

The following checklist must be completed for the submittal to be considered for review.

SUBMITTAL GUIDELINES

- Files must be submitted electronically. Paper sets/documents will not be accepted.
- Submit all required documents electronically. Plan sheets should be appropriately compiled into one file.
- Plans and plats shall be vector format.
- Electronic documents should be emailed to Douglas Toney at dtoney@columbiatn.com. If the files are oversized, please email Douglas and a dropbox submission link will be supplied.

Please do not submit scanned documents, only digital files of original documents

List of Electronically Submitted Documents:

CONSTRUCTION PLAN SUBMITTAL CHECKLIST

- Land Disturbance Permit Application and Fee
- Stormwater Calculations and Stormwater Management Plan (SWMP)
- Grading and Drainage Sheet Detailing All Permanent Stormwater Controls
- Stand Alone Erosion and Sediment Control Sheets (2 Minimum)
- Benchmark location using TN State Plane NAD 83 FIP 4100, H
- Landscaping Plan; If None, Reason: _____
- Photometric Plan; If None, Reason: _____
- Title Sheet Containing: Permanent Project Name, Index, Vicinity Map, Map and Parcel No., Engineer's Seal Signed and Dated, Space Designated for TDEC Tracking No.

STORMWATER MANAGEMENT PLAN (SWMP) CHECKLIST

- Narrative
- Topographic/Drainage Maps
- Technical Specifications and Site-Specific Details of Proposed Structural BMPs
- Drainage System and Infrastructure Calculations
- Peak Runoff Flow Calculations