



... creating a better quality of life.

**LAND DISTURBANCE DOCUMENT REQUIREMENTS
TO SET PRE-CONSTRUCTION MEETING AND ADDITIONAL INFORMATION**

Required Documents needed to schedule a Pre-Construction Meeting: (No Staples)

- Land Disturbance Application
- Copy of General Contractor's Tennessee State License
- Workman's Compensation/Liability Insurance with the City of Murfreesboro as the Certificate Holder
- Project Cost Breakdown
- 2 Copies of the SWPPP signed and stamped by the Engineer
- 2 copies of the EPSC plans – half size is acceptable
- 2 copies of the Notice of Coverage from State (must be issued, before any City Permits to be issued)
- Developer's Agreement if your project is to include City Maintained Infrastructure (**MUST BE ORIGINAL SIGNATURES**)

*****Please note that the below documents will now be turned into Water Resources – Engineering for review.
220 NW Broad St Murfreesboro, TN 37130, ATTN: Michele Pinkston**

- Storm Water Maintenance Plan – Signed by Owner and Engineer (**MUST BE ORIGINAL SIGNATURES**)
- Storm Water Facilities and Maintenance Agreement - signed and notarized by Owner and Creditor (**MUST BE ORIGINAL SIGNATURES**)
- Legal Description and Drawing of the Site & Stormwater Facilities.

**Note: All Stormwater Documents must be received and fully executed before scheduling the Pre-Construction Meeting.
Note: Engineer's Certification will be required prior to final inspection and issuance of Certificate of Occupancy**

We will need paper copies and electronic copies of all documents above. Please email your electronic copies to lstacey@murfreesborotn.gov

Additional Information:

If the property is located at a signalized intersection, please contact Ram Balachandran for an on-site pre con with a Traffic Technician - rbalachandran@murfreesborotn.gov or call Ram at 615-893-6441.

Right of Way Permit Information – Contact Lexi Stacey at lstacey@murfreesborotn.gov or at 615-893-6441. Right of Way Permits require a permit fee (city or state road) and Surety given to the City in the form of Letter of Credit, Insurance bond or Cash Deposit (city road only). If work is located on a State Route, a copy of the TDOT Permit and copy of the bond must be received by the City. The Surety amount will be determined by a Cost of Construction delivered or e-mailed from your Engineer of Record and City staff will review and determine a surety amount.

Building and Codes will be requiring the following information from contractors prior to issuing an LDP and a partial permit including a Grading permit. Name, Address, Telephone Number, State License, Certificate of Insurance showing Workman's Compensation and City of Murfreesboro as the Certificate holder. Square Footage of proposed building; Type of Construction, Proposed use. If multiple building's the information is required for each building. Contact Misty Marlin or Maria Routon for more information – mmarlin@murfreesborotn.gov or mrouton@murfreesborotn.gov.

Value of project / Total Cost of Construction as per Resolution 04-14-R-04

"Valuation is defined as the cost of construction including structural, electrical, plumbing, mechanical, gas, interior finish, site preparation and development, architectural and design fees, overhead, and profit. The valuation is based on the contract amount. The City reserves the right to require a copy of the contract should the valuation be less than seventy-five percent (75%) of the national average for the type of construction appearing in the Building Valuation Data – August 2013 published by the International Code Council."



Application for Land Disturbance Permit
City of Murfreesboro

Permit Application Information

Project name:

Applicant name:

Address:

City, State and Zip Code:

Contact person: Email:

Office Phone: Cell Phone:

Signature of Applicant:

Description of Property:

Address:

Legal Description:

Parcel No: Example: 091 AA 001.00

Owner of property of

record:

Owner address:

Owner phone: Email:

Is this application for renewal of an existing Land Disturbance Permit? Yes No

Description of land disturbance; nature, extent and purpose.

Total acreage: Project Acreage:

Will excavated material be removed from site? Yes No

Will fill material be brought onto site? Yes No

If yes, is the other site covered by a Land Disturbance Permit? Yes No

City Use Only

Received date:	PC Number:	Inspector:	Permit Number:
SWPPP approved:	Pre con mtg completed:	Pre con date:	Permit Fee:

General Contractor:

Address:

City, State and Zip Code:

Contact person: Email:

Office Phone: Cell Phone:

Grading Contractor:

Address:

City, State and Zip Code:

Contact person: Email:

Office Phone: Cell Phone:

TDEC Level 1 Certified ESPC Inspector:

Certification No: Email: Cell No:

Water Quality Related Issues:

List Streams that receive water runoff from site:

Provide copies of Tennessee NOC for Construction General Permit, Stormwater Pollution Prevention Plan (SWPPP) & EPSC Plan.

TNR #: # of sinkholes: # of wetlands:

This construction will involve the following (indicate number of each):

Alteration of wet weather conveyances Alteration of wetlands

Construction road crossing of waters Improvements to sinkholes

Stream crossings for utilities Stream restoration or bank stabilization

Submit completed application with attachments to:

**Public Infrastructure – Engineering Department
Attn: Lexi Stacey
111 W Vine Street
Murfreesboro, TN 37130**

For more information contact:

**Lexi Stacey – 615-893-6441 Ext: 1622
Building and Codes: 615-893-3750
Water Resources – Engineering: 615-848-3200**

Permit will be issued by Building & Codes department (2nd Floor, City Hall). Applicant must show proof of Tennessee Contractor's License and current Certificate of Insurance, in addition to payment of the Land Disturbance Permit Fee.

Note: Permit fees - \$50 per acre (or a fraction thereof) + \$150 base fee.