

**MEMORANDUM**


**Crystal Bishop, CPMSM**  
Program Manager



**Hamilton County**  
**Water Quality Program**

*Represented Jurisdictions:*  
City of Collegedale  
City of East Ridge  
Hamilton County  
City of Lakesite  
Town of Lookout Mountain  
City of Ridgeside  
City of Red Bank  
City of Soddy-Daisy  
Town of Walden

TO: All Land Disturbance Permit Applicants, Engineers, and Contractors

From: Crystal Bishop, Program Manager 

Date: March 16, 2020

RE: Pandemic Land Disturbance Permit Procedures Effective March 16, 2020

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Effective today, March 16, 2020, due to the unusual circumstances related to COVID-19, the Hamilton County Water Quality Program will be implementing modified procedures and processes for Land Disturbance Permit Application submittals, plan reviews and approvals, as well as inspections for current permit holders. Our goal is to make sure that each person within our employment and citizen structure are safe and able to continue life with minimal interruption.

1. Pre-submittal meetings will be held via conference call until further notice.
2. Land Disturbance Application submittals will be accepted electronically.
  - Email applications, including all required documents listed on the Submittal Checklist to [BarrettF@Hamiltontn.gov](mailto:BarrettF@Hamiltontn.gov) and [CrystalB@Hamiltontn.gov](mailto:CrystalB@Hamiltontn.gov).
  - We are unable to accept online payments for Land Disturbance Permits and Detention Pond Fees. A drop box is available at the Water Quality office front window.
  - You may also request, in writing, to delay submission of permit and pond fees for thirty (30) days.
3. Plan Reviews by Barrett Fisher and Crystal Bishop will be communicated through email. Please email or call either of us if you have any questions. We will not be taking walk-in appointments at this time.
4. Inspection and Maintenance Agreements must have original signatures and notary seals. Ensure an electronic copy is sent for review. Once approved, mail the original to our office at 1250 Market St Suite 3044, Chattanooga, TN 37402, ATTN: Crystal Bishop. You will be notified when the item is ready for pick-up.
5. Approvals may be provided electronically through email. We may delay the requirement to submit three (3) hard copies for signatures for up to thirty (30) days.
6. Water Quality Inspectors will still be performing Erosion Prevention and Sediment Control inspections on all sites with active Land Disturbance Permits. Inspection reports and corrective items will be sent through email notification.

Please feel free to contact me at [CrystalB@Hamiltontn.gov](mailto:CrystalB@Hamiltontn.gov) or at (423) 315-9519 if you should have any questions or require additional information.