

# City of Morristown, Tennessee

100 W. 1<sup>st</sup> 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

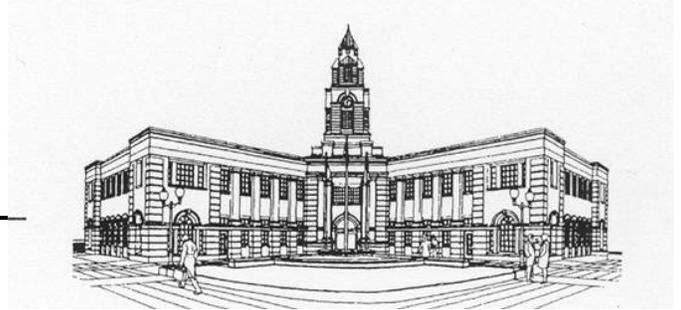
### For Administrative Use Only

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](http://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](http://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](mailto:stormwater@mymorristown.com) or call us at (423) 585-4620 or (423) 581-0100.

# CITY OF MORRISTOWN

## APPLICATION FOR LAND DISTURBING ACTIVITY PERMIT

### STATE TAX MAP NUMBER

Map \_\_\_\_\_ Group \_\_\_\_\_ Parcel \_\_\_\_\_

### PROPERTY LOCATION

Street Number \_\_\_\_\_ Apt. Number \_\_\_\_\_  
 Street Name \_\_\_\_\_  
 Zip Code \_\_\_\_\_ Direction \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name \_\_\_\_\_  
 Street Address \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 (Area Code) Phone Number \_\_\_\_\_

Ownership is 1. \_\_\_ Private 2. \_\_\_ Public

Tenant Name if Different from OWNER \_\_\_\_\_

### TYPE OF WORK

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

### 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.

### NECESSARY INFORMATION TO BE INCLUDED WITH PLANS

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.

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