Procedures to follow to receive a Grading Permit

- Grading and Drainage plans reviewed and approved by the City of Franklin Engineering and Street Departments.
- Coordinate with the Franklin Stormwater Coordinator (791-3218) to receive a Stormwater Permit (if necessary). Fee is **$100**.
- Coordinate with the Franklin Codes Department (794-7012) to receive a Tree Cutting Permit. Bring approved grading & drainage plan and approved landscape plan. Fee is **$25**. If a Tree Cutting Permit is not required, the Codes Department will still issue something in writing stating the fact that the permit is not applicable.
- Fill out the first page of the Grading Permit application.
- Bring the Stormwater and Tree Cutting Permits, approved Grading & Drainage plans, fee, and Grading Permit application to the Engineering Department. The Engineering Department secretary will sign the first page of the completed application. (Fee is **$100**)
- Install necessary erosion control measures as shown on the approved plan.
- Schedule a meeting with the Franklin Street Department (791-3254) to inspect the erosion control measures. Bring approved Grading & Drainage plans and signed permit application. After all these steps are complete, the Franklin Street Department will issue the grading permit at the end of the meeting on site.

(Good for one year from date of issue)

GRADING & EROSION CONTROL PERMIT

CITY OF FRANKLIN

Permit No.

dlg/07/14/06

Firm/Contractor Name				Property Address	
Firm Address		Subdivision/Section			Lot No.
Firm City	Firm State	Firm Zip	Control Map Number		Parcel Number
Date to Commence Grading		Date of approved Drawings		Date of Tree Cutting Permit	
Certified Inspector(s) (as of January 1, 2003)		Phone Numbers		Name and date of last Certification Class	

This permit must be applied for at Franklin Engineering Department, 109 3rd Ave. South, City Hall, Franklin, TN ph. 791-3218

☐ **$100 Permit fee has been paid. (REQUIRED)**

The City of Franklin, Tennessee, hereby grants permission to commence with grading work. Grading work must commence within **30 days** of issuance or grading permit will be void.

* The permit is good for **1 year from date of issue**----after that date you must contact this office for renewal.

***** Applicant must submit to Engineering Department, every other week, detailed Inspection Reports (See example at end of this document).

* Applicant must have an approved **Construction Plans signed and dated from the City of Franklin Engineering Department and kept on site.**

* Sediment ponds and drainage ways to the ponds shall be built and stabilized PER-PLANS DURING THE FIRST STAGES OF THE PROJECT! The city has the right to require adjustment to the pond or any erosion prevention and sediment controls associated with the project.

* *Notice of Work*: The contractor shall provide the City of Franklin, Street Department (615) 791-3254 with a **24-hour** notice prior to any grading work. Grading shall conform to lines and grades as shown on the approved drawing and shall be in accordance with the specifications as approved by the City of Franklin, its ***Stormwater Management Ordinance 2001 - 53*, approved April 9, 2002, Franklin Municipal Codes and Best Management Practice Manual**.

* Where applicable, work shall also conform to the requirements as for construction done near or in a stream potentially effected by the project set forth in the Aquatic Resource Alteration Permit (ARAP) as issued by the Natural Resource Section of the Tennessee Department of Environment and Conservation: Permit number _____ and the Department of Army permit issued by the Corp of Engineers: Permit number _____for work in or near delineated wetlands. No work shall commence within a TVA easement until TVA has granted permission and written verification is provided to the City of Franklin. The contractor and/or developer shall be responsible for obtaining all permits required by agencies and/or governmental entries having jurisdiction.

* Erosions prevention and sediment control devices, EP&SC, as shown on the approved **Grading and Erosion Plan in approved construction plans shall be in place prior to any grading, clearing and/or any other construction activity**. These devices shall be maintained throughout the construction period; generally considered to be through the completion of restoration. **A copy of your approved plans along with an inspection checklist and Stormwater Permit must be at the project site at all times**. The inspection checklist shall have a record of dates EP&SC devices are inspected and any correction action taken or major observations.

* All EP&SC devices are to remain in place until the site has been stabilized and a good stand of grass has been established. **(75 % cover of vegetation)**

*** Erosion prevention and sediment controls must be inspected before a rain event, twice a week and 24 hours after a .25 inch rain event and documented on the inspection site checklist.**

Authorized fee has been paid:_____ Date of Issue: _____

(Signature)

Pre-Construction Check off list:

Please initial that these have been accomplished before construction:

_____ Erosion Prevention and Siltation Control Plan (approved plans) accompanying this permit.

_____ **Silt fence or other sediment barriers** have been installed properly along topographical contours downslope of the area to be disturbed prior to any grading, clearing and/or any other construction activity. Erosion and sediment control measures shall be designed to control the rainfall and runoff from a **2 year, 24 hour storm, as a minimum**.

_____ This site shall contain a temporary stone construction entrance that conforms to the City of Franklin's Stormwater Ordinance and Best Management Practice Manual within 24 hours of grading commencement or the permit will be revoked. The stone shall be **3 inch in diameter** and shall be kept clean by adding stone as needed. It shall be at least 6 inches deep underlain with filter fabric and 20 feet wide.

_____ Where applicable, approved inlet protections for nearby storm sewer curb and drop inlets have been installed.

_____ Where applicable, existing vegetation and **Buffer** will be maintained and temporary cover crops will be used.

_____ Offsite material storage and /or borrow areas (also including overburden and stockpiles of dirt, etc.) used for this project are considered part of the project and are hereby governed by this permit.

_____ Have installed tree protection fencing in proper locations and it has been inspected and approved.

The following erosion prevention and sediment control BMPs will be performed until Bond is released:

☐ Vegetative buffers or other protection must be provided along streams, rivers, and ponds to avoid erosion of banks.

☐ Stabilization measures must be performed within seven (7) days in portions of the site where construction activities have temporarily or permanently ceased, and within fifteen (15) days after final grading. Stabilization measures means that the area has been seeded and established with grass to at least 75% coverage.

☐ For an outfall in a drainage area of a total of 5 or more acres, a temporary (or permanent) sediment basin that provides storage for a calculated volume of runoff from a 5 year, 24 hour storm and runoff from each acre drained, or equivalent control measures, shall be provided until final stabilization of the site. A drainage area of 5 or more acres includes both disturbed and undisturbed portions of the site or areas adjacent to the site, all draining through the common outfall. Where an equivalent control measure is substituted for a sediment retention basin, the equivalency must be justified. Runoff from any undisturbed acreage should be diverted around the disturbed area and the sediment basin and, if so, can be omitted from the volume calculation. Sediment storage expected from the disturbed areas must be included and a marker installed signifying a cleanout need.

☐ Sediment must be removed from sediment barriers, ponds and other sediment controls when design capacity had been reduced by 33% and Siltation Control fences shall be replaced.

☐ Sediment that has escaped the construction site and has collected in the street or drainage structures must immediately be physically removed.

☐ Building and waste materials, and non-storm water discharges, such as concrete, paint washwater, or machinery leakage or spillage must be managed to prevent them from entering the stormwater system, ground water or nearby water body.

☐ BMPs must be inspected by a qualified person who has taken an approved erosion and sedimentation course: (Certification required by January 01, 2003). (Issuance of this Grading & Erosion Control Permit does not exempt you from complying with any provision of the city of Franklin's Stormwater Management Ordinance 2001 – 53 TITLE 16 CHAPTER 7 City Municipal Code, that applies or obtaining a *Stormwater Management Permit*).

(All correspondence is required to reference Permit number)

I certify, under penalty of law, that I have Approved Construction Plans signed and dated from the City of Franklin Engineering Department and that I have reviewed this document and understand the erosion prevention and sediment control requirements here in. I agree to implement and follow the provisions of the Grading & Erosion Control Permit for the construction site. I understand that these requirements will be inspected and enforced by the City of Franklin and failure to comply may result in the issuance of a *"stop work order"* and/or other penalties until compliance is accomplished. The undersigned will be responsible for complying with this permit and any and all provision of the Franklin Stormwater Management Ordinance 2001-53 and Franklin Municipal Code § 1607 that applies.

Print Name	Signature	Date

Permit Issued by:_____ Date of Issue: _____

(Signature)

dlg/07/14/06

GRADING & EROSION CONTROL PERMIT

Instructions

This permit must be applied for at Franklin Engineering Department, 109 3rd Ave. South, City Hall, Franklin, TN ph. 791-3218

Purpose of this form:
To eliminate any non-allowable discharges to Franklin's Municipal Separate Storm Sewer System that impact water quality.
A Permit Fee
A Permit Fee of $100 must be paid before receiving this permit **(as of July 1, 2006)**

Completing this form: Type or print clearly, using ink and not markers or pencil. Initial each blank item and make a check mark in the boxes signifying that you have read these sections and will comply with them. Submitting this **Grading and Erosion Control Permit** does not exempt you from complying with all aspects of the city of Franklin's ***Stormwater Management Ordinance 2001 – 53 and Municipal Code § 1607***. This form does not exempt you from obtaining any other state, local or federal required permits.

Who must submit a GRADING & EROSION CONTROL PERMIT form?
Any one that is disturbing more than 5,000 square feet of land use.

No site development permit is required for the following activities:

- Any emergency activity that is immediately necessary for the protection of life, property, or natural resources.
- Agricultural land management activities (except where the clearing of the land, forest or other agriculture activity, results in activities other than further agriculture or forest use).
- Additions or modifications to existing detached single-family dwellings.
- Developments that do not disturb more than 5,000 square feet of land use. This exception may not be applied for contiguous properties that may have been subdivided and/or are attributed to multiple separate owners. **This exemption does not apply to any discharge of sediment or other form of water pollution that may leave a small site.**

You must have an approved set of Construction Plans signed and dated by the City of Franklin Engineering Department, Stormwater Permit, Grading Permit (this permit) and Tree Cutting Permit (where applicable) before you start work.

Other permits:

- An **ARAP permit** may be required. If your work will disturb or cause alterations of a stream or wetland, you must obtain an appropriate Aquatic Resource Alteration Permit (ARAP) before you will receive a City of Franklin Grading and Erosion Control Permit or City of Franklin Stormwater Management Permit. If you have a question about the ARAP program or permits, contact your local Tennessee Department of Environment and Conservation Environmental Assistance Center.
  If you are disturbing more than **1 acre** you will also need a **NPDES Permit** from TDEC; you will need to have it and supply the NPDES number before obtaining Franklin Stormwater and Grading permits.

Notice New Requirements!

1) For an outfall in a drainage area of a total of 5 or more acres, a temporary (or permanent) sediment basin that provides storage for a calculated volume of runoff from a 5 year, 24 hour storm and runoff from each acre drained, or equivalent control measures, shall be provided until final stabilization of the site. A drainage area of 5 or more acres includes both disturbed and undisturbed portions of the site or areas adjacent to the site, all draining through the common outfall. Where an equivalent control measure is substituted for a sediment retention basin, the equivalency must be justified. Runoff from any undisturbed acreage should be diverted around the disturbed area and the sediment basin and, if so, can be omitted from the volume calculation. Sediment storage expected from the disturbed areas must be included and a marker installed signifying a cleanout need.
2) For areas over **50 acres**, the site must have an approved **Phases Construction Plan**.
3) A **Permit Fee of $100** must be paid before receiving this permit (as of July 1, 2006)

Sample of an Inspection Maintenance Form

Long Term Maintenance Plan

Month/Year	Week 1	Week 2	Week 3	Week 4	Week 5
	Circle Yes or ***No with*** Initials	***Circle Yes*** or ***No with*** Initials	***Circle Yes*** or ***No with*** Initials	***Circle Yes*** or ***No with*** Initials	***Circle Yes*** or ***No with*** Initials
_____ / _____	Date:	Date:	Date:	Date:	Date:
Inspections Performed	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /

Comments

Name and location of structure or area inspected:

Maintenance needed?

_____ / _____	Date:	Date:	Date:	Date:	Date:
Inspections Performed	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /

Comments

Name and location of structure or area inspected:

Maintenance needed?

_____ / _____	Date:	Date:	Date:	Date:	Date:
Inspections Performed	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /

Comments

Name and location of structure or area inspected:

Maintenance needed?

_____ / _____	Date:	Date:	Date:	Date:	Date:
Inspections Performed	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /

Comments

Name and location of structure or area inspected:

Maintenance needed?

_____ / _____	Date:	Date:	Date:	Date:	Date:
Inspections Performed	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /	***Yes*** or ***No*** /

Comments

Name and location of structure or area inspected:

Maintenance needed?