

## Permit Application and Review Process

### Documents

Please submit via email the following documents as part of your application packet to

[HCWQPlansReview@HamiltonTN.gov](mailto:HCWQPlansReview@HamiltonTN.gov) :

- **1 set of Civil Site plans** (2 additional sets to be provided upon approval, for the Program's use);
- **Land Disturbance Application Form & Fee** (see Program Rules, appendix A);
- **TDEC Construction General Permit Notice of Intent (NOI)**, or Notice of Coverage (NOC);
- **Stormwater Pollution Prevention Plan (SWPPP), including Permanent Runoff Management narrative and Maintenance Plan;**
- **Stormwater Calculation Sheet;**
- Copy of Current Plat for project, or recorded page and book numbers of the parcels to be developed;
- Permanent BMP Inspection and Maintenance Agreement, including BMP exhibit;
- TN Erosion Prevention & Sediment Control Level I Inspector for site (provide contact information and certification information);
- Residential retention/detention facility fees, if applicable (see Program Rules, appendix A).

(**Bold items** are required for a complete application; other items will be required prior to permit issuance. For additional information see the Program Rules, Section 4.)

### Review Process

All bold item documents listed above must be completed and submitted in order for the plans review process to begin. When plans are submitted for review, the following steps will be taken:

1. All application documents will be stamped with the date when submitted, and the plans will be assigned to the Plans review staff for review and approval. A completeness review will be done within 1 week of submittal. Following the completeness review, a letter will be sent to the applicant acknowledging the receipt of a complete application; or, if the application packet is incomplete, the letter will indicate the missing items.
2. Once the application is complete, the Program will then have 30 days to complete a technical review of the plans. If deficiencies are found or clarifications are needed (to the extent that the plans cannot be approved within the 30 day review period), a letter will be sent to the applicant. This will be done within 2 weeks for routine, smaller sites; however, more complex sites may require up to the entire 30 day review period.
3. Item 2 will be repeated until plans are approved. (See 4.B.5 of the Program Rules.)
4. Approved plans (3 sets) will be stamped and dated, and 1 set will be returned to the applicant.

### Pre-construction Meeting

Once the SWPPP (including the site plan) is approved, a Pre-construction meeting will be scheduled for all construction sites. (See 4.B.6 of the Program Rules.) The Pre-construction meeting is a good time to get any remaining signatures that are needed, including that of the on-site Level 1 inspector. It is also recommended that the primary contractor, the SWPPP designer and the property owner attend the meeting. Any outstanding fees (e.g. application fee, retention/detention facility fees) may be collected at the meeting. The permit will be issued once all outstanding items are received.