



LAND DISTURBANCE PERMIT INSTRUCTIONS

Single Family Residence

ALL INSPECTIONS MUST BE SCHEDULED 24 HOURS IN ADVANCE

Site Address Must be Posted at Site Prior to Inspection.

(615) 323-9293

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 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 $\frac{1}{4}$ **acre or** are otherwise required to have a permit per the City's Stormwater ordinance, Title 21. **The City Engineer can require a Land Disturbance Permit no matter the amount of disturbance.**

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.
- ✓ 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 Portland, it's **Stormwater Management Ordinance, and approved Best Management Practice Manual.**
- ✓ Erosion control devices **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 Land Disturbance Permit must be posted at the project site at all times.**
- ✓ All **EP&SC** devices are to remain in place until the site has been stabilized and a good stand of grass has been established.



Pre-Construction Check off list:

Please initial that the following requirements have been accomplished before issuance of Land Disturbance Permit:

_____ **Silt fence or other sediment barriers** must be installed properly along topographical contour downslopes of the area to be disturbed prior to any grading, clearing and/or any other construction activity. Excavated topsoil to be reused must be stockpiled and encircled with silt fencing.

_____ This site shall contain a temporary stone construction entrance that conforms to the City of Portland’s Stormwater Ordinance and Best Management Practice Manual prior to grading commencement or the permit shall be revoked. The stone shall be **2 – 4 inches in diameter** and shall be kept clean by adding stone as needed. It shall be at least **8 inches deep underlain with filter fabric** and **20 feet wide x 50 feet long**. Driveways, both residential and non-residential, shall be concrete paved within the right-of-way of the street or to the back of the sidewalk, whichever is farthest from the curb.

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

_____ Stabilization measures must be performed within fourteen (14) days in portions of the site where construction activities have temporarily or permanently ceased.

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

_____ **A Construction Dumpster Shall be onsite prior to issuance of any permits.** 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.

(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).

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 <u>“stop work order”</u> 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. <i>Stormwater Management Ordinance including Civil Penalties of \$50 to \$5,000 per day, per violation.</i>		
Print Name	Signature	Date

Permit Reviewed by: _____
 Print Name Signature



Date: _____

(Valid for one year from date of issue)

Date of Request	LAND DISTURBANCE PERMIT City of Portland		Project Name:
Owner Name & Phone Number:		Owner Address:	
Property Address:		Subdivision / Section	Lot No.
Contractor Name & Phone Number		Map & Parcel Number	TDEC Permit #:
Contractor Address		Starting & Completion Dates	
Land Area Disturbed	Erosion Control Installer:	Additional Comments:	