



Dear Developer:

Enclosed you will find local forms that will be required of your project by the Stormwater and Sewer Divisions of the Public Works Department in order to schedule a pre-construction meeting.

If you have any questions concerning these documents, please contact the Public Works office at your convenience.

### **Contact Information**

#### **Public Works Department**

Public Works Director

Matt White

(615) 773-7957

Engineering Director

Shane Shamanur

(615) 773-7957

Utilities Director

Tim Forkum

615-773-7957

Public Works Office Manager

Donna Howard

(615) 773-6270

#### **Building Department**

Building Official

Mark Kirk

(615) 773-6225

#### **Stormwater Department**

Stormwater Manager

Adam Meadors

(615) 773-7957

Stormwater Inspectors

Chad Swallows

Wesley White

(615) 773-7957

#### **Planning/Zoning**

City Planner

Jon Baughman

(615) 773-6283

### **Enclosed Documents**

Stormwater and Sewer Procedures, Benchmark Adjustments, Builder Fact Sheet, Erosion and Sediment Control Guidance, Developers Checklist (Stormwater and Sewer), Stormwater Fees list, Permit applications for Development Plan Review, Sewer Plan Review, Stockpile, Land Disturbance, Erosion Control, Rock Crusher, Rock Crusher provisions, Stockpile, Stockpile provisions, Storm Water Management Maintenance Agreement, Final Inspection form, Planning/Zoning Compliance Certification letter, Planning/Zoning Landscape Maintenance Bond/Letter of Credit form.

**City of Mt. Juliet Public Works, 115 Clemmons Road, Mt. Juliet, TN. 37122**

**Office – 615-773-7957**

**Fax – 615-773-6286**

# **STORMWATER AND SEWER PROCEDURES FOR NEW PROJECTS**

## **Stormwater Procedures**

1. Approval of plans from Planning Commission.
2. Stamped plans from Shane Shamanur, Engineering Director.
3. Stormwater Development Checklist Completed – Project name, legal owner, address & contact numbers, designee/representative, address & contact numbers, Site access & Material Hauling (if applicable), TDEC Level One person, address & contact numbers, Contractor Name, address & contact numbers.
4. If the **owner of the property cannot be present** at the pre-con meeting, we will need a notarized letter stating that they give someone permission to sign documents on their behalf.
5. Copies of NOI, NOC, NPDES, SWPPP, ARAP, Geo-Tech sent to Donna Howard.
6. Stormwater Management Maintenance Agreement completed, copy of long-term maintenance plan, document sign/notarized by owner/developer. Engineering Director will sign/notarize the original document and then it will need to be recorded at the Register of Deeds. Original document returned to Donna Howard, Public Works Office Manager, for filing.
7. If there will be blasting on the site, we will need a copy of blasting license, photo ID of trigger man and copy of Certificate of Liability insurance policy with the City of Mt. Juliet as the policy holder insured up to 1 million dollars.
8. Copy of TDEC Level 1 card of the Erosion Control Specialist
9. Copy of Contractor's license.
10. Plan Review, Land Disturbance and Erosion Control permit applications completed.
11. Stormwater fees – We will need the amount of acreage and/or number of lots, the total amount of impervious surface and impervious acreage to calculate Plan Review, Land Disturbance and Commercial Erosion Control fees. Residential Erosion Control fee is \$500.00 per lot and is paid when you are ready to build on each lot. Stormwater fees can be on one (1) check for the total amount and made out to the City of Mt. Juliet.
12. Contractor, Owner (see #4), and TDEC Level 1 person **must be** at the pre-con meeting.

**NOTE:** When all the above information has been sent in for the project, we will schedule a pre-con meeting to discuss all the do's and don'ts of the project and will issue all appropriate permits at that time. Unless you are crushing rock, or you have a stockpile on the site you will not need to fill out the Rock Crusher or the Stockpile permit applications.

## **Sewer Procedures**

1. A check for \$2,000.00 for the Sewer Plan Review fee and the Sewer Plan Review application sent to Donna Howard, 115 Clemmons Road, Mt. Juliet, TN. 37122.
2. Sewer plans sent to Steve Jones, Water Management Services, 2 International Plaza, Suite 401, Nashville, TN 37217, for his approval.
3. Four (4) sets of State Stamped Sewer plans and digital copy on CD or Flash Drive.
4. Copy of the State Sewer Permit approval letter sent to Donna Howard.
5. Unit Price bids from contractor for the sewer costs, all Storm infrastructure, linear feet of roads, sidewalk, and trail will need to be sent to Donna Howard and Shane Shamanur – City Engineer will determine fees for the Development and Sewer contracts.
6. Development Contract – If roads will be developed the developer will pay an inspection fee of \$4.25 per linear foot.
7. Sewer Contract – Developer will pay an inspection fee of 5% of the cost of the installation of the sewer services.
8. Capacity fees for residential projects are per single family unit and determined by the RS number, Tap fees are \$1,550.00 per residence and are due when the home is built. Capacity and Tap fees for Commercial projects are calculated by Ashley Clemmons, Sewer Billing, located at City Hall, 2425 N. Mt. Juliet Road, and are determined by the waterline tap size.
9. Development contract and Sewer contract fees will need to be on two separate checks for accounting purposes.
10. Copy of Certificate of Liability Insurance policy with the City of Mt. Juliet as the policy holder insured up to 1 million dollars.
11. Copy of Start of Construction Notification letter that was sent to the State notifying them when the construction will begin.

When all the above information has been sent in for the project, we will schedule a pre-con meeting to discuss all the do's and don'ts of the project.



**NOTICE TO: Contractors; Developers; Consultants**

From: Matt White, P.E., Public Works Director

Re: **Benchmark Adjustments**  
Site Grading Operations

**Please be informed that Benchmark Adjustments during Site Grading and/or Site Construction operations are an unauthorized amendment to Approved Site Development Drawings or Approved Infrastructure Drawings.**

**NO Benchmark Adjustment shall be implemented on any site** operating under approved and stamped drawings from the City Engineer until such time that revised drawings are submitted to the City of Mt. Juliet Department of Public Works for review. The revised drawings shall clearly show the proposed Benchmark Adjustment and the impact on each infrastructure element on the site and provide the necessary justification(s) for the proposed Benchmark Adjustment.

Approvals for such requests for a Benchmark Adjustment shall be at the sole discretion of the Public Works Director and/or Engineering Director.

# Builder Fact Sheet

In order to receive coverage under the state's *Tennessee Construction General Permit*, you must submit a completed Notice of Intent (NOI), Storm Water Pollution Prevention Plan (SWPPP), and topographic map showing the location of your site. **You should allow up to 30 days for the processing of a complete NOI.** Before submitting to the local Environmental Field Office, make sure you have included the following:

- **Existing Tracking Number** – Contact the owner/developer of the subdivision for this information. If you leave this section blank, you may receive a letter requesting a fee, even if one is not required. Since we do not begin reviewing or processing NOI's until this is addressed, receiving permit coverage will be delayed. If the site has an existing tracking number, typically no fee is required since the original owner/developer paid the fee for the entire site.
- **Site Name** – This should be the formal name of the subdivision (including phase and/or section numbers). Your individual lot numbers should be included in the Site Description.
- **Latitude and Longitude** – The location of the lot or approximate center of several lots should be indicated.
- **Acres disturbed** – This will be the total acreage of all your lots.
- **Receiving waters** – Filling in this section with “N/A” is not sufficient you should indicate the stream nearest your site.
- **Map Attached** – Attach a copy of the 7.5 minute USGS quadrangle map showing the location of the site. (Copies of portions of USGS maps can also be obtained from <http://www.topozone.com> or from <http://nationalmap.gov> )
- **SWPPP Attached** – The SWPPP should include a site map of the development with your lot(s) indicated, the erosion prevention and sediment control plan showing the approximate location of your pre, during, and post construction control measures and contours, and a signed certification statement.
- **Site Owner/Developer** – This is the builder.
- **Contractor Certification** – If you have contractors with operational control of activities related to erosion prevention and/or sediment control measures or storm water drainage, they should sign here and on the SWPPP certification.

This fact sheet is designed to assist you in submitting the correct information, but is not a substitute for reading and understanding the permit, which can be accessed by visiting our website at <http://www.state.tn.us/environment/permits/conststrm.php> or you may request a copy from the local Environmental Field Office by calling 1-888-891-TDEC.



## **Erosion and Sediment Control Guidance**

Soil erosion and the resulting sedimentation are the leading cause of water quality problems in Tennessee. Although erosion has long been associated with agricultural activities, it is also a major concern at construction sites where disturbed land is left unprotected. Every phase of a construction project has the potential to contribute significant quantities of sediment-laden runoff. Therefore, as a site develops, all who are associated with the project must do their part to control erosion.

### **Primary Concerns Related to Erosion and Sedimentation**

**Water Quality:** Sediment is the number one pollutant, by volume, of surface water in the state of Tennessee. It impacts water quality by degrading the habitat of aquatic organisms and fish, decreasing recreational value, and by promoting the growth of nuisance weeds and algae.

**Local Taxes:** Sediment that finds its way into streets, storm drains, and ditches result in additional maintenance cost for the City of Mt. Juliet.

**Flooding:** Sediment accumulation in streams, lakes and storm water drainage systems reduces their capacity which can result in increased flooding.

**Property Values:** Sediment deposits damage property, thus reducing its use and value.

### **Principles for Erosion Prevention and Sedimentation Control**

Erosion prevention and sediment control are important on any land disturbance activity, regardless of its size. Usually the principles and methods for preventing erosion and reducing off-site sedimentation are relatively simple and inexpensive. Here are some basics to follow:

**Evaluate the Site:** Before starting the land disturbance activity, inventory the resources on the lot and evaluate. Also determine any required setbacks, drainage, easements, and no-disturbance easements on water bodies.

**Select and Install Erosion Prevention and Sedimentation Control Practices:** Determine the specific controls needed, and properly install them before clearing the site.

**Develop an Inspection and Maintenance Program:** Maintenance of all erosion prevention and sediment controls are essential for them to function properly. They must

be inspected twice weekly and after each rainfall event. When a problem is identified, the control should be repaired immediately.

**Stabilize the Site:** Timely temporary and permanent stabilization will result in a cost savings by reducing the need to regrade the land, clean out culverts, or remove material from downstream properties. In addition, a well vegetated and maintained lot has a higher sale potential.

## **Sequence for Erosion Prevention and Erosion Control Practice**

### **Step 1 – Evaluate the Site**

Before starting the land disturbance activity, inventory and evaluate the resources on the lot. Location of structures should be based, in large part, on the lot's natural features. Mark for protection any important trees and associated rooting zones, unique areas to be preserved, on-site septic system absorption fields, and vegetation suitable for filter strips (especially in perimeter areas). Also identify areas where you want to limit construction traffic. Wherever possible, preserve existing vegetation to help control erosion and off site sedimentation.

**Setbacks and Easements:** Determine and mark any required setbacks, drainage easements, and non-disturbance easements on water bodies.

**Identify Vegetation to be Saved:** Select and identify the trees, shrubs and other vegetation that you want to save (see "Vegetative Filter Strips" under Step 2 below).

**Protect Tree and Sensitive Areas:** To prevent root damage, do not grade, burn, place soil piles, or park vehicles near trees or in areas marked for preservation. Place a physical barrier, such as plastic fencing, around the trees drip line to protect the area below their branches. Likewise, place a physical barrier around the area designated for septic system absorption fields (if applicable).

### **Step 2 – Install Perimeter Erosion Prevention and Sediment Controls**

Identify the areas where sediment-laden runoff could leave the site and install perimeter controls to minimize the potential for off-site sedimentation. It's important that perimeter controls are in place before any other earth-moving activities begin.

**Install TDEC Approved Construction Exit:** Restrict all access to this drive to prevent vehicles from tracking mud onto roadways.

**Protect Down Slope Areas with Vegetative Filter Strips and/or Sediment Barriers:** On slopes of less than 6 percent, preserve at least a 20 to 30 foot wide vegetative buffer strip around the perimeter of the property and use it as filter strip for trapping sediment. Do not mow filter strip vegetation shorter than 4 inches. Use a sediment barrier such as

silt fencing, or similar approved equal measure along the perimeter of the lots down slope side(s) to trap sediment.

**Protect Storm Drain Inlets:** Protect nearby storm drain curb inlets and drop inlets before disturbing soil.

### **Step 3 – Prepare the Site for Construction**

Prepare the site for installation of utilities. Make sure all contractors, especially the excavating contractors are aware of areas to be protected.

**Salvage and Stockpile the Topsoil/Subsoil:** Remove topsoil (typically the upper 4 to 6 inches of soft material) and stockpile. Remove subsoil and stockpile separately from topsoil. Locate the stockpiles away from down slope of street, driveway, stream, lake, wetland, ditch or drainage way. Immediately after stockpiling, temporarily seed the stockpiles and place sediment barriers around the down slope perimeter of the piles.

### **Step 4 – Build the Structure(s) and Install the Utilities**

Construct the structures and install the utilities; then consider the following:

**Install Downspout Extenders:** Downspout extenders are highly recommended as a means of preventing erosion from roof runoff. Add the extenders as soon as the gutters and downspouts are installed. Be sure the extenders have a stable outlet such as the street, sidewalk, or well vegetated area.

### **Step 5 – Inspection and Maintenance**

**Inspect Erosion Prevention and Sediment Controls:** Inspections should be performed at a minimum of every 72 hours and after each storm event. Repair and clean up any soil washed offsite should be performed immediately. Maintain all erosion and sediment control practices until construction is completed and all areas are stabilized. Also, any sediment that is tracked onto the street should be scraped and deposited in a stable area daily.

## **Do Not Flush Sediment from the Street with Water**

### **Step 6 – Re-vegetate the Site**

Stabilization must be initiated within 7 (seven) days in portions of the site where construction activities have temporarily or permanently ceased (longer than 15 days).

**Stabilization Practices:** Remove rocks and debris then replace 6" of topsoil to prepare site. Stabilization practices may include temporary seeding, permanent seeding, straw or wood mulching, erosion control blankets, sod, and other appropriate measures. Permanent stabilization with perennial vegetation (using native herbaceous and woody



plants where practicable) or other permanently stable, non-eroding surface shall replace any temporary measures as soon as practicable. Stabilization is defined in the city ordinance; the cover crop is established over 90 percent of the seeded area and a minimum of 75 percent throughout the year immediately following re-vegetation.

It is not recommended that straw or wood mulch be applied on newly seeded areas unless crimped in place. On flat or gently sloping land, anchor the mulch by crimping it 2 to 4 inches into the soil. On steep slopes, anchor the mulch with netting or tackifiers. An alternative to the anchored mulch would be the use of erosion control blankets. Slopes greater than 3 to 1 may require additional measures as directed by Stormwater.

#### **Step 7 – Removing Remaining Temporary Control Measures**

Once the vegetation is well established, remove any remaining temporary erosion prevention and sediment control practices such as downspout extenders (or shorten to outlet onto the vegetated areas, allowing for maximum infiltration) and storm sewer inlet protection measures.

#### **Step 8 – As Built Survey**

Now you are ready to do your “as built” survey, request your final inspections and ask for a certificate of occupancy (CO). Storm Water requires 90% viable vegetation on 100% of disturbed areas, a CD with the PDF/DWG's, an Engineering letter showing that the project was built per the approved plan.



## Stormwater Development Checklist

Date: \_\_\_\_\_ Pre-Con Meeting: \_\_\_\_\_

Project Name (as approved): \_\_\_\_\_

Company Name (including D.B.A.): \_\_\_\_\_

Legal Owner: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Engineering Representative: \_\_\_\_\_ Legal Proof: \_\_\_\_\_  
(Notarized letter from owner)

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Copies sent to Stormwater Dept.:

NOI: \_\_\_\_\_ (Date received by Office) NOC: \_\_\_\_\_ (Date received by Office) NPDES: \_\_\_\_\_ (Date received by Office)

ARAP: \_\_\_\_\_ (Date received by Office) SWPPP (As submitted to TDEC): \_\_\_\_\_ (Date received by Office) Preliminary Geo-Tech: \_\_\_\_\_

### Roadway Maintenance Surety:

\$30.00 per linear foot per lane traveled to state route or per connections to truck haul route @ \$100,000.00 per connection \_\_\_\_\_ Connection to state route

Distance from Site to Nearest State Route: \_\_\_\_\_ Road Surety Amt: \_\_\_\_\_

### Copy of Blasting License from State, Photo ID of trigger man and proof of insurance:

\_\_\_\_\_  
(Date received)

### TDEC Level One Person's Info:

Copy of Certificate or Card: \_\_\_\_\_

\_\_\_\_\_  
(Date received)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Contractor's Info:

Copy of Contractor's License: \_\_\_\_\_

\_\_\_\_\_  
(Date received)

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

### Office Use:

Storm Water Management Maintenance Agreement: \_\_\_\_\_ Received: \_\_\_\_\_ (Date) Recorded: \_\_\_\_\_ (Date)

1 Full size plans: \_\_\_\_\_ (2) 11X17: \_\_\_\_\_ PDF/DWG: \_\_\_\_\_  
(Approved site plans stamped/signed by Shane Shamanur) (CD of plans)

Land Disturbance Permit #: \_\_\_\_\_ Fee Amount: \_\_\_\_\_

Plan Review Permit #: \_\_\_\_\_ Fee Amount: \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_

Erosion Control Permit #: \_\_\_\_\_ Fee Amount: \_\_\_\_\_

Conditions/Comments: \_\_\_\_\_

## Sewer Development Checklist

Date of Pre-Con Meeting: \_\_\_\_\_

Project Name: \_\_\_\_\_

Developer Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address to appear on Contracts: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**Office use:**

**Date Received:**

Sewer Administrative Fees \$2,000

State Sewer Permit Letter

4 copies of State stamped Sewer Plans

Digital copy of State Stamped Sewer Plans

Unit Price Bids/Contractors Agreement

Development/Sewer Contracts

Certification of Liability Insurance

Start of Construction Notification Letter

Signed: \_\_\_\_\_

Paid: \_\_\_\_\_

Date Plans sent to WMS: \_\_\_\_\_

Approval Letter: \_\_\_\_\_

WMS # \_\_\_\_\_

RS \_\_\_\_\_

Total # of Lots: \_\_\_\_\_ Lot #'s: \_\_\_\_\_

Capacity fees per unit: \_\_\_\_\_ X \_\_\_\_\_ (#of lots) = \_\_\_\_\_

Capacity fees (Commercial): \_\_\_\_\_

Construction Cost: \_\_\_\_\_ X 10% = \_\_\_\_\_

Road Inspection Fee: \_\_\_\_\_ LF X \$4.25 = \_\_\_\_\_

Sewer LOC Amount/Date: \_\_\_\_\_

Dev. LOC Amount/Date: \_\_\_\_\_

NOTES: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## City of Mt. Juliet Stormwater Fees

### **Development Plan Review Fee**

Commercial Site Plans - \$500.00 + \$125.00 per acre, rounded up to the nearest whole acre.

Residential Subdivisions - \$500.00 + \$75.00 per lot

Re-Review Fee – 50% of original fee for every submittal past the 3<sup>rd</sup> review cycle

### **Land Disturbance Fee**

Residential Subdivision sections or commercial sites:

|                          |             |
|--------------------------|-------------|
| Less than one (1) acre   | \$ 250.00   |
| 1 acre – 4.99 acres      | \$ 615.00   |
| 5 acres – 9.99 acres     | \$ 740.00   |
| 10 acres – 19.99 acres   | \$ 985.00   |
| 20 acres – 29.99 acres   | \$ 1,230.00 |
| 30 acres – 39.99 acres   | \$ 1,475.00 |
| 40 acres – 49.99 acres   | \$ 1,840.00 |
| 50 acres – 74.99 acres   | \$ 2,455.00 |
| 75 acres – 99.99 acres   | \$ 4,910.00 |
| 100 acres – 149.99 acres | \$ 7,365.00 |
| 150 acres – 249.99 acres | \$ 9,820.00 |
| 250 acres – 499.99 acres | \$12,270.00 |
| 500 acres or more        | \$18,405.00 |

### **Erosion Control Fee**

Residential construction - \$500.00 per residence

Commercial construction - \$0.170 per sq. ft. of impervious surface up to a maximum of \$35,000 PLUS \$175.00 per acre of impervious surface, rounded up to the nearest whole number of acres. Impervious surface includes building footprint and all paved areas.

**Rock Crusher Fee**

Plan Review – \$250.00

Rock Crusher permit fee – \$370.00

Total – \$620.00

**Stockpile Fee**

Plan Review – \$250.00

Stockpile permit fee – \$370.00

Total – \$620.00



**City of Mt. Juliet  
Engineering Division**

**DEVELOPMENT PLAN REVIEW**

Permit # \_\_\_\_\_

|                  |            |       |
|------------------|------------|-------|
| Project Name:    |            | Date: |
| Project Address: |            |       |
| Applicant:       |            |       |
| Address:         |            |       |
| City:            | State:     | Zip:  |
| Fee Amount Paid: | Receipt #: |       |

**Plan Review Fee:**

☐ Commercial Project - \$500.00 + \$125.00 per acre rounded up to nearest whole acre.

\_\_\_\_\_ acre(s) X \$125.00 = \_\_\_\_\_ + \$500.00 = \_\_\_\_\_

☐ Residential Subdivision - \$500.00 + \$75.00 per lot

\_\_\_\_\_ lots X \$75.00 = \_\_\_\_\_ + \$500.00 = \_\_\_\_\_

☐ Re-Review Fee - 50% of original plan review fee

Original fee: \$ \_\_\_\_\_ - 50% = \$ \_\_\_\_\_



## City of Mt. Juliet Engineering Division

### SEWER PLAN REVIEW

Permit # \_\_\_\_\_

|                               |                   |              |
|-------------------------------|-------------------|--------------|
| <b>Project Name:</b>          |                   | <b>Date:</b> |
| <b>Project Address:</b>       |                   |              |
| <b>Applicant:</b>             |                   |              |
| <b>Address:</b>               |                   |              |
| <b>City:</b>                  | <b>State:</b>     | <b>Zip:</b>  |
| <b>Fee Amount: \$2,000.00</b> | <b>Receipt #:</b> |              |



## City of Mt. Juliet Stormwater Department

Permit #: \_\_\_\_\_ Application Date: \_\_\_\_\_

### Application for Land Disturbance Permit (Certificate of Zoning Compliance)

Application is hereby made for a permit to disturb or alter the land as described herein or shown in accompanying plans to be located as shown on the accompanying site plan. The information which follows is made a part of this application, in reliance upon which is requested the issuance of a land disturbance permit. It is understood and agreed by this applicant that any error, misstatement or misrepresentation, either with or without intention on the part of this applicant such as might, or would operate to cause disapproval of this application, shall constitute sufficient grounds for the revocation of such permit. The applicant also agrees to comply with all conditions stipulated in the Storm Water Pollutions Prevention Plan (SWPPP) as as submitted to the State for the issuance of NPDES Permit. The applicant also agrees to comply with the terms and conditions of the NPDES general permit Tracking No. TNS 075451 issued to the City of Mt. Juliet.

Applicant: \_\_\_\_\_ Contact: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Contractor: \_\_\_\_\_

Contractor License #: \_\_\_\_\_ Date of Expiration: \_\_\_\_\_

Project Name: \_\_\_\_\_

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

Type of Construction: ☐ Commercial ☐ Residential

Land Disturbance: # of Acres: \_\_\_\_\_ Fee Amt: \_\_\_\_\_

I hereby certify that the information given herein is correct and true \_\_\_\_\_  
(Signed by Applicant)

Permit above applied for will comply with the Zoning Regulations of the City of Mt. Juliet, TN.

By: \_\_\_\_\_  
(Stormwater Coordinator)





## City of Mt. Juliet Stormwater Dept. Residential Erosion Control Permit Application

**PERMIT #:** \_\_\_\_\_

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

Applicant: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Project Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Phase: \_\_\_\_\_ Section: \_\_\_\_\_ Lot #: \_\_\_\_\_

Property Address: \_\_\_\_\_

Fee Amount:     \$500.00    

I hereby certify that the information given herein is correct and true:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Adam Meadors, Stormwater Coordinator



## City of Mt. Juliet Stormwater Dept. Rock Crusher Permit Application

Permit #: \_\_\_\_\_

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

Applicant: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Contact: \_\_\_\_\_

Project Name: \_\_\_\_\_

Street or Road Name: \_\_\_\_\_

Proposed Use: Commercial Development ☐ Residential Development ☐

Plan Review Fee: **\$250.00**      Rock Crushing Fee: **\$370.00**      TOTAL: **\$620.00**

I hereby certify that the information given herein is correct and true:

\_\_\_\_\_  
(Signed by Applicant)

Permit above applied for will comply with the Zoning Regulations of the City of Mt. Juliet, TN.

By: \_\_\_\_\_  
(Storm Water Management Coordinator)

## *Provisions applicable to Rock Crushing activities*

1. No rock crushing shall be permitted on a construction site without a valid permit issued by the Stormwater Coordinator of the City of Mt. Juliet.
2. Before issuing a permit, the Stormwater Coordinator shall require submittal of the following information:
  - Copies of any required state or federal permits. Note: State and federal regulations impose strict limitations as to dust, pollution and maximum allowable noise levels;
  - Proof of liability insurance, in the amount of \$1,000,000.00, with the City of Mt. Juliet named as an additional beneficiary, shall be provided;
  - The letter of credit amount shall be sufficient to pay 150 percent of any estimated costs of restoring the site, including clean-up and landscaping, should the rock crushing operation be abandoned.
  - A separate letter of credit shall be executed in an amount of \$10,000.00. This letter of credit shall be sufficient to pay for any clean-up to or repair of surrounding sites necessitated by the rock crushing activity. Prior to making a claim under this letter of credit, a property owner injured by the rock crushing activity must give the permit holder 14 days' notice. The permit holder shall then have 14 days to remediate the situation. This letter of credit will not be issued on behalf of or for the benefit of the city and the city shall in no way be involved with the administration of this letter of credit, with the exception of setting the required monetary rate.
  - Permittee agrees to indemnify and hold harmless the City of Mt. Juliet from any and all claims, demands, losses, causes of action, damage, lawsuits, and judgments, including attorney's fees and costs, arising out of or directly or indirectly related to the work of the permittee.
3. Site plan: A separate site plan, specific to the proposed rock crushing operation, shall be submitted to and approved by the Public Works Director. Any site plan or application submitted for this purpose shall include provisions detailing the following information:
  - Erosion and sediment control and drainage
  - Stormwater management
  - Fencing and safety plan
  - Adjacent properties and structures establishing that operations will be at a minimum 500 feet from the front door of any occupied structure at the time of permit issuance and at the time of any permit renewal; and
  - Site stabilization plan.
  - City of Mt. Juliet permit.

4. Upon submission of a completed application and site plan, the Stormwater Coordinator may issue a permit for conduct of rock crushing operations consistent with this ordinance.
5. Prohibition of operations:
  - Rock crushing operations may occur only between 8:00 a.m. and 5:00 p.m., Monday through Saturday unless otherwise specified in writing by the Public Works Director.
  - Rock crushing operations shall be conducted in such a manner as to comply with the City of Mt. Juliet permit. No operations will be permitted which causes dust to be deposited on neighboring properties or vehicles.
  - At the discretion of the Public Works Director, any violation of this ordinance may result in suspension of rock crushing operations until noncompliance with this ordinance is corrected.
6. Uses of crushed rock:
  - Rock crushed on site shall not be used for any purpose until approval is granted by the Public Works Director.
  - Rock crushed on site shall not be sold.
  - Rock crushed on the permitted site may be used on another site owned by the same property or developer. Said secondary destination site shall be operating under a City of Mt. Juliet permit for an approved Site Development Plan or approved Infrastructure Plan.
  - If rock crushed on site is approved for use pursuant to [subsection] 6.c., the developer shall be required to execute a separate letter of credit. This letter of credit shall be equal to 150 percent of any estimated costs of repairing the roadways between the two sites.
7. Rock being hauled from the permitted rock crusher site to an approved secondary site shall comply with the requirements of Ordinance 2013-82, Street surety.
8. Any use permit issued hereunder shall be issued for a 12-month term. After the expiration date of such permit, the permittee may request and the Public Works Director may grant a 12-month extension of time in the same manner and procedure as prescribed for an original application. There are no limits on the number of extensions a permittee may request.

*(Ord. No. 2003-40, 9-8-2003; Ord. No. 2004-34, 8-9-2004; Ord. No. 2007-22, 5-29-2007; Ord. No. 2009-07, 2-9-2009; Ord. of 10-23-2009, § 3-104; Ord. No. 2013-70, § 5, 10-14-2013; Ord. No. 2014-38, § 1, 5-12-2014)*



## City of Mt. Juliet Stormwater Dept. Stockpile Permit Application

PERMIT #: \_\_\_\_\_

|           |       |          |                  |           |
|-----------|-------|----------|------------------|-----------|
| Applicant |       |          | Property Address |           |
| City      | State | Zip Code | Email            | Phone No. |

Number of cubic yards to be stockpiled: \_\_\_\_\_

Estimated cost to remove Stockpile Material plus 15%: \_\_\_\_\_

Include bid and/or Engineer's estimate with application. A letter of credit (LOC) must be submitted with the higher amount along with the application.

**Location of Stockpile:**

Street address: \_\_\_\_\_ Map: \_\_\_\_\_ Parcel No.: \_\_\_\_\_

**Owner of Stockpile Location:**

Owners Name: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Proposed haul route from excavation site to stockpile: \_\_\_\_\_  
\_\_\_\_\_

Plan Review Fee: **\$250.00**

Stock Pile Fee: **\$370.00**

TOTAL: **\$620.00**

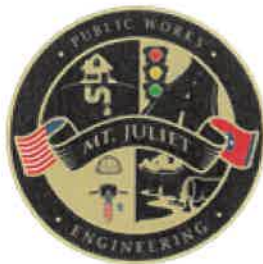
A site plan showing proposed stockpile location, construction drive and erosion controls must be attached with this permit. Original permit must be kept on site. Stabilization measures must be taken 14 days after stockpiling has temporarily or permanently deceased.

|                                                |           |      |
|------------------------------------------------|-----------|------|
| Applicant Name                                 | Signature | Date |
| Storm Water Coordinator<br><b>Adam Meadors</b> | Signature | Date |

## *Provisions for Stockpile*

1. No stockpile shall be permitted on a construction site without a valid permit issued by the Stormwater Coordinator of the City of Mt. Juliet.
2. Before issuing a permit, the Stormwater Coordinator shall require submittal of the following information:
  - Number of cubic yards to be stockpiled
  - Bid and/or Engineer's estimate for removal of stockpile material.
  - The letter of credit amount shall be the estimated cost of removal plus 15 percent and submitted along with the application.
  - Permittee agrees to indemnify and hold harmless the City of Mt. Juliet from any and all claims, demands, losses, causes of action, damage, lawsuits, and judgments, including attorney's fees and costs, arising out of or directly or indirectly related to the work of the permittee.
3. Site plan: A separate site plan showing proposed stockpile location, construction drive and erosion control measures must be attached with application.
4. Upon submission of a completed application and site plan, the Stormwater Coordinator may issue a permit. Original permit must be kept onsite.
5. Stabilization measures must be taken 14 days after stockpiling has temporarily or permanently deceased.
6. When stockpile has been removed and stabilization measures have been taken a request of the release of the letter credit can be submitted at the link below on the City website:

<https://www.mtjuliet-tn.gov/FormCenter/Public-Works-6/Request-ReleaseReduction-of-LOC-81>



## STORMWATER MANAGEMENT MAINTENANCE AGREEMENT

Map No: \_\_\_\_\_ Parcel No: \_\_\_\_\_

THIS AGREEMENT, made to and entered into this \_\_\_\_\_ day of \_\_\_\_\_, of the year, \_\_\_\_\_, by and between \_\_\_\_\_ (hereinafter called the "Land Owner") and The City of Mt. Juliet, (hereinafter called "The City").

WITNESSETH, that

WHEREAS The City of Mt. Juliet has adopted and approved certain technical guidelines relating to the policy on management and treatment of storm water in the City of Mt. Juliet; and

WHEREAS, the Land Owner is the owner of certain real property, more particularly described as

\_\_\_\_\_  
\_\_\_\_\_  
as recorded by Deed in the land records of Wilson County, Tennessee in Deed Book \_\_\_\_\_, Page \_\_\_\_\_, Facility No. 1 Out-Fall Structure GPS (NAD-88) Latitude: \_\_\_\_\_, Longitude: \_\_\_\_\_, Facility No. 2 Out-Fall Structure GPS(NAD-88) Latitude: \_\_\_\_\_, Longitude: \_\_\_\_\_ (hereinafter called the "Property"); and attach other structures longitude/latitude on a separate sheet.

WHEREAS, the Land Owner is proceeding to build on and develop the property; and

WHEREAS, the Site Plan/Subdivision Plan, \_\_\_\_\_, prepared by \_\_\_\_\_, dated \_\_\_\_\_, on file at the City of Mt. Juliet (hereinafter called the "Plan"), which is expressly made a part hereof, as approved or to be approved by The City, provides for management and/or treatment of storm water within the confines of the property; and

WHEREAS, The City and the Land Owner agree that the health, safety, and general welfare of the residents of the City of Mt. Juliet require that onsite storm water management and/or treatment facilities be constructed and maintained on the property; and

WHEREAS, The City requires that onsite storm water facilities as shown on Plan \_\_\_\_\_ be constructed and adequately maintained by the Land Owner;

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

1. The Land Owner in accordance with the plans and specifications identified in the Plan shall construct the onsite storm water management and/or treatment facilities.
2. The Land Owner shall maintain the storm water management and/or treatment facilities as shown on Plan \_\_\_\_\_ in good working order acceptable to The City, and in accordance with the required program elements and other conditions set forth in the original Tennessee small MS4 General Permit effective July 7, 2003 and amended on July 11, 2011 and as provided by approval of a Site Development Plan and/or Subdivision Plan or a condition of said approval by the City of Mt. Juliet Regional Planning Commission.
3. The Land Owner hereby grants permission to The City, its authorized agents, and employees to enter the property and to inspect the storm water management and/or treatment facilities whenever it deems necessary. Whenever possible, The City shall notify the Land Owner prior to entering the property.
4. In the event, the Land Owner fails to maintain storm water management and/or treatment facilities as shown on Plan \_\_\_\_\_ in good working order acceptable to The City, The City may enter the property and take whatever steps it deems necessary to maintain said storm water management and/or treatment facilities. This provision shall not be construed to allow The City to erect any structure of a permanent nature on the land of the Land Owner without first obtaining written approval of the Land Owner. It is expressly understood and agreed that The City is under no obligation to maintain or repair said facilities, and in no event shall this Agreement be construed to impose any such obligation on The City.



5. In the event, The City, pursuant to this Agreement, performs work of any nature, or expends any funds in the performance of said work for labor, use equipment, supplies, materials, and the like, the Land Owner shall reimburse The City upon demand, within ten (10) days of receipt thereof for all costs incurred by The City.
6. It is the intent of this Agreement to insure the proper and timely maintenance of onsite storm water management and/or treatment facilities by the Land Owner; provided, however, that this Agreement shall not be deemed to create or affect any additional liability of any party for damage alleged to result from or be caused by storm water management.
7. The Land Owner, its executors, administrators, assigns, and any other successors in interest, shall indemnify and hold The City and its agents and employees harmless for any and all damages, accidents, casualties, occurrence, or claims which might arise or be asserted against The City from the construction, presence, existence, or maintenance of the storm water management and or treatment facilities by the Land Owner or The City.
8. In the event a claim is asserted against The City, its agents, or employees, The City shall notify the Landowner, and the Land Owner shall defend at his own expense any suit based on such claim. If the judgment or claims against The City, its agent, or employees shall be allowed, the Landowner shall pay all costs and expenses in connection therewith.
9. This Agreement shall be recorded among the land records of Wilson County, and shall constitute a covenant running with the land, and shall be binding of the Landowner, its administrators, executors, assigns, heirs, and any other successors in interest.
10. Perform routine inspections to ensure that the BMP's are properly functioning. These inspections shall be conducted on an annual basis, at a minimum. These inspections shall be conducted by a person familiar with control measures implemented at a site. Owners or operators shall maintain documentation of these inspections.
11. Perform comprehensive inspections of all storm water management facilities and practices. These inspections shall be conducted once every five (5) years, at a minimum.

Such inspections must be conducted by either a professional engineer or landscape architect. Complete inspection reports for these five-year inspections shall include:

- Facility type
- Inspection date
- Latitude and longitude and nearest street address
- BMP owner information (e.g. name, address, phone number, fax and email)
- A description of BMP condition including: vegetation and soils; inlet and outlet channels and structures; embankments, slopes, and safety benches; spillways, weirs, and other control structures; and any sediment and debris accumulation
- Photographic documentation of BMP's
- Specific maintenance items or violations that need to be corrected by the BMP owner along with deadlines and reinspection dates

Owners or operators shall maintain documentation of these inspections. The MS4 may require submittal of this documentation.

WITNESS the following signatures and seals:

The City of Mt. Juliet

By: \_\_\_\_\_  
Engineering Director

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

Developer

By: \_\_\_\_\_  
Authorized Agent of Development

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

Prepared by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**STATE OF \_\_\_\_\_ )**

**COUNTY OF \_\_\_\_\_ )**

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, whose commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, of the year \_\_\_\_\_, do certify that \_\_\_\_\_ whose names are signed to the foregoing Agreement bearing the date of the \_\_\_\_\_ day of \_\_\_\_\_, of the year \_\_\_\_\_, have acknowledged the same before me in my said County and State aforesaid.

GIVEN under my hand this \_\_\_\_\_ day of \_\_\_\_\_, of the year \_\_\_\_\_,

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

**STATE OF TENNESSEE )**

**COUNTY OF WILSON )**

I, \_\_\_\_\_, a Notary Public in and for the County and State aforesaid, whose commission expires on the \_\_\_\_\_ day of \_\_\_\_\_, of the year \_\_\_\_\_, do certify that \_\_\_\_\_ Engineering Director, whose name is signed to the foregoing Agreement bearing the date of \_\_\_\_\_ day of \_\_\_\_\_, of the year \_\_\_\_\_, has acknowledged the same before me in said County and State aforesaid.

GIVEN under my hand this \_\_\_\_\_ day of \_\_\_\_\_, of the year \_\_\_\_\_,

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



**CITY OF MT. JULIET  
STORMWATER DEPARTMENT  
RESIDENTIAL FINAL INSPECTION**

**24 to 48 hour advance notice MUST BE given so that we may properly schedule inspections**

SUBDIVISION: \_\_\_\_\_ PHASE: \_\_\_\_\_ SECTION: \_\_\_\_\_ LOT #: \_\_\_\_\_

PHYSICAL ADDRESS: \_\_\_\_\_

BUILDER/CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE YOU WOULD LIKE TO HAVE STORMWATER FINAL DONE: \_\_\_\_\_

We will do the best we can to accommodate you with this date, but there are NO GUARANTEES!

COMMENTS:

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STORM WATER ISSUES ADDRESSED: \_\_\_\_\_ DATE: \_\_\_\_\_

Stormwater Inspector - 773-7957 - Fax - 773-6286

\_\_\_\_\_ PASS \_\_\_\_\_ FAIL



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

To: Jon Baughman, City Planner

From: \_\_\_\_\_ (Project Engineer's Name)

RE: Engineering/Construction /Landscape Certification for the \_\_\_\_\_  
(Subdivision)/ (Apartment)/ (Commercial Development)

In accordance with Section 14-103.6.5 of the Zoning Ordinances of the City of Mt. Juliet,  
This letter shall serve as certification for the following:

**(a) First Certification – Floor Elevation (PW)**

The building foundation is substantially complete, the building location and the first floor elevation of the foundation are shown as per attached drawing.

\_\_\_\_\_  
Registered Land Surveyor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Registration No. \_\_\_\_\_  
Stamp/Seal

Owner (Print name) \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**(b) Second Certification – Grading & Drainage (PW)**

The development site conditions are in accordance with approved site plans with the exception if any of the discrepancies noted in detail on the attached plan.

Professional Engineer
Signature
Date

Tennessee License No. \_\_\_\_\_

**(c) Final Certification – Civil & Landscaping Architect (PZ)**

All engineering designs, construction work, and landscape features at the above reference location have been substantially completed in accordance with all applicable City of Mt. Juliet technical standards, specifications and zoning ordinances in accordance with the site plan approved by the Planning Commission and staff.

Included are:

- i. Location and dimensions of all buildings, parking areas, and other site features.
- ii. Location and sizes of all utilities and storm drainage facilities as established on the site.
- iii. Location and material (to include plant names and size were specified) of all landscaping and site plantings. (plantings are alive)

Any design changes made during construction have been pre-approved by the City Engineer and are shown in the attached “as built” plans. Documentation of design changes (computation, etc.) are also enclosed for your records and review.

\_\_\_\_\_  
Professional Engineer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Tennessee License No. \_\_\_\_\_

\_\_\_\_\_  
Landscape Architect

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Tennessee License No. \_\_\_\_\_



## Landscape Maintenance Bond/Letter of Credit

Name of Project \_\_\_\_\_

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

Owner/Developer/Contractor \_\_\_\_\_

Project/Application # \_\_\_\_\_

Surety: \_\_\_\_\_

Bond/Letter of Credit Amount \_\_\_\_\_

Bond/Letter of Credit # \_\_\_\_\_

Owner/Developer/Contractor and Surety are held and firmly bound unto the City of Mt. Juliet, as Obligee, in the sum of \_\_\_\_\_, for payment of which, well and truly made, the said Owner/Developer/Contractor and Surety bind themselves, their respective heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

### 1. General

In accordance with Article 14-103.9 of the City of Mt. Juliet Zoning Ordinance, Maintenance Surety shall be required for the purpose of insuring that landscape material which is installed to meet the requirements of this ordinance does not die or significantly deteriorate for a period of one (1) year from the date of issuance of any Permanent Use and Occupancy Permit. Owner/Developer/Contractor shall give the City a letter-of-credit from a local bank or a surety for one hundred and twenty percent (120%) of the landscape invoice regarding the above stated purpose. The Terms in this document shall supersede all terms in a letter of credit or bond obtained for the purpose of complying with this agreement.

### 2. Bonding Period – Obligee

The period of the maintenance surety shall be fifteen (15) months from the date of issuance of any Permanent Use and Occupancy Permit.

**3. Agreement to Perform**

Landscaping shall be maintained in a healthy growing condition. Dead, diseased, damaged, or stolen plantings and or trees shall be replaced within 30 days from notice that the plants are missing, dead or damaged at the sole cost of the above-named Owner/Developer/Contractor. The

**4. Obligation of Surety**

If the above named Owner/Developer/Contractor fails to maintain the improvements in accordance with the Article 14-103.9 of the City of Mt. Juliet Zoning Ordinance, the Surety shall indemnify and save harmless the Obligee, up to the Maintenance Bond /Letter of Credit Amount, for all costs that the Obligee may suffer by reason of the Owner/Developer/Contractor's failure to do so, including the costs incurred by Obligee to replace dead or significantly deteriorated landscape material.

**5. Modification**

This document cannot be modified, nor the obligations created hereunder terminated, without the Zoning Administrator's express consent.

Owner/Developer/Contractor:

Surety:

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

Title: \_\_\_\_\_

\_\_\_\_\_  
Surety

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

Attorney in Fact

State of Tennessee

Sworn to and subscribed before me in the County of \_\_\_\_\_

This \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public at Large

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



Accepted by the City of Mt. Juliet

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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

Title: \_\_\_\_\_

Address to which release form should be mailed:

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