



BUILDING AND CODES DEPARTMENT

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Development Permit (Grading Permit) Required Submissions:

1. Application and Fees
2. Grading drainage and erosion control plans – e-signed, stamped PDF
3. Stormwater Hydro Summary – e-signed, stamped PDF
4. Hydrology Report – e-signed, stamped PDF
5. Stormwater Pollution Prevention Plan – e-signed, stamped PDF
 - a. See the requirements listed in the Montgomery County Stormwater Regulations, Section 4.9
6. TDEC Notice of Intent – Signed (Scanned copy is acceptable)
7. TDEC ARAP permitting
8. Stream / Wet Weather Conveyance determination
9. Flood Plain “No Rise” Certification (with Engineering Justification Attached) – Signed and Stamped
10. Threatened or Endangered Species Review
 - a. Does the proposed development contain a stream, wetland or cave?
 - b. Does proposed development alter 5 or more acres of native vegetation?
 - c. Does the proposed development site discharge into a stream or river within a mile upstream from and draining to a known occurrence of a threatened or endangered aquatic species or known critical aquatic habitat, based upon the information contained in the Natural Heritage Program’s program?

Grading Permit Requirements:

1. Most Recent Plans – e-signed, stamped PDF
2. Stormwater Maintenance Agreement Filed with the Register of Deeds
3. EPSC Agreement
4. Stormwater Contact (Must be TN EPSC Level 1 Certified)
5. TDEC Notice of Coverage
6. TDEC Aquatic Resource Alteration Permit
7. TDEC Class V Injection Well Permit

****NOTE: Requirements listed in red must be submitted electronically (e-mail, flash drive, etc.) as PDF documents, e-signed and stamped. In most cases, scanned copies are not acceptable because these may not meet legal requirements. In most cases, hard copies will not be accepted****

Final Plat Approval

1. Final BMP/EPSC inspection
 - a. Site must be stabilized as per TN EPSC Manual
 - b. Erosion controls must be correctly installed to prevent sediment discharges into streets, drainages and community waters.
 - c. Detention/retention ponds must be cleaned out to restore the original design volume. Ponds must be stabilized with vegetation.
2. SW Control Structure Certification(s) e-signed, stamped PDF
3. SW Detention/Retention Facility Certification(s) e-signed, stamped PDF
4. Remediated Sinkhole / CVIW Certification(s) e-signed, stamped PDF
5. Compaction tests for lots with >12 inches of fill.
 - a. Each 12 inch lift must be tested.
 - b. Fill Lots must be marked and noted on both the as-built plans and final plat.
6. Maintenance Bonds
 - a. \$700 per lot (\$10 K Min, \$75 K Max) - 5 Year Duration
 - b. \$ 25,000 per CVIW – 5 Year Duration
 - c. \$ 25,000 per Remediated sinkhole – 5 Year Duration
7. In addition to any other Subdivision Regulation requirements, as-built plans/final plat must show the following features:
 - a. Sinkholes, caves and other karst features (**original** highest closed contour delineated)
 - b. Class V Injection Wells (structure extent and highest closed contour delineated)
 - c. Any applicable Water Quality buffers (CVIW, Sinkholes, Streams, Ponds, etc.)
 - d. 100 year flood zones and lots associated with the 100 year flood zone
 - e. Engineer determined flood zones
 - f. FEMA flood zones
 - g. Elevation contour lines for flood zones, detention / retention ponds and CVIWs
8. As-built plans e-signed, stamped PDF
9. Submit 2 paper copies of the as-built plans, signed and stamped by the engineer
10. Submit copies of the SW Facility Maintenance plan(s), if required

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Required final plat fill lot notation:

The following note must be included on the Final Plat to designate lots that have twelve (12) inches or more of fill located within a proposed occupied building footprint. **“Lot(s) _____ require soil compaction certification for each 12 (twelve) inch lift of fill, or the submission of a soil compaction certification waiver to the Montgomery County Building and Codes Department before building permits will be issued.”**

Required final plat stormwater control structure / BMP notation:

The following note must be included on the Final Plat to designate lots with storm water control structures or structural best management practices that require execution of a Storm Water Maintenance Agreement prior to the sale or transfer of that lot. **“Lot(s) _____ have storm water control structures or structural BMPs that require a Storm Water Maintenance Agreement to be filed with the Montgomery County Register of Deeds and the Montgomery County Building and Codes Department before all or any portion of the property is transferred or conveyed.**

Required final plat Water Quality Buffer notation:

The following note must be included on the Final Plat if there is a designated water quality buffer:
“Water Quality Buffer. There shall be no clearing, grading, construction or disturbance of soil and/or native vegetation within a designated water quality buffer unless permitted by the Montgomery County Building Commissioner.”

Required final plat flood zone notation:

The following note must be included on the Final Plat to designate lots that lie within the 100 year flood zone: **“Elevation certificate shall be required. Lot lies within the one (1) percent base flood. Minimum finished building pad shall be _____ feet above sea level and minimum finished floor elevation shall be _____ feet above sea level including basements all heating and cooling units, and ductwork.”**

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