



Pre-Construction Stormwater Checklist

Site Name/Project: _____

Location: _____

| Name | Company | Email | Phone # |
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A formal Pre-Construction meeting will take place at Engineering Office (633 Long Hollow Pike in Gallatin) or via Video Conference for introductory reasons, setting project expectations, and any addressing any questions or concerns on the project. This meeting will be brief with a minimum requirements of the General Contractor, Grading Contractor, and the Developer/Owner/Permittee attending. Project Engineers and Certified Level 1 TN Erosion Prevention and Sediment Control Inspectors may be required upon request by the City of Gallatin.

After the formal pre-construction meeting, the Permittee will be allowed to install the Initial Erosion Controls as shown in the approved plans and as discussed in in the Pre-construction meeting. Once the initial erosion controls are in place, the contractor is to call the City Stormwater Inspector (Rick Roark, 615-613-1736) to inspect the initial erosion controls and issue the Land Disturbance Permit (LDP).

Note: Gallatin Code of Ordinances Section 10-95: Work times and dates – 7:00 AM to 7:00 PM and no work on Sundays. Special permission granted for concrete pours after hours in non-residential areas.



Prior to scheduling a Pre-Construction (Pre-Con) meeting with the City of Gallatin, please have each dirt moving contractor review, initial, and sign the following checklist items:

| Please read each of the following lines. | Initial |
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| The contractor or their designated representative shall notify the Gallatin Stormwater Group at 615-613-1736 or 615-451-5965 with a minimum of a 24-hour window prior to beginning construction. | |
| The contractor shall supply the City of Gallatin with a designated point of contact available 24 hours per day, 7 days per week, and the appropriate contact information. The contact must have authority to take emergency response measures on the project at all times, including after hours, weekends, and holidays. | |
| All earth moving contractors must sign a Notice of Intent with the State of Tennessee. (Attach) | |
| Property lines shall be field verified prior to construction. Grading, clearing, and the erection or removal of fences along property lines shall be fully coordinated with adjacent property owners. | |
| Verify site conditions prior to construction. Notify the Gallatin Stormwater Group if any of the existing conditions are not the same as the site plans. | |
| The locations of existing underground utilities are approximate and should be field verified. The contractor shall be responsible for notifying the utility companies which maintain a utility line within the boundaries of the project prior to the initiation of any construction on the project or in the street bordering the project. The contractor shall also assume full responsibility for damage to any utilities encountered within construction perimeters, whether shown on the construction plans or not, during the work on the project. Call 811 before you dig. | |
| Erosion prevention and sediment control measures must be inspected at least twice every calendar week and at least 72 hours apart. Inspections and rain documentation are to be documented and kept with the SWPPP on site. In addition, a rain gage is required to be on site. | |
| Contractor shall maintain access to all properties. | |



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| <p>BMPs must be inspected by a qualified person who has the TDEC Level 1 or Level II Certification and appears on TDEC’s current certification list or has a CPESC Certification, or is a licensed professional engineer or landscape architect.</p> | |
| <p>The entire SWPPP shall be kept on site along with the Notice of Coverage (NOC) and site contact information. Any changes to the SWPPP, such as erosion prevention and sediment control measures, or changes in contact information, will need to be noted, as the SWPPP is considered to be a living document and will be reviewed for compliance when the City inspects the site.</p> | |
| <p>All grading work shall be performed in such a manner that adjacent properties are not damaged or adversely affected.</p> | |
| <p>Vegetative buffers or other protection must be provided along streams, rivers and ponds to avoid erosion of banks.</p> | |
| <p>Application of temporary or permanent stabilization must be initiated within 14 days to disturbed areas of a site where construction activities have temporarily or permanently cease. Steep slopes shall be stabilized no later than 7 days after construction activity on the slope has temporarily or permanently ceased.</p> | |
| <p>All newly cut or filled areas lacking adequate vegetation shall be seeded, mulched, fertilized, and/or sodded as required to effectively control soil erosion.</p> | |
| <p>Sediment that has escaped the construction site and has collected in the street and/or drainage structures or conveyances must immediately be removed.</p> | |
| <p>Sediment must be removed from sediment traps, barriers, ponds, silt fences and other sediment controls when design capacity has been reduced by 50%.</p> | |
| <p>All erosion prevention and sediment control measures are to remain in place until the site has established 70% permanent vegetation coverage or equivalent measures such as rip rap or geotextiles in areas not covered with impervious area.</p> | |
| <p>All applicants are required to submit As-Built Plan to the City of Gallatin’s Stormwater Group for any structures and permanent stormwater control measures located on-site after final construction is completed. The plan must show that the final constructed facilities will function as approved to meet the performance standards outlined in the Stormwater ordinance. Any discrepancies from the final construction and the approved design shall be noted on the As-Built Plan.</p> | |



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| <p>The project is subject to inspection by the City of Gallatin personnel at any time and items found deficient shall be corrected within the time given by the City of Gallatin.</p> | |
| <p>Detention ponds and sediment traps must be installed during the initial construction phase.</p> | |
| <p>A final inspection by the City of Gallatin’s Engineering Group is required before any performance surety will be released. In addition, certificates of occupancy shall not be granted until corrections to all BMP’s/SCM’s have been made and approved by the City of Gallatin’s Engineering Division.</p> | |
| <p>A notice of termination must be released by TDEC and a copy submitted to the City of Gallatin’s Engineering Division for all projects.</p> | |
| <p>The project is subject to inspections by the City of Gallatin at any time and items found deficient shall be corrected within the time given by the City of Gallatin. The City of Gallatin may stop construction on properties or administer other enforcement actions as defined by the City of Gallatin’s Stormwater Ordinance, including the issuance of penalties of \$50 to \$5,000 per day, per violation.</p> | |
| <p>I certify, under penalty of law, that I have reviewed this document and understand the erosion prevention and sediment control requirements herein. I agree to implement and follow the provisions of the Land Disturbance Permit and to the initialed statements listed above for the construction site. I understand these requirements will be inspected and enforced by the City of Gallatin and failure to comply may result in the issuance of a “Stop Work Order” and/or other penalties until compliance is accomplished. The undersigned will be responsible for complying with the Land Disturbance Permit, NPDES Permit and any provision of the City of Gallatin’s Stormwater Ordinance that applies.</p> | |
| <p>Print:</p> | <p>Date:</p> |
| <p>Signature:</p> | <p>Date:</p> |



Additional Construction Requirements

- Before blasting or burning, call the local Fire Marshall (615) 452-6289 and/or State Fire Marshall at (615) 741-7190. Wind velocity cannot exceed 9 mph, use air curtain burners with trench or burn box, and no building materials can be burned. Burn times are from 9:00 AM to ½ hour after sunset.

Mandatory Inspections for Construction Sites:

Please call **Richard Snow** at (615) 642-4081 for the following inspections:

- Storm sewer pipe and bedding installing
- Subgrade proof roll
- Binder course proof roll
- Open street cuts
- Sidewalk located in public right-of-ways

Please call **Rick Roark** at (615) 613-1736 for the following inspections:

- Erosion prevention and sediment control issues
- Monthly EPSC Inspections