City of Maryville
Grading & Construction Site Pollution Management
Policies & Procedures Manual

RESIDENTIAL
COMMERCIAL
BUSINESS
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Welcome to the City of Maryville, a progressive city located in the foothills of the Great Smoky Mountains. Maryville strives to be the best location for your business interest by placing the right amount of emphasis on development requirements which set high standards to ensure quality development and planning growth. Careful attention is given to erosion and pollutant control during construction which results in a distinctively pleasing community to live, work and play.

This policy statement is designed to give developers, architects, engineers and contractors general guidance, policies and procedures pertaining to Maryville's Grading Permit program. This statement defines the policies, processes and tools (e.g., checklists, flowcharts) that support Maryville's Grading and Construction Site Pollution Management ordinance.

This document provides general procedural guidance for Maryville's Grading Permit Program. Therefore, it comprises Maryville's Standard Operating Procedure for the program's compliance with the State of Tennessee Municipal Separate Storm Sewer (MS4) permit. The objectives of Maryville's construction site stormwater management program are:

- To protect streams within Maryville from sedimentation and other pollutants that may result from construction activities;
- To rely first on erosion controls and phasing to reduce the potential for off-site sedimentation;
- To mirror, to the extent practical, the requirements of the State of Tennessee Construction General Permit (TN-CGP); and
- To comply with the requirements of the State of Tennessee Municipal Separate Storm Sewer System (MS4) permit.

Contact the City of Maryville Engineering and Public Works Department (865-273-3302) if you have questions prior to preparing erosion prevention and sediment control plans and applying for a Grading Permit.

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Acronyms

BMP – Best Management Practice for purpose of Erosion Prevention and Sediment Control

EPSC – Erosion Prevention and Sediment Control

EPW – City of Maryville Engineering and Public Works

MS4 – Municipal Separate Storm Sewer System

NOC – Notice of Coverage

NOI – Notice of Intent

NPDES – National Pollutant Discharge Elimination System

TDEC – Tennessee Department of Environment and Conservation

TN-CGP – Tennessee Construction General Permit

Definitions

Applicant - Person submitting the application for a grading permit. Typically, this is the owner or operator of the land-disturbing activity.

Construction related waste - Waste that is generated through construction, land development and land-disturbing activities that may cause adverse impacts to water quality. Construction related waste includes, but is not limited to, discarded building materials, concrete truck washout, chemicals, litter, hazardous materials, oil and sanitary waste at the construction site.

Development - The process of grading, clearing, filling, quarrying, construction, or reconstruction to improved or unimproved real estate or other similar activities when not excluded by exemptions from this chapter.

Erosion - The wearing away of land by action of wind, water, ice, or gravity.

Erosion prevention and sediment control plan or EPSC plan - A formal plan for the control of soil erosion and sediment resulting from land-disturbing activity. The plan shall be reviewed and approved before a grading permit may be issued. The plan may be included as part of a site plan required under another city ordinance or a separate plan following the specifications set out in this chapter.

Grading - Any operation or occurrence by which the existing site elevations are changed by cutting, filling, borrowing, stock piling, or where any ground cover, natural or man-made, is removed, or any building or other structures are removed or any water course or body of water, either natural or man-made, is relocated on any site, thereby creating an unprotected area. “Grading” shall be synonymous with “land-disturbing activity.”

Grading permit - A permit issued to authorize excavation and/or fill to be performed under the guidelines of this chapter.

Land-disturbing activity - Any activity on private or public land that may result in soil erosion and the movement of sediments. Land disturbing activities include, but are not limited to, development, re-development, demolition, construction, reconstruction, clearing, grading, filling, logging and/or tree chipping operations, haul roads associated with the development, and excavation.

NPDES - National Pollutant Discharge Elimination System

Operator - In the context of stormwater associated with construction activity, operator means any person associated with a construction project that meets either of the following two criteria:

(a) This person has operational control over construction plans and specifications, including the ability to authorize modifications to those plans and specifications. This person is typically the owner or developer of the project or a portion of the project; or

(b) This person has day-to-day operational control of those activities at a project which are necessary to ensure compliance with a Stormwater Pollution Prevention Plan, EPSC plan or sketch plan or other permit conditions. This person is typically a contractor or commercial builder and is often authorized to direct workers at a site to carry out activities required by approved plans or comply with other permit conditions.

Owner - The legal owner of the property as recorded in the Blount County Register of Deeds office at the time of application of the grading permit.

Priority construction activity - Any land-disturbing activity that is one (1) acre or greater that discharges into, or upstream of, waters the State of Tennessee recognizes as impaired for siltation or Exceptional Tennessee Waters. Also, priority construction activities can include land-disturbing activities of any size that, in the judgment of the Director of Engineering and Public Works or his/her designee, require coordination with adjacent construction activities or have conditions that indicate a higher than normal risk for discharge of sediment or other construction related wastes.

Project - The entire proposed development regardless of the size of the area of land to be disturbed.

Sketch plan - An erosion prevention and sediment control plan required for land-disturbing activities that are greater than one-tenth (0.1) acre and less than one (1) acre.

Stormwater Pollution Prevention Plan (SWPPP) – A written plan required by and prepared in conformance with the State of Tennessee General NPDES Permit for Discharges of Stormwater Associated with Construction Activities.

Tennessee Construction General Permit (TN-CGP) – The construction permit formally titled as the State of Tennessee General NPDES Permit for Discharges of Storm Water Associated with Construction Activities.

Buffer zone – A strip of dense undisturbed perennial native vegetation, either original or re-established, that borders streams and rivers, ponds and lakes, wetlands, and seeps.

1.0 General Information

The City of Maryville's requirements for erosion prevention and sediment control (EPSC) on construction sites largely mirror the *State of Tennessee General NPDES Permit for Discharges of Stormwater Associated with Construction Activities*. The State regulation is henceforth referred to as the Tennessee Construction General Permit (TN-CGP). The TN-CGP is administered by the Tennessee Department of Environment and Conservation (TDEC).

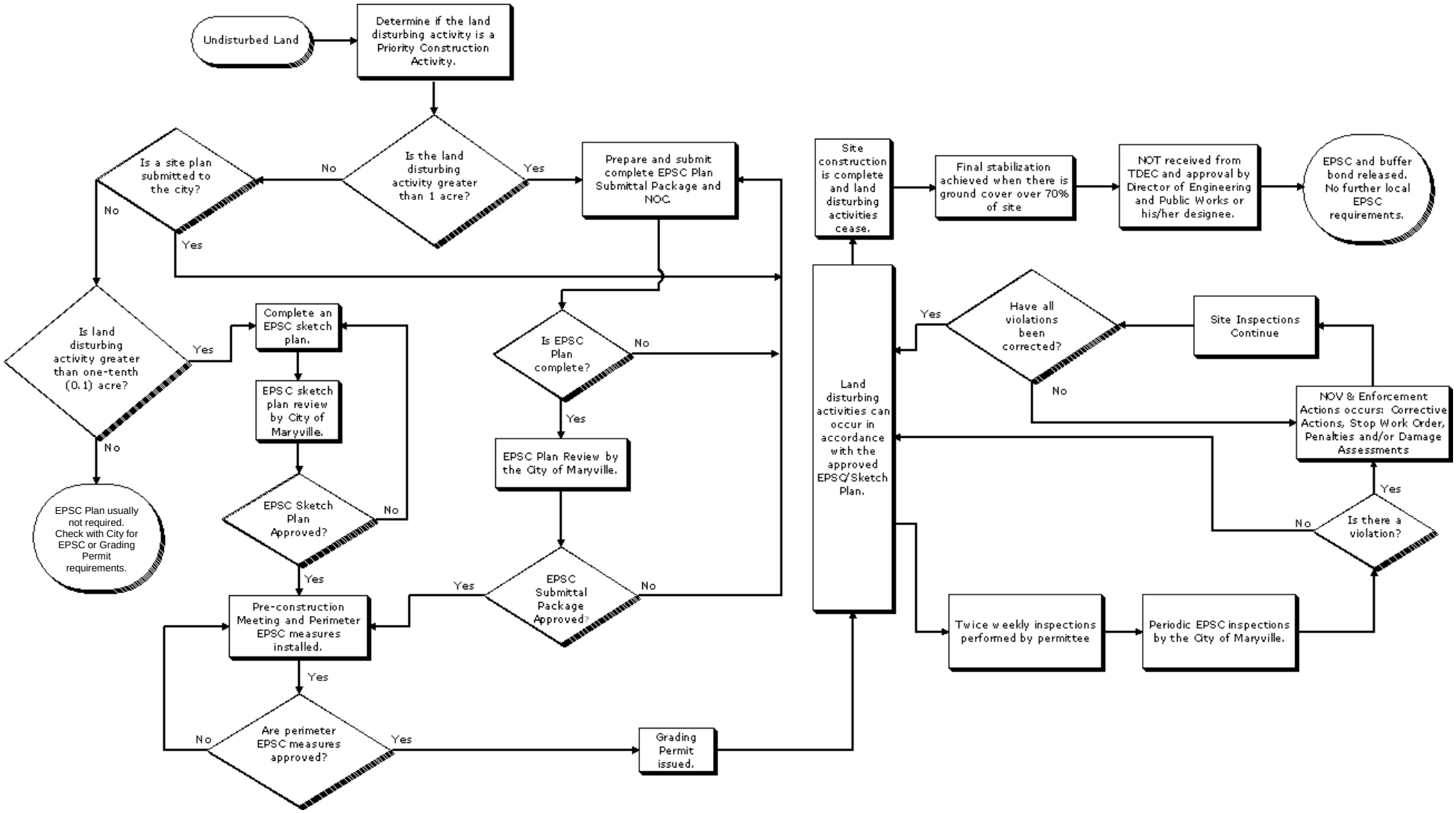
The TN-CGP requires that the owner or operator for each construction site that disturbs one or more acres, or sites that disturb less than one acre but are part of a larger plan of development or sale, obtain coverage under the TN-CGP. A Notice of Intent (NOI) to obtain coverage under the TN-CGP and a copy of the Stormwater Pollution Prevention Plan (SWPPP) must be submitted to, and approved by, TDEC. Once approved, TDEC will issue a Notice of Coverage (NOC) to the applicant. A copy of the SWPPP and the NOI must also be submitted to the City of Maryville prior to commencing land disturbing activities.

The Grading Permit process in Maryville is regulated via the Maryville Grading and Construction Site Pollution Management ordinance. The requirements stated in the ordinance are strongly aligned with, and often refer to, the design, inspection and maintenance requirements stated in the TN-CGP and the *Tennessee Erosion and Sediment Control Handbook.* Grading permits are issued by the Director of Engineering and Public Works or his/her designee prior to grading or other land-disturbing activities on a site. An approved grading permit will allow the developer to begin such activities, but only in accordance with the specifications and details presented in the EPSC Plan or the Sketch Plan that has been approved for the site. The purpose of the grading permit is to require and document proper planning before beginning the land disturbing activity and to reduce or eliminate the potential for erosion or the discharge of sediment or other construction-related waste off-site. A flowchart that depicts the City of Maryville's grading permit approval, enforcement and construction inspection process is presented in Figure 1.

The Maryville Grading and Construction Site Pollution Management Ordinance requires that the design, installation, maintenance and inspection of best management practices (BMPs) used for erosion prevention and the control of construction site sediments and other construction-related wastes be done in accordance with the TN-CGP, the *Tennessee Erosion and Sediment Control Handbook*, and this policy statement.

For construction sites that disturb an acre or more of land, or are part of a larger common plan of development or sale that disturbs an acre or more, the City of Maryville and State of Tennessee requirements are similar. The SWPPP required for the TN-CGP provides a strong basis for the Erosion Prevention and Sediment Control Plan required by the City of Maryville grading permit. SWPPPs prepared for the TN-CGP may be adapted as necessary and submitted to the City of Maryville to meet the requirements of the EPSC Plan. Sites that are between 0.1 acre and 1 acre are required to submit the sketch plan in accordance with the Maryville Grading and Construction Site Pollution Management ordinance and this policy manual.

Figure 1. Maryville Grading Permit Approval and Enforcement Process
(includes Construction Site Inspections)



Responsibilities

- **Director of Engineering and Public Works** – The Director of Engineering and Public Works, (or his/her designee) is responsible for enforcement of the Maryville Grading and Construction Site Management Ordinance and implementation of the policies and standard procedures that are presented in this document. The Director of Engineering and Public Works will enforce the ordinance through:

  - ✓ review of EPSC Plan or Sketch Plans that are submitted by the applicant for compliance with the ordinance, policies and processes. performance of the pre-construction inspection;
  - ✓ inspection of permitted land-disturbing activities for compliance with the approved EPSC or Sketch Plans;
  - ✓ completion of the City of Maryville Construction Inspection Report (discussed later in this document);
  - ✓ the initiation of corrective actions, enforcement actions and penalties defined in the terms of the Maryville Grading and Construction Site Management Ordinance;
  - ✓ oversight, and participation as necessary, in enforcement actions during the land-disturbing activity.

  The Director of Engineering and Public Works is also responsible for maintaining or modifying the ordinance and policies and procedures in this document as required to maintain an efficient and effective erosion prevention and sediment control program that is compliant and/or consistent with relevant State or local permits and regulations.

- **City Construction Site Inspector** - After receiving an approved set of plans from the Director of Engineering and Public Works or his/her designee, the Construction Site Inspector (typically, this will be an employee of the City of Maryville) is responsible for enforcement of the Maryville Grading and Construction Site Pollution Management Ordinance at the site of the land-disturbing activity. Enforcement will include implementing the policies and procedures that are discussed in this document. The City Construction Site Inspector will enforce the ordinance through:

  - ✓ performance of the pre-construction inspection;
  - ✓ inspection of permitted land-disturbing activities for compliance with the approved EPSC or sketch plans;
  - ✓ completion of the City of Maryville Construction Inspection Report (discussed later in this document);

- ✓ the initiation of corrective actions, enforcement actions and penalties, as defined in and per the terms of the Maryville Grading and Construction Site Management Ordinance.

- **Owner/Operator** – The owner/operator is responsible for compliance with the Maryville Grading and Construction Site Management Ordinance and the policies and processes discussed in this document. Prior to approval of a grading permit, the owner/operator may also be called the "applicant". After approval of a grading permit, the owner/operator may also be called the "permittee". Owners or operators, or their designee are responsible for,:

  - ✓ preparation and submittal of an EPSC Plan or Sketch Plan;
  - ✓ contacting the Director of Engineering and Public Works to schedule the pre-construction inspection;
  - ✓ inspection and maintenance of permitted land-disturbing activities compliant with the approved EPSC Plan or Sketch Plan;
  - ✓ maintaining documentation of such inspections;
  - ✓ cooperating fully with City staff, and being truthful in answering questions,;
  - ✓ notifying the Director of Engineering and Public Works of modifications or amendments to the approved EPSC Plan or Sketch Plan;
  - ✓ timely compliance of any and all corrective actions that are required by the City, and/or enforcement actions or penalties as defined in the Grading and Construction Site Management ordinance.

EPSC Guiding Principles

In the City of Maryville, owners and operators of land disturbing activities must adhere to the requirements of the Maryville Grading and Construction Site Management Ordinance, which is strongly aligned with the requirements and criteria stated in the TN-CGP and the *Tennessee Erosion and Sediment Control Handbook*. The following paragraphs clarify some guiding principles for the management of land disturbing activities of any size, which support the objectives for Maryville's construction site management program stated on the first page. In general, these guiding principles are implemented through the use of appropriate best management practices.

- **Erosion prevention is the first line of defense to prevent off-site sedimentation.** Prior to 2003, erosion within a construction site was often considered acceptable and part of the overall construction process, and emphasis was placed on the control of eroded sediments. However, erosion increases the potential for off-site sedimentation and increases site grading costs. Relying on erosion prevention measures reduces the potential for enforcement actions resulting from off-site discharges of sediment.

Reduction of off-site discharges of sediment could reduce the cost of enforcement, clean-up, and overall construction costs.

- **Minimize the area that is disturbed.** Developers and contractors should disturb only building envelopes, leaving the surrounding areas undisturbed thereby maintaining pre-development infiltration rates and runoff coefficients. If water quality buffers and natural areas will be used as post-construction water quality controls, limiting the disturbed area, at a minimum, will be required in those areas.

- **Sequence land disturbing activities to minimize the amount of time that disturbed areas are exposed to storm events.** For example, if a development will ultimately disturb 50 acres, the land disturbing activities should be phased or sequenced into smaller, more manageable sections with EPSC measures prescribed for each section. It is important to note that the amount of land disturbed at any one time cannot exceed that which is allowed in the TN-CGP.

- **Construction pollution must be retained on-site.** Construction and land-disturbing activities inherently cause sediment migration. Sediment and pollution controls must be designed to retain sediment and other pollutants on the development site and prevent them from discharging onto adjacent property, into a stream, into the storm drain system, or into the street.

- **All disturbed areas must be permanently stabilized after construction has temporarily or permanently ceased.** To prevent the potential for ongoing erosion and sedimentation, permanent ground cover must be provided on all areas that were disturbed during construction within 14 days after the construction activity in that portion of the site has temporarily or permanently ceased. The temporary or permanent stabilization measures can consist of any of the following: permanent grasses or other permanent vegetative cover; asphalt or concrete pavement; riprap or other hard armor for channels and slopes; or buildings. Steep slopes must be stabilized within 7 days after construction activity on the slope has temporarily or permanently ceased.

General Policies

1. The policies provided herein are intended to compliment and support the City of Maryville Grading and Construction Site Pollution Management ordinance. These policies will be implemented by the Director of Engineering and Public Works as necessary to enforce the terms of the ordinance.

2. This policy document can be modified by the Director of Engineering and Public Works as necessary to ensure that the City of Maryville Grading and Construction Site Pollution Management program is compliant and/or consistent with relevant State or local permits, regulations and Total Maximum Daily Loads (TMDLs).

3. All references to the TN-CGP and *Tennessee Erosion and Sediment Control Handbook* shall pertain to the permit and handbook that are valid and in-use at the time that the grading permit application is submitted. The Director of Engineering and Public Works has the authority to invoke more stringent requirements for grading and construction site pollution management where necessary.

4. When the provisions of the ordinance, this policy statement, and/or another local or State regulation conflict or overlap, that provision which is more restrictive or imposes higher standards or requirements must be followed.

2.0 Grading Permit Approval Process

In the City of Maryville, the grading permit process generally follows four-steps: 1) EPSC/sketch plan preparation and submittal in accordance with Section 6 of the Maryville Grading and Construction Site Pollution Management ordinance; 2) EPSC/sketch plan review and approval; 3) Pre-construction inspection (in some cases) and grading permit issuance; and 4) Land disturbing activities, site inspection, and plan enforcement. Key points in this process are shown in the grading permit flowchart (Figure 1).

City of Maryville policies relevant to the grading permit approval process are listed below. Note: These policies are intended to compliment and support the Maryville Grading and Construction Site Pollution Management ordinance. It is assumed that the reader has a solid understanding of the requirements contained in that ordinance; and the TN-CGP.

Policies

1. A grading permit will **NOT** be issued for a land-disturbing activity that requires coverage under the TN-CGP until a copy of the NOC for that land-disturbing activity is provided to the City of Maryville. The NOC shall be provided with the EPSC Plan or Sketch Plan.

2. A grading permit will **NOT** be issued for a land disturbing activity until the grading permit applicant has met relevant permit application requirements of the City of Maryville Grading and Construction Site Pollutant Management ordinance and this policy statement.

3. A grading permit will **NOT** be issued for a land disturbing activity that requires submittal of an EPSC Plan or a Sketch Plan until such plan has been approved **IN ITS ENTIRETY**.

4. A grading permit will **NOT** be issued for a new residential subdivision until road and drainage plans have been approved.

5. EPSC Plans/Sketch plans shall be submitted to the City of Maryville Engineering and Public Works Department (EPW). Plan review fees shall also be submitted at that time. The Director of Engineering and Public Works will review the plans for compliance with the Maryville Grading and Construction Site Pollution Management ordinance and other applicable local regulations.
6. The Maryville EPSC Plan Checklist provides a listing of the required components of an EPSC Plan. The checklist is presented in Appendix A of

this policy statement. The EPSC Plan Checklist, accurately completed, shall be included with the grading permit application and EPSC plan that is submitted to the EPW Department.

7. The Maryville Sketch Plan Checklist provides a listing of the required components of a Sketch Plan. The checklist is presented in Appendix B of this policy statement. The Sketch Plan Checklist, accurately completed, shall be included with the grading permit application and Sketch plan that is submitted to the Maryville EPW Department.

8. All required components of an EPSC Plan or Sketch Plan, as provided for in the appropriate "Checklist", must be included with the submitted plan. Components that are not applicable to the land-disturbing activity (and therefore not included on the plan) must be identified as "N/A" on the checklist. All listed elements that are not applicable must be justified for non-applicability. For example, stream buffers are not applicable on plans for land-disturbing activities that have no streams located on-site.

9. **Only complete plans will be accepted for review. Omission of any required components renders the plans incomplete and they will be returned to the applicant** prior to review by the Director of Engineering and Public Works for re-submittal of a complete plan.

10. If a plan is determined insufficient, the Director of Engineering and Public Works shall inform the applicant of deficiencies with the plan in the form of a site plan review sheet or written notification. The applicant shall then revise the plan to comply with the Grading and Construction Site Management ordinance and submit a revised plan to the City or may submit documentation to substantiate the validity of the design.

11. The Director of Engineering and Public Works shall review complete EPSC Plans/Sketch Plans and determine whether the plan is compliant with the Maryville Grading and Construction Site Pollution Management Ordinance within ten (10) working days from submittal of the complete plan.

3.0 Construction Site Inspection and Enforcement Process

The grading permit flowchart (Figure 1) indicates inspections of the construction site will be performed throughout the life of the land-disturbing activity. The Maryville Grading and Construction Site Pollution Management ordinance requires the site owner/operator to perform regular inspections. In addition, the State of Tennessee and the City of Maryville perform inspections of land-disturbing activities to ensure compliance and/or enforce the TN-CGP or the Grading and Construction Site Management ordinance, respectively.

> *The purposes of construction site inspections are to evaluate compliance with the approved EPSC/sketch plan, to evaluate whether the approved BMPs are adequate for the minimization of erosion and the control of sediment and construction-related pollutants, and to enforce the requirement that all BMPs are installed, maintained and functioning properly.*

City of Maryville policies relevant to the construction site inspection process are listed below. Note: These policies are intended to compliment and support the Maryville Grading and Construction Site Pollution Management ordinance. It is assumed that the reader has a solid understanding of the requirements contained in that ordinance; requirements stated in the ordinance are generally not repeated in this document.

Policies

1. **Pre-construction inspection:** Prior to issuance of a grading permit, the City performs a pre-construction inspection of the permitted site to determine whether perimeter erosion control measures have been installed according to the approved EPSC Plan or Sketch Plan, and whether measures are adequate to minimize erosion and control sediment and/or other construction-related pollutants and are otherwise in compliance with the Maryville Grading and Construction Site Pollution Management ordinance and this policy statement. If the pre-construction inspection indicates compliance, the City issues a grading permit and allows construction work to commence. The pre-construction inspection is scheduled when the developer is ready to obtain a grading permit. *It is the responsibility of the developer to schedule and attend the inspection, and to ensure the attendance of the contractor for the site.* The City of Maryville EPW Department may be contacted at 865-273-3302.

2. **Inspections performed by the permittee:** The permittee or his/her designee shall perform documented routine inspections and conduct maintenance of BMPs to ensure compliance with the approved EPSC Plan/Sketch Plan and to ensure that BMPs are maintained and functioning properly, and that no off-site discharges of sediment or other construction-related pollution are occurring. Inspections shall be performed on all areas of active construction, including areas that have not been stabilized, areas used for storage of materials or stockpiles, exits and entrances for construction traffic, outfall points from the project, and structural controls. These areas should be inspected for signs of erosion, sedimentation, or the discharges of other pollutants from the site.

3. **Inspection frequency:** If permitted under the TN-CGP, inspections by the permittee shall be performed in accordance with the TN-CGP. For other permits, inspections by the permittee or his/her designee shall be performed at the following frequency:

    a. At least twice every calendar week; and,
    b. These inspections must be performed at least 72 hours apart.

4. **Inspector qualifications:** If permitted under the TN-CGP, inspectors shall meet the qualifications specified in the TN-CGP. For other permits, inspectors must have successfully completed the TDEC-sponsored "Fundamentals of Erosion Prevention and Sediment Control" course, or an equivalent course, for individuals involved in land-disturbing activities which provides a working knowledge of erosion prevention and sediment controls.

5. **Inspection documentation:** If permitted under the TN-CGP, documentation of inspections shall be recorded and maintained in accordance with requirements of the TN-CGP. At the time of this manual, the TN-CGP includes a Construction Stormwater Inspection Certification (Twice-Weekly Inspections) form in an appendix. For other permits, inspections performed by the permittee or his/her designee shall be documented using the Construction Inspection Report, presented in Appendix C of this manual, to document twice weekly inspections. Documentation should include a measure of the functionality of each BMP as well as any maintenance needs.

6. **Inspections performed by the City:** The City is required by the State of Tennessee NPDES Phase II MS4 Permit to perform inspections of erosion prevention and sediment control measures for construction activities that disturb an acre or more of land or are part of a larger common plan of development or sale that disturbs more than one acre. Additionally, the Director of Engineering and Public Works is authorized to ensure compliance with and enforce the Maryville Grading and Construction Site Pollution

Management ordinance. The ordinance gives the Director of Engineering and Public Works the authority and right to enter private property to inspect for compliance. Failure of a property owner to allow entry by the Director of Engineering and Public Works for purposes of an inspection is cause for the issuance of a stop work order, withholding of a certificate of occupancy, and/or civil penalties and/or damage assessments.

City Inspectors will document activities at the site using the Sketch Plan Checklist and the Construction Inspection Report presented in Appendices B and C and will note any corrective actions that are needed at the site and the required time for completion of the corrective action.

7. **Permitee responsibilities during and after City inspections:** The permittee and his/her on-site designee, the permittee's inspector(s), developer(s), and/or contractor(s) are responsible for cooperating with City staff during inspections, and for being truthful and answering questions. The permittee shall also comply with corrective actions required to be addressed within the time frame specified by the City.

   During or after an inspection by the City, the permittee may be required to provide the City with copies of the approved plan(s), inspection report(s) and permit documentation. In the event that a maintenance need or concern is identified during an inspection by the City of Maryville, the City will require the permittee to perform the maintenance activity and will establish a completion date in writing. Failure to perform the maintenance by the completion date could result in further enforcement action.

8. **Violations and Penalties:** If it is determined that the grading permit holder has failed to properly install, maintain or use proper structural erosion and sedimentation control measures or other erosion control measures violations and penalties will be assessed to the permittee in accordance with Section 22 of the City of Maryville Grading and Construction Site Management ordinance.

Appendix A
EPSC Plan Checklist

CITY OF MARYVILLE, TENNESSEE
EROSION PREVENTION AND SEDIMENT CONTROL PLAN CHECKLIST

Date:_____ Project name:_____

Project Address:_____

Owner Name:_____Owner Phone Number:_____

Owner Address:_____

Owner Email Address:_____

This checklist presents the required elements of an erosion prevention and sediment control (EPSC) plan. This checklist shall be submitted to the City of Maryville Engineering and Public Works Department along with the EPSC plan. Each element presented

☐ Yes	☐ No	☐ N/A	**1. Date of EPSC plan and date of any revision(s) on plan sheets**
☐ Yes	☐ No	☐ N/A	**2. Seal/signature of responsible plan preparer**
			3. Vicinity map including:
☐ Yes	☐ No	☐ N/A	a. North arrow
☐ Yes	☐ No	☐ N/A	b. Scale
☐ Yes	☐ No	☐ N/A	c. Adjacent roadways
☐ Yes	☐ No	☐ N/A	d. Boundary lines of site
☐ Yes	☐ No	☐ N/A	e. Onsite and nearby watercourses
☐ Yes	☐ No	☐ N/A	f. Other necessary information to locate the development site
☐ Yes	☐ No	☐ N/A	**4. Owner Contact Information**
☐ Yes	☐ No	☐ N/A	a. Name
☐ Yes	☐ No	☐ N/A	b. Address
☐ Yes	☐ No	☐ N/A	c. Email address
☐ Yes	☐ No	☐ N/A	d. Phone number
			5. Operator contact information, if different from owner
☐ Yes	☐ No	☐ N/A	a. Name
☐ Yes	☐ No	☐ N/A	b. Address
☐ Yes	☐ No	☐ N/A	c. Email address
☐ Yes	☐ No	☐ N/A	d. Phone number
			6. Land use and drainage
☐ Yes	☐ No	☐ N/A	a. Description of the existing and proposed land use/project or the reason for grading
☐ Yes	☐ No	☐ N/A	b. Drainage patterns
☐ Yes	☐ No	☐ N/A	c. Drainage problems
☐ Yes	☐ No	☐ N/A	d. Floodplain status within the development
			7. Maps (to scale) which clearly show the following items:
☐ Yes	☐ No	☐ N/A	a. A priority construction activity notation, if applicable. If the site is considered a priority construction activity, the following statement must be included on <u>all</u> map pages: "***This site is a Priority Construction Activity.***" See page 5 for definition.
			b. The following lines with accurate bearings and distances:
☐ Yes	☐ No	☐ N/A	- Property boundaries
☐ Yes	☐ No	☐ N/A	- Lot lines
☐ Yes	☐ No	☐ N/A	- Right-of-way lines of streets
☐ Yes	☐ No	☐ N/A	- Utility access or other easements
			c. Topographic contours
☐ Yes	☐ No	☐ N/A	- Existing topographic contours presented at a 2-foot interval
☐ Yes	☐ No	☐ N/A	- Proposed topographic contours presented at a 2-foot interval
☐ Yes	☐ No	☐ N/A	- Spot elevations or 1-foot contour intervals where 2-foot contours do not adequately depict the grading
☐ Yes	☐ No	☐ N/A	d. Soil types and drainage classes
☐ Yes	☐ No	☐ N/A	e. Wetlands
☐ Yes	☐ No	☐ N/A	f. Watercourses
☐ Yes	☐ No	☐ N/A	g. Water bodies
☐ Yes	☐ No	☐ N/A	h. Sinkholes
☐ Yes	☐ No	☐ N/A	i. Springs
☐ Yes	☐ No	☐ N/A	j. Intermittent conveyances
☐ Yes	☐ No	☐ N/A	k. Wet-weather conveyances

☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A

4. Owner Contact Information

a. Name
b. Address
c. Email address
d. Phone number

☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A

5. Operator contact information, if different from owner

a. Name
b. Address
c. Email address
d. Phone number

☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A

6. Land use and drainage

a. Description of the existing and proposed land use/project or the reason for grading
b. Drainage patterns
c. Drainage problems
d. Floodplain status within the development

☐ Yes	☐ No	☐ N/A

7. Maps (to scale) which clearly show the following items:

a. A priority construction activity notation, if applicable. If the site is considered a priority construction activity, the following statement must be included on <u>all</u> map pages: "***This site is a Priority Construction Activity.***" See page 5 for definition.

b. The following lines with accurate bearings and distances:

☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A

- Property boundaries
- Lot lines
- Right-of-way lines of streets
- Utility access or other easements

c. Topographic contours

☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A

- Existing topographic contours presented at a 2-foot interval
- Proposed topographic contours presented at a 2-foot interval
- Spot elevations or 1-foot contour intervals where 2-foot contours do not adequately depict the grading

☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A
☐ Yes	☐ No	☐ N/A

d. Soil types and drainage classes
e. Wetlands
f. Watercourses
g. Water bodies
h. Sinkholes
i. Springs
j. Intermittent conveyances
k. Wet-weather conveyances

☐ Yes ☐ No ☐ N/A **15. A description of controls to be implemented on-site to manage construction related wastes. Such details should include, but are not limited to: the construction/location of vehicle wash pads; litter and waste materials control; sanitary and chemical wast**

☐ Yes ☐ No ☐ N/A **16. A general description of the method(s) used to ensure that natural areas and buffers that will be preserved after construction will remain undisturbed during grading and construction..**

☐ Yes ☐ No ☐ N/A **17. A copy of the Tennessee Construction General Permit Notice of Coverage and Stormwater Pollution Prevention Plan (if not the same as the EPSC Plan) submitted to TDEC for the land disturbing activities detailed in the EPSC plan.**

☐ Yes ☐ No ☐ N/A **18. A listing of any legally protected State or Federally listed threatened or endangered fauna and/or critical habitat that may be impacted by the development, and the BMPs that will be utilized to eliminate impacts. Note: the potential for endangered speci**

☐ Yes ☐ No ☐ N/A **19. Any other information deemed necessary and appropriate by the permit applicant, owner or operator or as requested by the Director of Engineering and Public Works or his/her designee.**

☐ Yes ☐ No ☐ N/A **20. The following statement is required on all EPSC plans:**
"Adequate drainage, erosion and sediment control measures, best management practices, and/or other stormwater management facilities shall be provided and maintained at all times during construction. Damages to adjacent property and/or the construction si

☐ Yes ☐ No ☐ N/A **21. Stamp of professional engineer licensed to practice in the State of Tennessee.**

Appendix B
Sketch Plan and Sketch Plan Inspection Checklist

CITY OF MARYVILLE SKETCH PLAN
(For land disturbance between 0.10 and 1 acre)

Grading Permit No. _____

Date:_____Project Name:_____
Project Address:_____
Applicant Name:_____ Applicant Phone Number:_____
Applicant Address: _____
Applicant Email Address: _____

A grading permit WILL NOT BE ISSUED until this form is filled out completely.

Site EPSC Schematic
For land disturbing activities between 0.10 and 1 acre, please enter information using the schematic provided on the backside of this application. EPSC measures must be implemented in accordance with the completed schematic.

The City of Maryville requires **water quality buffers** along all streams, wetlands, ponds and other water bodies within the City's jurisdiction.

Are vegetative buffers required on this site? ☐ Yes ☐ No

If yes, locate the water feature and approximate boundary of the associated buffer on the schematic on the back side of this form.

The City of Maryville Grading and Construction Site Pollution Management Ordinance requires that anyone conducting land-disturbing activities must prevent sediment from leaving the site. **Furthermore, conducting any land-disturbing activity of one acre or more requires an approved Erosion Prevention and Sediment Control Plan (EPSC) Submittal Package before initiating land-disturbing activities. This includes project-related fill material and borrow, waste or stockpile areas in addition to the building site.** Land disturbing activity means any activity on a property which results in a change in the existing soil and/or the existing soil topography. Land disturbing activities include, but are not limited to, development, re-development, demolition, construction, reconstruction, clearing, grading, filling, logging and/or tree chipping operations, haul roads associated with the development, and excavation. In addition, the Director of Engineering and Public Works or his/her designee may require development of a complete EPSC Plan Submittal Package, as set forth in the City of Maryville Grading and Construction Site Pollution Management Ordinance. This document will be used by the City of Maryville to inspect the EPSC measures as indicated on the back side of this document.

Failure to install and maintain EPSC measures may result in violations and/or fines.

The undersigned hereby certifies that he/she has read this form in its entirety and is aware of the stated requirements of the City of Maryville Grading and Construction Site Pollution Management Ordinance and the City of Maryville Grading and Construction Site Pollution Management Policies and Procedures Manual. The applicant must comply with all regulations and policies provided in these documents.

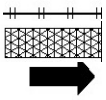
_____

Applicant's Signature Applicant's Printed Name Date

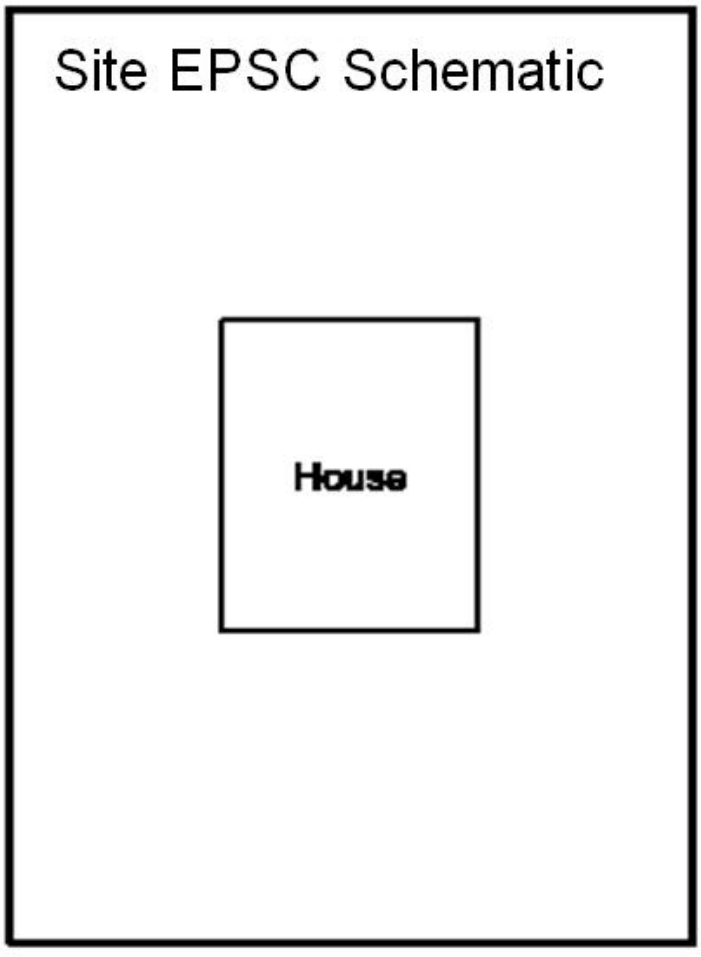
EROSION PREVENTION & SEDIMENTATION CONTROL (EPSC) PLAN SCHEMATIC FOR GRADING PERMITS

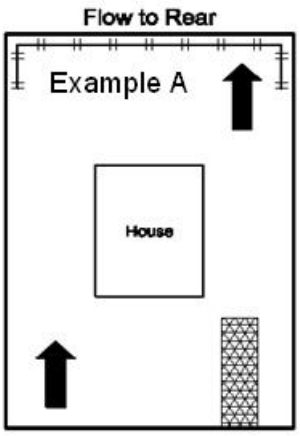
INSTRUCTIONS**:** Using the EPSC schematic, enter the information that best describes the measures that will be used on this property during construction. Be sure to indicate the direction of flow.

Legend



Sediment barrier, such as silt fence or straw wattles
Stabilized construction entrance
Direction of Flow (points downhill)





Show runoff direction lines and EPSC measures, as appropriate.

Additional Requirements:
If catch basins, wetlands, sinkholes, streams, or other stormwater conveyance systems are located on or within 100 feet of the property, the applicant must locate the area on the schematic and describe how these areas will be protected from sediment deposition.

_____

SKETCH PLAN INSPECTION CHECKLIST
CITY OF MARYVILLE, TENNESSEE

Date/Time of Inspection: _____ Grading Permit No.: _____

Project Name: _____

Location: _____

Site Conditions: _____

Instructions: This inspection checklist is to be completed by the City of Maryville and covers the basic erosion prevention and sediment control and other stormwater construction requirements for land disturbing activities between 0.10 and 1 acre. Ideally, each element presented in this list should be checked "Yes", if it is applicable to the site. Questions that are not applicable for the site must be marked as "N/A". Checks placed under the "No" column require a written explanation and/or a written corrective action and required completion date in the "Comments and Corrective Actions" section of this form.

I. EPSC Measures

	Yes	No	N/A	
1.	☐	☐	☐	Does the approved sketch plan need to be modified to reflect major changes that have been made on-site?
2.	☐	☐	☐	Are EPSC measures retaining sediment on site?
3.	☐	☐	☐	Are EPSC measures adequately preventing visible erosion on-site?
4.	☐	☐	☐	Does the approved plan describe and identify the EPSC measures for the site?
5.	☐	☐	☐	If 4 above is yes, has the approved sketch plan been updated to reflect current EPSC measures for the site?
6.	☐	☐	☐	Are discharge points correctly indicated in the approved plan?
7.	☐	☐	☐	Are sediment deposits present at any of the site discharge points?
8.	☐	☐	☐	Are adjacent or downstream properties protected from sediment?
9.	☐	☐	☐	Are all surface waters leaving the site at the stabilized outlet points noted on the approved plan?
10.	☐	☐	☐	Are sediment controls (e.g. sediment traps, silt fences, sedimentation ponds, etc) filled to greater than 50% of the height of the control measure?
11.	☐	☐	☐	Are EPSC controls installed around material storage areas (e.g. masonry materials, waste material stockpiles, topsoil stockpiles, etc) and concrete truck washout areas?
12.	☐	☐	☐	Is the site free of litter, construction, debris, or construction chemicals that could be carried offsite by wind or anticipated storm events?
13.	☐	☐	☐	Are streams, ditches, and stormwater conveyances adequately protected?
14.	☐	☐	☐	Is construction equipment in working order and free of leaks?
15.	☐	☐	☐	Are storm drain inlets properly protected?
16.	☐	☐	☐	Are temporary construction entrances installed at each access point to the site?
17.	☐	☐	☐	Has offsite sediment tracking been minimized?

COMMENTS AND CORRECTIVE ACTIONS

Please provide an explanation and/or corrective action for all "No" responses in Sections II through VIII. Corrective actions must include the location of the problem or action, a statement of the action needed/required, and a deadline for completion.

_____

_____

_____

Inspector Signature: _____ Date: _____

Appendix C
Construction Inspection Report

CONSTRUCTION INSPECTION REPORT
CITY OF MARYVILLE, TENNESSEE

Date/Time of Inspection: _____ TN-CGP Permit No.: _____ Grading Permit No.: _____

Project Name: _____ Location: _____

Current Approximate Disturbed Acreage: _____ Current Weather Conditions: _____

Site Conditions: _____

Instructions: This checklist covers the basic erosion prevention and sediment control and other stormwater construction requirements for developments in the city of Maryville, TN. Ideally, each element presented in this list should be checked "Yes", if it is applicable to the site. Questions which are not applicable for the site must be marked as "N/A". Checks placed under the "No" column require a written explanation and/or a written corrective action and required completion date in the "Comments and Corrective Actions" section of this form.

Note: The word "plan" refers to the Erosion Prevention and Sediment Control [EPSC] Plan that has been approved for the site by the city of Maryville, TN Engineering and Public Works Department.

I. TDEC Construction General Permit Requirements

	Yes	No	N/A	
	☐	☐	☐	Is a copy of the TDEC Notice of Coverage and the Maryville grading permit posted at the construction site?
	☐	☐	☐	Have operators and subcontractors been observed on-site that are not listed on the Notice of Coverage?
	☐	☐	☐	Is an up-to-date copy of the signed SWPPP retained at the construction site?
	☐	☐	☐	Is any stormwater or other fluid discharging to an improved sinkhole?
	☐	☐	☐	If 4 above is yes, is a Class V injection well permit on-site?
	☐	☐	☐	Is work occurring in or does the project discharge to a body of water or wetland?
	☐	☐	☐	If 6 above is yes, is an approved permit onsite authorizing this work?
	☐	☐	☐	Are the dates of major grading activities documented?
	☐	☐	☐	Are the dates when construction activities temporarily or permanently cease documented?
	☐	☐	☐	Are the dates when stabilization practices were initiated documented?
	☐	☐	☐	Are inspections being performed and documented twice a week and at least 72 hours apart?
	☐	☐	☐	Are inspections being performed by a qualified person?
	☐	☐	☐	Are discharge locations correctly indicated in the approved plan?
	☐	☐	☐	Has the plan been kept current to reflect major changes that have been made on-site?
	☐	☐	☐	Does the approved plan describe and identify the EPSC measures for the site?
	☐	☐	☐	Has the approved plan been updated to reflect site conditions?
17.	☐	☐	☐	Is a rain gauge located on the site and precipitation amounts recorded daily? Note: It is acceptable to record the precipitation amount from a suitable reference location.

II. EPSC Measures

	Yes	No	N/A	
18.	☐	☐	☐	Does the approved plan need to be modified to reflect major changes that have been made on-site?
19.	☐	☐	☐	Are EPSC measures installed and maintained in accordance with the SWPPP?
20.	☐	☐	☐	Are EPSC measures installed before beginning land-disturbing activities on each phase of construction?
21.	☐	☐	☐	Are EPSC measures retaining sediment on site?
22.	☐	☐	☐	Are EPSC measures adequately preventing visible erosion on-site?
23.	☐	☐	☐	Does the approved plan describe and identify the EPSC measures for the site?
24.	☐	☐	☐	If 23 above is yes, has the approved plan been updated to reflect current EPSC measures for the site?
25.	☐	☐	☐	Does the approved plan contain an adequate construction schedule for EPSC BMPs?
26.	☐	☐	☐	Are discharge points correctly indicated in the approved plan?
27.	☐	☐	☐	Are sediment deposits or objectionable color contrast in the receiving stream present at any of the site discharge points?
28.	☐	☐	☐	Is sediment-laden water pumped from any excavation or work area filtered or held in a settling basin prior to its discharge to surface waters?

29. ☐ ☐ ☐ Are adjacent or downstream properties protected from sediment?

II. EPSC Measures (continued)

	Yes	No	N/A	
30.	☐	☐	☐	Are all surface waters leaving the site at the stabilized outlet points noted on the approved plan?
31.	☐	☐	☐	Are sediment controls (e.g. sediment traps, silt fences, sedimentation ponds, etc) filled to greater than 50% of the height of the control measure?
32.	☐	☐	☐	Are EPSC controls installed around material storage areas (e.g. masonry materials, waste material stockpiles, topsoil stockpiles, etc) and concrete truck washout areas?
33.	☐	☐	☐	Is the site free of litter, construction, debris, or construction chemicals that could be carried offsite by wind or anticipated storm events?
34.	☐	☐	☐	Are perimeter EPSC measures installed around the individual lots prior to groundbreaking?
35.	☐	☐	☐	Are streams, ditches, and stormwater conveyances adequately protected?
36.	☐	☐	☐	Is construction equipment in working order and free of leaks?
37.	☐	☐	☐	Are storm drain inlets properly protected?
38.	☐	☐	☐	Are temporary construction entrances installed at each access point to the site?
39.	☐	☐	☐	Has offsite sediment tracking been minimized?
40.	☐	☐	☐	Are finalized slopes ready for stabilization free from rill or gully erosion?
41.	☐	☐	☐	Has temporary stabilization been applied to areas that have been inactive for greater than 14 days?
42.	☐	☐	☐	Has permanent stabilization been applied to any areas of the site?
43.	☐	☐	☐	If 40 above is yes, has permanent vegetative cover been established over at least 70% of the site?
44.	☐	☐	☐	Does the approved plan contain an adequate construction schedule for EPSC and stormwater BMPs?

III. Post-construction Buffer Information

	Yes	No	N/A	
45.	☐	☐	☐	Are streams, wetlands, ponds or lakes located partially or completely within the site boundaries?
46.	☐	☐	☐	If 45 above is yes, are vegetative buffers being maintained per the approved EPSC plan.
47.	☐	☐	☐	If the site has an approved Buffer Enhancement Plan, are the EPSC and revegetation measures described in the plan being followed?
48.	☐	☐	☐	Does the project conform to the requirements of the Corps of Engineers 404, TDEC ARAP or 401 permits and/or TVA 26A permits?

IX. COMMENTS AND CORRECTIVE ACTIONS

Please provide an explanation and/or corrective action for all "No" responses in Sections II through VIII. Corrective actions must include the location of the problem or action, a statement of the action needed/required, and a deadline for completion.

_____

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_____

Site operator contacted during inspection: _____

Inspector Name:_____Inspector's TNEPSC Certification Number:_____

I certify under penalty of law that this report and all attachments are, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Inspector Signature:_____Date:_____

COMMENTS AND CORRECTIVE ACTIONS
(DEVELOPER/CONTRACTOR COPY)

Date/Time of Inspection: _____NPDES Permit No.: _____Grading Permit No.:_____

Project Name:_____Location: _____

Site Conditions: _____

A Construction Inspection Report has been completed for your development site. This sheet provides a list of all corrective actions that are required for this site. Each corrective action must be performed prior to the deadline for completion stated below,

_____

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Site operator contacted during inspection: _____

Inspector Name: _____

Corrective Actions Deadline:_____