



## PLANNING COMMISSION SUBMITTAL REQUIREMENTS

Project Name: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Name, Phone and Email: \_\_\_\_\_  
 \_\_\_\_\_

The following information must be completed and submitted to the City of Portland prior to being placed on the Planning Commission Agenda: *(Incomplete packets shall result in a delayed review by Staff.)*

	Included	Not Applicable
1. Completed, signed, and stamped <b>Engineering Review Submittal Checklist.</b>	<input type="checkbox"/>	<input type="checkbox"/>
2. Site Plan Drawings meeting all requirements of the <b>Engineering Review Submittal Checklist.</b>	<input type="checkbox"/>	<input type="checkbox"/>
3. Completed <b>Inspection and Maintenance Agreement.</b>	<input type="checkbox"/>	<input type="checkbox"/>
4. <b>Long Term Maintenance Plan</b> signed by Owner. Project dependent document. Must be written by an engineer.	<input type="checkbox"/>	<input type="checkbox"/>
5. <b>Drainage Calculations</b> meeting the City of Portland <b>Minimum Drainage Requirements for Development.</b>	<input type="checkbox"/>	<input type="checkbox"/>
6. <b>Landscaping Plan.</b>	<input type="checkbox"/>	<input type="checkbox"/>
7. <b>Lighting and photometric plan</b> for the development site.	<input type="checkbox"/>	<input type="checkbox"/>
8. <b>Building Elevations</b> complying with the design review guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
9. Payment for the <b>Planning Commission Submittal Fees.</b>	<input type="checkbox"/>	<input type="checkbox"/>

*This section to be completed by City of Portland Staff*

Received By: \_\_\_\_\_

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

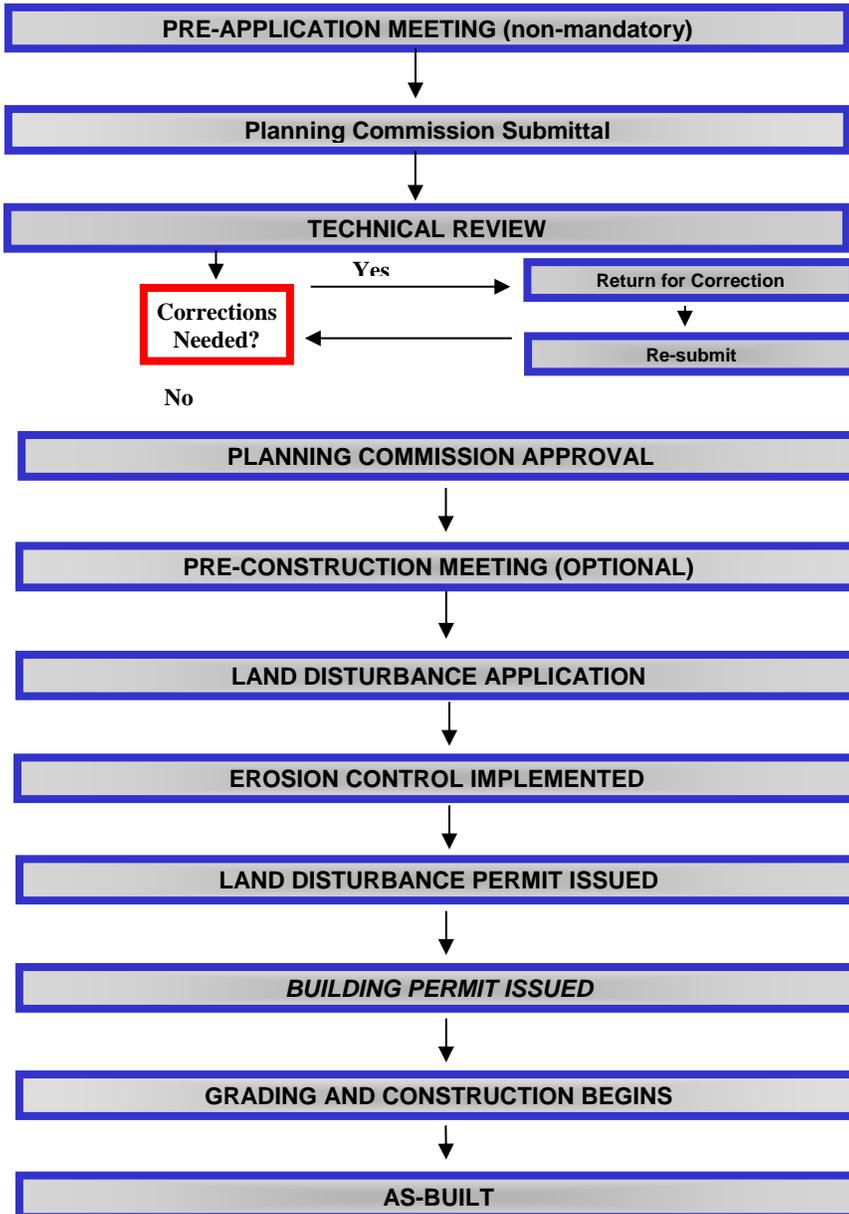


# **ENGINEERING REVIEW SUBMITTAL DOCUMENTS**

- Engineering Review and Land Disturbance Permit Process Flowchart**
- Engineering Review Submittal Checklist**
- Tennessee Construction General Permit Certification Stamp**
- Land Disturbance Permit Application**
- Inspection and Maintenance Agreement (*Inside City Limits Only*)**



## Engineering Review and Land Disturbance Permit Process





**ENGINEERING REVIEW SUBMITTAL CHECKLIST**

	Included	Not Applicable
1. Completed Land Disturbance Permit Application.	<input type="checkbox"/>	
2. A Tennessee Construction General Permit Notice of Coverage (NOC) must be obtained by all sites that disturb one acre or more of land prior to a City of Portland Land Disturbance Permit being issued. Enter NOC Permit Number Here:_____	<input type="checkbox"/>	<input type="checkbox"/>
3. Copy of Completed Tennessee Construction General Permit Notice of Coverage (NOC) shall be included on cover of plans.	<input type="checkbox"/>	
4. Copies of all other required State and Federal permits (or copies of the permit applications), including, but not limited to ARAP, U.S. Army Corps of Engineers Section 404, or TDEC sinkhole permits.	<input type="checkbox"/>	<input type="checkbox"/>
5. Submittal of one copy of the following: grading and drainage plans (with post-construction stormwater management details), site utility plans, and erosion prevention and sediment control plans (including separate initial plan shown with existing conditions). Plans must be at a scale of no less than one inch = fifty feet and a maximum size of 24" x 36".	<input type="checkbox"/>	
6. Property Map and Parcel Number	<input type="checkbox"/>	
7. Existing and proposed site contours at an interval no greater than two (2) feet and no less than one (1) foot apart.	<input type="checkbox"/>	
8. Existing and proposed buildings on the property.	<input type="checkbox"/>	<input type="checkbox"/>
9. Existing and proposed paving on property.	<input type="checkbox"/>	<input type="checkbox"/>
10. List the Total Impervious Surface Area on First Sheet (Cover) of Plans. Please list in Acres, square feet, or both. This includes all Gravel Surfaces i.e. parking lots, driveways, etc.	<input type="checkbox"/>	



	Included	Not Applicable
11. Existing and proposed stormwater management structures on and in the immediate vicinity of the property. Must include the location, size, and capacity of the next two structures immediately downstream in every direction that will receive runoff. Must include size, type, slope, and invert elevation of the structures.	<input type="checkbox"/>	
12. Calculations showing that pre=post construction flows.	<input type="checkbox"/>	
13. At least one benchmark located, with the proper datum reference indicated (If flood study exists, datum must match flood study.).	<input type="checkbox"/>	
14. Locations of all construction site entrances/exits.	<input type="checkbox"/>	
15. Temporary erosion and sediment control measures to be implemented during construction.	<input type="checkbox"/>	
16. Final stabilization measures proposed for all disturbed areas on the property. Areas with slopes 3:1 or steeper must be stabilized by methods approved by City of Portland.	<input type="checkbox"/>	<input type="checkbox"/>
17. Stormwater management system design calculations based on the City of Portland minimal drainage requirements for development.	<input type="checkbox"/>	
18. Stormwater quality design calculations, including drainage area maps.	<input type="checkbox"/>	<input type="checkbox"/>
19. Floodplain and floodway boundaries, floodplain elevations, and water quality buffer zones.	<input type="checkbox"/>	<input type="checkbox"/>
20. Cut and fill cross-sections and volume calculations for the floodplain.	<input type="checkbox"/>	<input type="checkbox"/>
21. First floor elevations for building in and adjacent to the floodplain.	<input type="checkbox"/>	<input type="checkbox"/>
22. Detail drawings of swales, ditches, inlets, head walls, detention pond outlet structures and overflows, erosion control measures, etc.	<input type="checkbox"/>	
23. Delineation of wetlands, streams, ponds, lakes, buffers, community waters or other environmentally sensitive areas. A note should be placed along each water quality buffer indicating the number of required buffer signs and that they will be installed every 200 feet.	<input type="checkbox"/>	<input type="checkbox"/>



- |   | Included                 | Not Applicable           |
|---|--------------------------|--------------------------|
| 24. One (1) copy of sinkhole and drainage well information, if applicable to the site conditions, including sinkhole 100-year volume information  | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Include a note on plans to reference protective covenants governing all Riparian Buffer areas, labeled as: <i>“Any Riparian Buffer is subject to protective covenants recorded in the Register of Deeds (Sumner or Robertson County). Disturbance and use of these areas is restricted; severe penalties apply.”</i>  | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. The As-Built note shall be shown in a “stand alone” box on the grading and drainage plans. The note should read as follows:<br><br>In accordance with the City of Portland requirements, the City of Portland Engineering Department must approve the following as-builts prior to issuance of the Certificate of Occupancy: <ul style="list-style-type: none"> <li>• Underground detention and water quality infrastructure</li> <li>• Above ground detention and water quality infrastructure</li> <li>• Public storm sewer infrastructure</li> <li>• Cut &amp; fill in the floodplain</li> <li>• Sink hole alterations</li> </ul> The engineer shall contact Stormwater Development Review staff for submittal requirements. | <input type="checkbox"/> |                          |
| 27. Plan must be stamped by a registered engineer.  | <input type="checkbox"/> |                          |
| 28. Submit an electronic copy of plans in 2013 or previous version .dwg format.   | <input type="checkbox"/> |                          |

***Some requirements will not be applicable to all plans, depending on the permit being requested. Omission of any of the heretofore mentioned requirements for detailed plans shall deem these plans as being incomplete, and shall be returned to the Developer, or designated Engineer, for completion before review.***

---

Submitter Signature

---

Stamp





## LAND DISTURBANCE PERMIT INSTRUCTIONS

**Land developments that disturb more than 10,000 sq. ft. or is deemed necessary by the City is required to have a City of Portland Land Disturbance permit per the City's Stormwater ordinance, Title 21.**

### Purpose of this form:

To eliminate any non-allowable discharges to Portland's Municipal Separate Storm Sewer System (MS4) that impact water quality.

### Completing the 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 **Land Disturbance Permit** does not exempt you from complying with all aspects of the city of Portland's **Stormwater Management Ordinance**. This form does not exempt you from obtaining any other state, local or federal required permits.

### Who must submit a Land Disturbance Permit form?

**Land developments that disturb 10,000 sq. ft. or more are required to have a City of Portland Land Disturbance Permit per the City's Stormwater ordinance, Title 21.**

### 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.

### Other permits:

- An Aquatic Resource Alteration Permit (**ARAP**) may be required. If your work will disturb or cause alterations of a stream or wetland, you must obtain an appropriate ARAP before you will receive a City of Portland Land Disturbance 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 one (1) acre or more** you will need a State of Tennessee issued **Construction General Permit** along with the following documents, prior to obtaining a **City of Portland Land Disturbance Permit**.

✓ Storm Water Pollution Prevention Plan (SWPPP):	YES	NO	N/A
✓ Notice of Intent (NOI):	YES	NO	N/A
✓ TDEC Notice of Coverage (NOC):	YES	NO	N/A
✓ Erosion Prevention & Sediment Control Plan (EP&SC):	YES	NO	N/A
✓ Long Term Maintenance Plan:	YES	NO	N/A
✓ Maintenance Agreement Recorded on Property Deed:	YES	NO	N/A



### Land Disturbance Permit Guide

- ✓ Grading work must commence within **60 days** of issuance or grading permit will be void.
- ✓ The permit is valid **for one (1) year from date of issue** ---- after that date, you must contact this office for renewal.
- ✓ Where applicable, work shall also conform to the requirements as for construction done near or in a stream potentially affected 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 and the Department of Army permit issued by the Corp of Engineers or 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 Portland. The contractor and/or developer shall be responsible for obtaining all permits required by agencies and/or governmental entities having jurisdiction.
- ✓ Erosion control devices, as shown on the approved **Erosion Prevention & Sediment Control Plan (enclose plan with this Land Disturbance Permit) 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 EP&SC plan 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.
- ✓ **Erosion prevention and sediment controls must be inspected at least twice every calendar week and at least 72 hours apart. Inspections are to be documented and kept with the SWPPP.**
- ✓ The project is subject to inspection by the City of Portland at any time and items found deficient shall be immediately corrected. The City may stop construction on properties, or administer other enforcement actions as defined by Portland's **Stormwater Management Ordinance including Civil Penalties of \$50 to \$5,000 per day, per violation.**



**The following erosion prevention and sediment control BMPs will be performed until Bond is released: PLEASE READ AND INITIAL EACH LINE AND SIGN AT THE BOTTOM**

\_\_\_\_ 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 (14) days after final grading.

\_\_\_\_ All trees designated to remain, must be protected. Heavy equipment should not be operated or stored, nor materials handled or stored, within the dripline of trees.

\_\_\_\_ Sediment must be removed from sediment barriers, ponds and other sediment controls when design capacity has been reduced by 33%.

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

\_\_\_\_ Building and waste materials, and non-storm water discharges, such as concrete, paint wash-water, 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.

(Issuance of this Land Disturbance Permit does **not** exempt you from complying with any provision of the City of Portland’s *Stormwater Management Ordinance* that applies).

***(All correspondence is required to reference Permit number)***

**I certify, under penalty of law, 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 Land Disturbance Permit for the construction site. I understand that these requirements will be inspected and enforced by the City of Portland 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 provision of the Portland Stormwater Management Ordinance that applies.**

Print Name	Signature	Date
------------	-----------	------

**Permit Issued by:** \_\_\_\_\_  
 Print Name Signature

**Date:** \_\_\_\_\_





**INSPECTION AND MAINTENANCE AGREEMENT  
OF PRIVATE STORMWATER MANAGEMENT FACILITIES**

Prepared by: City of Portland Stormwater Department \* 100 South Russell St. \* Portland, TN 37148

THIS AGREEMENT, made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between \_\_\_\_\_, hereafter referred to as the “OWNER(S)” of the following property: \_\_\_\_\_, Map \_\_\_\_\_ Parcel \_\_\_\_\_, Portland, TN 37148, and the City of Portland, Tennessee hereafter referred to as the “CITY”. Land disturbance permit number: \_\_\_\_\_.

WHEREAS, the City is required by Federal and State surface water quality regulations and its National Pollutant Discharge Elimination System (NPDES) permit to prevent surface water quality degradation from development or redevelopment activities within its jurisdiction, and the City has adopted surface water quality regulations as required and such regulations are contained in the Stormwater Management chapter of the City’s Stormwater ordinance; and

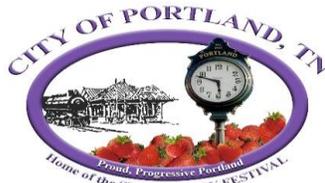
WHEREAS the Owner owns the Property identified above and has or will construct certain Stormwater management facilities on the Property, and has developed a Stormwater Maintenance Plan (SWMP), as may be amended from time-to-time (the “Plan”) for the maintenance of those facilities, which the City has reviewed and approved, and a copy of which will be maintained by the Owner. A drawing showing the general area of the facilities covered by the Plan is attached to this Agreement for ease of identification.

THEREFORE, in consideration of the benefits received by the Owner as a result of the approval by the City of the Plan, the Owner does hereby covenant and agree with the City as follows:

WITNESSETH:

I/WE, the OWNER(S) with full authority to execute deeds, mortgages, other covenants, all rights, titles and interests in the property described above:

1. The OWNER(S) covenant and agree with the CITY that they shall provide for adequate long term maintenance and continuation of Stormwater control measures to ensure that all of the Stormwater facilities are and remain in proper working condition in accordance with approved design standards, rules and regulations, and applicable laws. The OWNER(S) shall perform preventive maintenance activities at intervals described in the **Post Construction Long-Term Water Quality Maintenance Plan** attached hereto along with necessary landscaping (grass cutting, etc.) and trash removal as part of regular maintenance.



2. The OWNER(S) shall submit to the CITY an annual report by July 1<sup>st</sup> of each year. The report will include the Long Term Maintenance Plan that documents inspection schedules, times of inspections, remedial actions taken to repair, modify or reconstruct the system and the state of control measures.
3. The OWNER(S) shall grant to the CITY or its agent or contractor the right of entry at a reasonable time and in a reasonable manner for the purpose of inspecting, operating, installing, constructing, reconstructing, maintaining or repairing the facility.
4. The OWNER(S) shall grant to the CITY the necessary easements and rights-of-way and maintain perpetual access from the public rights-of-way to the facility for the CITY or its agent and/or contractor in accordance with the Stormwater Management Ordinance. The OWNER(S) agree that should maintenance not be properly performed, after due notice, the CITY may order the work performed. The OWNER(S) shall reimburse the CITY, upon immediate demand, the costs incurred and any enforcement action costs according to the Stormwater Management Ordinance. Provided, however, that the City shall in no event be deemed obligated to maintain or repair the Stormwater management facilities and nothing in this Agreement shall ever be construed to impose or create any such obligation to the City.
5. The OWNER(S) shall indemnify and hold the CITY harmless from any and all claims for damages to persons or property arising from the construction, maintenance, and use of the facility.
6. This AGREEMENT and covenants contained herein shall apply to and bind the OWNER(S) and the OWNERS(S) heirs, executors, successors, and assigns and shall bind all present and subsequent owners of the property served by the facility.
7. The OWNER(S) shall not be able to transfer, assign or modify its responsibilities with respect to this agreement without the CITY's written prior consent. Nothing herein shall be construed to prohibit a transfer by OWNER(S) to subsequent owners and assigns.
8. No waiver of any provision of this Agreement shall affect the right of any party thereafter to enforce such provision or to exercise any right or remedy available to it in the event of any other default.
9. If it is later determined that the City's NPDES permit clearly directs Owners or the City to manage stormwater treatment systems differently than specified in the Plan, the direction of the NPDES permit shall override the provisions of the Plan.



10. The Owner shall have a Tennessee-licensed engineer, surveyor, or landscape architect to inspect the facilities and certify to the City via a written report that the constructed facilities conform and purport substantially to the approved Plan. If the constructed condition of the facility or its performance varies significantly from the approved Plan, appropriately revised calculations shall be provided to the City and the Plan shall be amended accordingly. This report shall be completed, at a minimum, once within a five-year period, or as required by the City, or TDEC, and submitted to the City's Stormwater department.
11. The OWNER(S) shall record this AGREEMENT in the office of the Register of Deeds for the county of \_\_\_\_\_, Tennessee.

FOR THE OWNER(S): \_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature Title

\_\_\_\_\_  
Printed Name Phone Number

STATE OF TENNESSEE  
COUNTY OF \_\_\_\_\_

Before me, the undersigned Notary Public of the State and county mentioned, personally appeared \_\_\_\_\_, with whom I am personally acquainted (or provided to me on the basis of satisfactory evidence), and who, upon oath, acknowledges themselves to be the officer authorized to execute this Agreement (Inspection and Maintenance Agreement for Private Stormwater Management Facilities) heretofore named and executed the foregoing instrument for the purposes therein contained.

Witness my hand and official seal at office in, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires

**City of Portland – Sumner / Robertson County  
Stormwater Management  
Design/Submittal Requirements**



**Revised August 2018**

CITY OF PORTLAND STORMWATER DEPARTMENT  
100 SOUTH RUSSELL STREET  
PORTLAND, TN 37148

REVIEWED BY:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Phone Number

STATE OF TENNESSEE  
COUNTY OF \_\_\_\_\_

Before me, the undersigned Notary Public of the State and county mentioned, personally appeared \_\_\_\_\_, with whom I am personally acquainted (or provided to me on the basis of satisfactory evidence), and who, upon oath, acknowledges themselves to be a Stormwater Management Coordinator for the City of Portland, Tennessee and that as such Stormwater Management Coordinator, being authorized to do so, executed this Agreement (Inspection and Maintenance Agreement for Private Stormwater Management Facilities) for the purposes therein contained.

Witness my hand and official seal at office in \_\_\_\_\_, TN, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
My Commission Expires