



How to Obtain a Land Disturbance Permit?

Public Works Department

REFERENCE:

This document is a guide to identify the steps to obtain a Land Disturbance Permit.

Learn which PLAN OR PERMIT service you need by reading our guide, Do I Need a Land Disturbance Permit?

QUICK LINKS:

css.hvilletn.org
permits.hvilletn.org
plan.hvilletn.org

STORMWATER STAFF

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Prior to applying for a Land Disturbance Permit, please review Public Works Permits Guide #1 to determine if you need a land disturbance permit, what type of land disturbance permit you will need, and what documents are required to apply. You must have City stamped approved Site Plans/Construction Plans to obtain a land disturbance permit. You can start the application process prior to having stamped approved plans, but you will not be able to schedule a Preconstruction Meeting or obtain a permit prior to having stamped approved plans.

Note: If you are building a single-family residential home that is not part of a larger common plan of development, you do not have to obtain a land disturbance permit. You will complete the *Standard Erosion Prevention & Sediment Control for Plot Plans and Minor Commercial/Industrial Projects Form* and submit the form with your Building Permit application.

STEP 1:

Review Public Works Permits Guide #1, Do I Need a Land Disturbance Permit? Determine if your project requires a Land Disturbance Permit. If so, proceed to Step 2.

STEP 2:

Visit the Citizen Self Service (CSS) portal at <https://css.hvilletn.org>. Click "Register" and Create an Account. You will provide an email, your name, and contact number, then create a password to log in. You will receive an email from "Community Access Identity" to verify your account.

STEP 3:

Complete the 3-step registration process. Provide:

1. Acknowledgement
2. Personal Info
3. Address

Click "Submit". When you click submit, you are redirected to your user dashboard.

STEP 4:

Click on the "Apply" tab at the top of the page. Using the application assistant search bar you can search for "Land Disturbance Permit" or select the "All" tab and scroll to Land Disturbance.

STEP 5:

Select the Land Disturbance Permit type you wish to apply for and follow the steps in the process. It is important to provide all required information/documentation during the application process or your permit could be delayed.

STEP 6:

Once you complete the application, you will review and sign the acknowledgement. After signing, you will be prompted to review and submit your application. Review the information and click "Submit" to submit the application. Once submitted, you will see the notification **"Your application was successfully submitted!"**

Note: You do NOT have a permit! You have ONLY submitted the application for a permit.

STEP 6:

Pay the application fee. After paying the fee, your application will be reviewed by City personnel.

STEP 7:

If City review personnel require additional information or have questions, you will be given tasks to complete through the CSS portal. You will receive a Land Disturbance Surety request for the project from the City Stormwater Coordinator, Helen Morrison.

STEP 8:

When the review is complete and the Land Disturbance Surety has been provided to the City, you can schedule a Land Disturbance Pre-Construction Meeting with the City Stormwater Inspector, Christina Bannister.

STEP 9:

Attend the Pre-Construction Meeting. At the Preconstruction Meeting, the Stormwater Inspector will give you permission to install your initial EPSC measures.

STEP 10:

After installation of the initial EPSC measures you will have a Professional Engineer (P.E.) visit the site and complete an inspection. The P.E. will verify that all initial EPSC measures are installed per the approved plan and details. They will then submit the *Professional Engineer EPSC Certification Form* through the CSS portal.

STEP 11:

Request an inspection using the "Request Inspection" button on the Home Screen of CSS.

STEP 12:

The City Stormwater Inspector will schedule and complete an initial inspection at the site. If the site passes inspection the Land Disturbance Permit will be issued. If the site does not pass, you will review the inspection report in CSS and take corrective action to address existing deficiencies. Once deficiencies are addressed, you can request another inspection.

Figure 1. Land Disturbance Permit Process Overview

