

City of Morristown, Tennessee

100 W. 1st North Street / P.O. Box 1499, Morristown, TN 37816-1499
Phone (423): 581-0100 / Fax: (423) 585-4679

Permit Application

Application Date: _____

Parcel Number (if known): _____

Permit Type (Building, Electrical, Mechanical, Plumbing/Gas): _____

Work Classification: New Alteration Addition Other: _____

Is Land Disturbance Permit Required? Yes No If Yes, Permit #: _____

Size / Square Footage: _____ Valuation: _____

Job Address: _____

Applicant Information:

Applicant's Name: _____ Address: _____

Street Address

Telephone Numbers: _____

Primary Phone / Cell

City, State, Zip Code

The Applicant is also the (check all that apply): Owner Contractor Other _____

Property Owner Information: (Fill Out if different from applicant)

Owner's Name: _____ Address: _____

Street Address

Telephone Numbers: _____

Primary Phone / Cell

City, State, Zip Code

Contractor Information: (Fill Out if different from applicant)

Contractor's Name: _____ Address: _____

Street Address

Telephone Numbers: _____

Primary Phone / Cell / Fax

City, State, Zip Code

Primary Contact: _____

License Class: _____ License Number: _____

Additional Contacts:

Applicant's Name: _____ Address: _____

Street Address

Telephone Numbers: _____

Primary Phone / Cell

City, State, Zip Code

Select Title (Circle): Architect Engineer Lender Other: _____

Describe Work / Notes:

For Administrative Use Only

Permit # Assigned: _____

Plans Dropped Off? Yes No If yes, what format: Email Computer Disk (CD) Hard Copy

City of Morristown

Incorporated 1855

OFFICE OF CITY ENGINEER



May 14, 2013

TO: Property Owners, Land Developers, and Building Permit Applicants

FROM: Jeff Branham, P.E.; City Engineer

RE: Land Disturbance Permit Guidelines

The Land Disturbance Ordinance requires that most land disturbing activities performed in the city limits of Morristown be covered by a Land Disturbance Permit. A state permit may also be required. These Guidelines outline the requirements of the Land Disturbance Ordinance and state permit and provide guidance to developers and property owners.

What does the Land Disturbance Ordinance require?

The Land Disturbance Ordinance governs the permitting and operation of land disturbing activities. “Land disturbing activity” is defined by the ordinance as “Any land change which may result in soil erosion from water and wind and the movement of sediments into community waters or onto lands and roadways within the community, including, but not limited to, clearing, grading, excavating, transporting and filling of land...”

Some of the major requirements for land disturbing activity include:

- Obtaining a Morristown Land Disturbance Permit (“Morristown LD Permit”)
- Obtaining a Tennessee Department of Environment and Conservation Construction General Stormwater Permit (“TDEC Permit”), if applicable (see below)
- Taking measures to prevent sediment escaping the site or entering into streams and lakes
- Properly disposing of construction wastes such as concrete washout and discarded materials
- Leaving the site fully stabilized with vegetation, asphalt, concrete, structures, or other materials to prevent erosion after construction
- Not affecting neighboring properties, including escaped sediment, excessive stormwater runoff, or property devaluation caused by stream bank erosion
- Posting a performance bond equal to 1.5 times the estimated cost of the land disturbing activity

Compliance with the Ordinance is insured by periodic inspections and investigation of complaints. The Ordinance authorizes civil penalties up to \$5,000 per violation and other measures such as stop work orders.

Do I need a Morristown LD Permit?

The Ordinance requires **ALL** land disturbing activity to be performed in accordance with the Ordinance and applicable state and federal laws. However, certain land disturbing activities are specifically exempted from the permit requirement:

1. "Surface mining" as the same is defined in Tennessee Code Annotated Section 59-8-202;
2. Such minor land disturbing activities as home gardens and individual home landscaping, home repairs, home maintenance work; and other related activities which result in minor soil erosion;
3. The construction of single-family residences when built separately on lots within subdivisions which have been approved and recorded in the office of the Hamblen County Register; provided that excavation is limited to trenches for the foundation, basements, service and sewer connections, and minor grading for driveways, yard areas and sidewalks;
4. Individual service and sewer connections for single-or two family residences;
5. Agricultural practices involving the establishment, cultivation or harvesting of products of the field or orchard; preparing and planting of pasture land; forestry land management practices including harvesting, farm ponds, dairy operations, and livestock and poultry management practices; and the construction of farm buildings;
6. Any project carried out under the technical supervision of the Soil Conservation Service of the United States Department of Agriculture;
7. Construction, installation or maintenance of electrical, telephone and cable television lines and poles;
8. Installation, maintenance and repair of any underground public utility lines when such activity occurs on an existing hard surface road, street or sidewalk, provided the activity is confined to the area of the road, street or sidewalk which is hard-surface and a street, curb, gutter or sidewalk permit has been obtained; (Note: Work outside of hard surface requires a permit under this article.)
9. Construction, repair or rebuilding of tracks or other related facilities of a railroad company.

Do I need a TDEC Permit?

The Ordinance and state law require that a TDEC Permit be obtained for land disturbing activity that:

- results in an area of disturbance of one or more acres; or
- results in the disturbance of less than one acre if it is part of a larger common plan of development or sale

An application form (Notice of Intent), Stormwater Pollution Plan (SWPPP), and an application fee are required. In addition, an individual who has completed TDEC training must be designated to oversee operation and maintenance of erosion control measures at the site. You may contact the TDEC Knoxville Environmental Field Office at (865) 594-6035 for more information.

How do I apply for a Morristown LD Permit application?

If a permit application is not included with these Guidelines, you may pick one up at the Planning Department at the Morristown City Center, 100 West First North Street. Permit applications are also available on the City's Storm Water Program website at www.mymorristown.com.

Both the owner and the party performing the land disturbing activity are responsible for compliance with the Ordinance. Either party may complete the application. However, the City prefers that the party actually performing the work applies for the permit.

A complete Morristown LD Permit consists of the following items:

- Application for Land Disturbing Activity Permit
- Brief statement describing the proposed work, including the purpose, size of the area to be disturbed, and the proposed dates for beginning and ending construction
- Map or plat showing proposed work
- Erosion and sediment control plan

The required complexity and detail of the attachments vary depending on the scope of the project.

How much does a Morristown Land Disturbance Permit cost?

The Permit Application fee is \$50.00 for 0-2 disturbed acres plus \$25.00 per acre or portion thereof above two acres, with a maximum fee of \$125.00.

I have filled out my application and have my fee. Now what do I do?

When you have completed your application and any required attachments, you may submit your application and fee in person to City Center, 100 West First North Street, or by mail to PO Box 1499, Morristown, TN 37816-1499. The City will schedule a meeting with the owner and/or party performing the work to discuss the project and the requirements of the Morristown LD permit and TDEC Permit (if applicable). You may find it convenient to make an appointment ahead of time so the meeting can take place when you submit your application. For larger projects, the meeting may be held at the construction site.

Note that if a TDEC Permit is required, a copy of the TDEC Notice of Coverage (permit approval) must be provided to the City before a Morristown LD Permit will be issued.

What if I have a waterway such a stream or creek on my property?

The Water Quality Buffer Zone (WQBZ) Ordinance was added to the City of Morristown Municipal Code to comply with federal and state water quality requirements. These buffer zones are required for all site developments adjacent to or near a regulated stream. A “regulated stream” is defined in the WQBZ Ordinance as “All perennial or intermittent waterways and wetlands identified on a USGS 7.5 minute quadrangle or as determined by federal or state law or City Engineer.” Please contact us at the number below for more information regarding WQBZ requirements if you believe you may have a regulated stream on your site.

Who can I contact for more information?

Please check our Storm Water Program website at www.mymorristown.com) for more information. If you have additional questions or would like to schedule an appointment to submit your Morristown LD Permit Application, please e-mail us at stormwater@mymorristown.com or call us at (423) 585-4620 or (423) 581-0100.

CITY OF MORRISTOWN

STATE TAX MAP NUMBER _____ Parcel
Group

APPLICATION FOR
LAND DISTURBING ACTIVITY PERMIT
APPLICANT INFORMATION

NECESSARY INFORMATION TO BE INCLUDED WITH PLANS

PROPERTY LOCATION

Street Number _____ Apt. Number _____
Street Name _____ Direction _____
Zip Code _____

Grading, Drainage, and Erosion
Control Costs \$ _____
State Lic. _____ City Bus. Lic. _____ Phone Number _____

Three (3) copies of site plan, including erosion controls, detention, and drainage calculations with the following information shown.

_____ Acreage Disturbed

For sites with over one acre of disturbance, or being part of a larger development with such disturbance, a NPDES Construction Stormwater Permit must be obtained before issuance of this permit. Please attach a copy of the Notice of Coverage to this application.

_____ Parking (Engineer must review)
_____ Starting Date

_____ Completion Date: This permit will expire one year from this date if an extension is not requested in writing within 30-days of termination.

_____ Floodway and floodplain elevations
_____ Wetlands and Streams
_____ Adjacent Property Zoning
_____ Street Numbers and Names
_____ Existing and Proposed Contours

_____ City drainage system conditions (existing pipe sizes, ditch sizes, flow direction, etc.) where the development will tie into.

PROPERTY OCCUPIED/USED AS ZONED

- 1. _____ Institutional
- 2. _____ Residential
- 3. _____ Industrial
- 4. _____ Commercial

How is this property zoned? _____
How is the adjacent properties zoned? _____

Persons performing construction work under this permit must observe Tenn. Law, (Pub. Chap. 289 Acts of 1955) providing for precautions to be taken in the vicinity of high voltage wires.

ADDITIONAL PLANS INFORMATION

Applicant Name _____
Street Address _____
City _____ State _____ Zip Code _____
Project Manager _____ Company _____ Phone Number _____
General Contractor _____ Company _____ Phone Number _____
Architect Contact _____ Company _____ Phone Number _____
Engineer Contact _____ Company _____ Phone Number _____
Contact Person For Stormwater Inspector _____ Phone Number _____

The owner and contractor are to perform all work in accordance with Applicable City Ordinances.

I certify under the penalty of law that I have examined and am familiar with the submitted information and believe it to be true and accurate. Also, I hereby give permission for personnel or agents of the City of Morristown to enter this property for any necessary inspections or to correct deficiencies of work or site stabilization in accordance with any bonding posted with this permit.

Property Owner _____ Date _____

By _____ Date _____
Stormwater Management Official

TYPE OF WORK

- 1. _____ New Construction
- 2. _____ Alteration/Addition
- 3. _____ Repair/Replace
- 4. _____ Demolition
- 5. _____ Fill
- 6. _____ Excavation

Tenant Name if Different from OWNER _____
Ownership is 1. _____ Private 2. _____ Public

NOTICE THAT SEDIMENT & EROSION CONTROL MEASURES MUST BE IN PLACE AND FUNCTIONAL PRIOR TO ANY LAND DISTURBANCE TAKING PLACE.

NO SILT OR DEBRIS WILL BE PERMITTED TO RUN ONTO ADJACENT WATERWAYS, PROPERTIES OR RIGHTS-OF-WAY.

CONTROLLING PARTIES ARE MANAGE WASTES SUCH AS LITTER, DISCARDED BUILDING MATERIALS, CONCRETE WASH, CHEMICALS & SANITARY WASTE SO THAT THERE IS NO ADVERSE IMPACT TO WATER QUALITY.