- ❑ Digital copy of all submittal items in PDF format, identical to the hard copy
- ❑ Site layout plan in DWG format, tied to Tennessee state plane coordinate system, including buildings, parking lots, driveways, fire hydrants, sidewalks, and parcel lines
- ❑ Sealed by surveyor, and meets requirements of the State of Tennessee State Board of Examiners for Land Surveyors with a precision of not less than 1:10,000 of the unadjusted survey
- ❑ Following statement, with seal of licensed engineer, on each sheet:
  - Based on site observations and/or information provided by a registered Land Surveyor, I hereby certify that all Stormwater Control Measures (SCMs) will function in substantial conformance with the approved plans and specifications.
- ❑ Note referencing that an Inspection & Maintenance Agreement exists and will be recorded with the deed
- ❑ Property corner tie meeting the requirements of the Tennessee State Board of Examiners for Land Surveyors
- ❑ Footprints of impervious area conform to approved construction drawings
- ❑ Stormwater Control Measures (SCMs) conform to the approved construction plans
  - Labeled with same names
  - Contours provided at a minimum 2' interval, with 1' interval required where necessary to provide sufficient detail
  - Locations and invert elevations for all pipe/ditch outfalls into SCMs
  - Information for Proprietary SCMs
    - Manufacturer's identification number, model, and size
  - Tracking information

# **City of Morristown Land Disturbance Permit Review Packet**

## ***Land Disturbance Permit Closure Checklist***

- ❑ Outlet structures conform to approved construction drawings
  - Number and location
  - Pipe and orifice inverts and diameters
  - Weir dimensions and elevations
  - Riser dimensions and elevations
  - Emergency spillway dimensions and elevations
  - Underdrain systems
- ❑ Pipe sizes and materials labeled and conform to approved construction plans
- ❑ All infrastructure to be dedicated to the City shown (storm drainage, traffic signals, roads, etc.) with relevant locations, elevations, etc.
- ❑ ERUs (Equivalent Residential Units) provided
- ❑ Water Quality Buffer Zones labeled, delineated with width, and conform to approved construction drawings
  - Following note: “There shall be no clearing, grading, construction or disturbance of soil and/or native vegetation except as permitted by the City Administrator or designee.”
- ❑ Easements for stormwater drainage systems (pipes, channels, etc.) provided (if applicable, See Section 0)
- ❑ Revised calculations provided
  - Note: Required only if the elevations or dimensions of the SCMs do not substantially conform to those in the approved plans.
  - Peak flow control, including channel protection volume
  - Post-construction stormwater pollutant treatment
  - Stormwater conveyances, if calculations were required during submittal

## **2. Site Visit**

- Note: The City will perform the site visit after submittal of the as-built drawings.
- ❑ At least 75% coverage of vegetation in areas where vegetation is specified
- ❑ SCMs constructed per the approved construction plans and adopted BMP Manuals

# **City of Morristown Land Disturbance Permit Review Packet**

## ***Land Disturbance Permit Closure Checklist***

- ❑ Pipe sizes and materials match as-built Drawings
- ❑ Outlet structures
  - Conform to as-built drawings
    - Number and location
    - Pipe and orifice inverts and diameters
    - Weir dimensions and elevations
    - Riser dimensions and elevations
    - Emergency spillway dimensions and elevations
    - Underdrain systems
  - Structure and outlet pipes clean and not obstructed
- ❑ Proprietary SCMs match as-built Drawings
  - Manufacturer, model, and size
- ❑ Catch basins clean: grates, inverts, and pipe openings
- ❑ Water Quality Buffer Zone (WQBZ)
  - Signs installed
  - No concentrated flows into WQBZ

### **3. Inspection & Maintenance Agreement**

- Required if Stormwater Control Measures (SCMs) for peak flow control and/or post-construction pollutant treatment were installed; or if an existing SCM is utilized which is not currently covered by an Agreement
- ❑ Executed Inspection & Maintenance Agreement
- ❑ Recording fee
  - City staff will present to City Council for approval, then record for the applicant

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### 4. Plat

- Note: A plat is not generally required for access to or maintenance of Stormwater Control Measures (SCMs); this is addressed in the Inspection & Maintenance Agreement. However, a plat is required in the following cases:
  - If a plat is required by the Planning department
  - If stormwater infrastructure will convey flow across parcels on which the flow did not originate, and
    - if easements were not shown on a prior recorded plat, and/or
    - if easements were shown on a prior recorded plat, but stormwater infrastructure was installed such that the recorded easements are incorrect

#### Notes

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