

Rutherford County Planning and Engineering Subdivision Development Process

1. A Concept Meeting with a rough sketch of proposed project and a “name”.

Mike, Doug and Shelia attend (and other staff as assigned) meet with applicant and engineering firm to discuss site specifics and if a rezoning is necessary. The process is described as in the Planning Commission Zoning Ordinance and Subdivision Regulations. See Rutherford County Zoning Ordinance for rezoning requirements and public hearing procedures (Chapter 14).

2. Preliminary Plan submittal. Master Plan

- a. Traffic, Drainage or any other engineering studies may be required for submittal.

Mike decides if additional Studies need to be conducted

- b. Deed

Planning Staff

- c. Submittal Receipt and fees paid

Creates Subdivision Folder puts receipts in folder

- d. Will-serve letters – CUD/MTEMC**

3. Preliminary Plan Review by staff.

Doug sets Calendar invite to all staff. Plan is reviewed by all relevant staff. Comments from Planning, Engineering, Building Codes, CUD, etc. are compiled into one comment letter, which is sent to the appropriate firm.

Planning Commission considers the Preliminary Plan for approval. (Public may attend and speak about the project following Robert’s Rules of Order) – PC meetings advertised in the Murfreesboro Post

4. Approval/Deferral of Preliminary Plan or Final Plat by Planning Commission

Gayle writes up minutes - after Planning Commission approval, puts in Subdivision Folder

Phyllis adds Subdivision to engineering database if applicable

Doug adds Subdivision to Available Lots Database

5. Construction Plans for individual Phases are submitted to the County Engineer and Assistant County Engineer. (3 sets)

Gayle Distributes - Construction Plans to Mike and Shelia

- a. Provide copy of Stormwater Pollution Prevention Plan (SWPPP) Shelia Receives or gets from TDEC Dataviewer
- b. Traffic, Drainage, Hydrologic Determinations, Wetland Determinations or any other engineering studies may be required for submittal.

Shelia and Mike Receive Drainage and other studies

Shelia reviews TDEC Dataviewer and Drainage Calculations to assure Calculations meet RC Subdivision Regulations and Stormwater Ordinance for water quality.

Shelia reviews and uses checklists located in documents folder and gives them to the Mike, ROW Inspector and Public Works Engineer to review.

All comments are typed up and emailed to engineering firm.

6. Construction Plan Review by staff upon resubmittal of revisions

- a. Request for Revisions/ Changes are sent to the engineer firm. Rutherford County Engineering tries to get plans reviewed within 7-30 business days. (sometimes much longer)

Shelia emails Doug to make sure all outstanding Planning Department Issues are resolved.

Engineering Staff review plans again with same process as initially used (Preliminary Plans).

Shelia types up revision letter sends to appropriate firm and puts a copy in the engineering comments folder on the Network (N: drive).

7. Pre-Construction Meeting – See also SOP for Preconstruction Meetings

Shelia, or if she is not available Phyllis, sets meeting. Sends invite to Mike, Shelia, Jeff or designated Inspector, John, Ben, Contractors, Developers, EPSC inspectors.

Shelia checks for items below and provides notification to developer (a-g)

- a. Contractor ,the Developer's Engineer, and Erosion Prevention Sediment Control Inspector (Level 1) must attend
 - b. Notice of Coverage (NOC) from Tennessee Department of Environment Conservation (TDEC) must be on file
 - c. Provide contact information for Developer's stormwater inspector (TDEC Level 1 certified)
 - d. Obtain Land Disturbance Permit with County Sue/Shelia
 - e. Any other permits if required
 - f. Road Connection Performance Agreement **Phyllis is notified of project and notifies Shelia if an Agreement and Surety are required depending on how the project connects to the County's roads.**
 - g. The Developer's Engineer is to provide the building costs for the phase submitted. The proposed amount shall include a detailed itemized estimate of all items. This list will be signed and stamped. Mike or Shelia
 - h. Need a total of 5 revised sets of Construction Plans and digital formats: .pdf and .dwg Mike and Shelia gets hard copies. Sue puts digital copy (.dwg) in G:/Rutherford/departments/Stormwater/constructiondrawings
 - i. Update pre-con spreadsheet Shelia updates spreadsheet in the N:Stormwater_2019/Permit Requirements folder
8. County Engineer approves and signs Construction Drawings after any revisions, if necessary
Mike Approves

After meeting- All Stormwater forms and one set of Stamped drawings go to Sue. Sue scans the cover sheet with stamped approval (.pdf) to G:/Rutherford/departments/Stormwater/construction drawings and gives a small set to John. The copy then hangs in the hall. Other sets go to Jeff or designated Inspector. Engineering firm emails pdf and dwg of the construction drawings and those a put in the construction folder on N:

9. Developer is to distribute approved/signed construction drawings to appropriate utility companies.
10. Developer can proceed to ONLY install erosion prevention and sediment control (EPSC) per the Construction Drawings and will notify Engineering Department after installation for County inspection. John
11. Engineering Department Inspector will inspect the site for Erosion and Sediment Control compliance with the Construction Drawings. A Notice to Proceed (NTP) will be issued to the Developer. John gives NTP to Sue to scans to GIS. Sue sets construction site as Active and Monthly.
12. Construction can proceed at that time. Jeff or designated Inspector
13. Developer's Stormwater Inspector (valid TDEC Level 1 certification) shall begin twice weekly inspections. John
14. Sites with TDEC's permits shall be subject to random TDEC Inspection.
15. County Engineering Inspectors will visit the site periodically to check for compliance with the Construction Drawings. Jeff or designated Inspector and John monthly
16. Developer to contact Engineering Department 24 to 48 hours prior to critical junctures. i.e. subgrade inspections prior to base stone, storm/sewer placement, base stone placements. Jeff or designated Inspector
17. Proof Roll by the Engineering Department is required prior to placing stone, curb, and asphalt binder; call Engineering office ((615) 898-7732) or Engineering Inspector to schedule. (A proof roll is invalid after 72 hours or if rain occurs between placement of material and proof roll)

Jeff or designated Inspector. Jeff or inspector sends email to notify all.
Phyllis updates Engineering Excel Spreadsheet

18. All sites are subject to additional third party testing or quantification at the discretion of the County Engineer i.e. core boring, gradation, compaction, etc. **Jeff or designated Inspector Greg**

19. Final Plat Submittal

- a. A receipt of submittal will be written and you can pay any fees at this time.

Gayle creates final plat folder- receipt and fees are put in folder

20. Final Plat review by Staff.

Doug Sets Calendar invite to all staff. Sends letter of comments to appropriate firm following review, following the same process as preliminary plan stage.

Planning Commission considers the Final Plat for approval

21. Final Plat Approved by Planning Commission

22. Prior to recording the Plat: Gayle ensures ~~all~~ the following items are in the subdivision folder

- a. Performance Surety must be in place. Mike Jeff or designated Inspector Phyllis
 - i. Surety amount to be determined by the County Engineer. The minimum amount of the Surety shall be 110% of the calculated cost of installation prior to any improvements to the site. If a developer wishes to record a Final Plat before all improvements are in place then the surety amount may be reduced to reflect the conditions of the site. Surety amount cannot be reduced more than 50% of the total. Note: County Engineer may request an updated itemized cost list from the Developer at this time if the original submittal appears outdated. No bonds are allowed. Letter of credit and cash checks are accepted and they must auto renew.
- b. Performance Agreement in place Mike Jeff or designated Inspector Phyllis Sue- Scans and attaches to GIS and puts in G:/
- c. Maintenance Agreement in place Shelia or Mike

- i. Developer's Engineer must provide legal descriptions and a highlighted plat of all Stormwater Infrastructure that is to be included in the Maintenance Agreement.

Sue- Scans and attaches to GIS and puts in G:/ Sue also add the LTMA to the LTMA database in the LDP database once it is recorded at the Register of Deeds office.

- d. As-builts submitted Mike and Jeff or designated Inspector
- e. Pay Development Tax Gayle
- f. HOA **established** as stated on plat Doug
- g. All outstanding administrative fees are paid Gayle

23. Final Plat recorded Gayle arranges pick up from Register of Deeds. A copy goes to the subdivision folder and other entities. Eric McMillian creates polygon in subdivision layer and creates addresses.

24. Prior to release of lots for building permits;

- a. Recording of Final Plat. Gayle
- b. Street signs/Stop signs erected by developer. Jeff or designated Inspector
- c. Drainage stabilized. Jeff or designated Inspector
- d. Letter from CUD if on a STEP system Jeff or designated Inspector. Gives copy to Sue to file in subdivision folder
- e. Roadway at minimum in 8" base stone. No certification of Occupancy (CoO) will be issued until the entire section is in binder. Jeff or designated Inspector
- f. **Plat has been addressed** Eric

25. Lots Released Jeff or designated Inspector. Letter goes to Gayle and then to Building Codes. Letter states that builders must be signed on to the TDEC GCP.

26. Engineering Office Should be Contacted 24 to 48 hours prior to final asphalt topping placement. **Jeff or designated Inspector**
27. Road prefer to have final asphalt topping within a year after binder has been installed. **Jeff or designated Inspector , Greg notified, Phyllis puts on Calendar 11 month reminder**
28. After final asphalt topping is placed and approved, the road will be under warranty for one year before acceptance by the County Road Board. Greg
29. Developer's Engineer will provide a signed/stamped Certification of Completion to County Engineer stating that all improvements have been made per the Construction Drawings. Mike
30. At the developer's request in writing, a final inspection will take place by the Engineering Department. Jeff or designated Inspector receives letter and does inspection
31. If entire site is complete, developer submits a Notice of Termination (NOT) from TDEC to the Engineering Department confirming complete site stabilization. Shelia – receives email from TDEC.
32. Road Board accepts roads into county inventory after final approval from Engineering Department. Jeff or designated Inspector tells Phyllis and Phyllis marks subdivision folder and plat
33. Release of Surety.

Phyllis Mike Jeff or designated Inspector. Phyllis puts bond letter release in Bond Folder, sends a copy to bond holder ~~ee~~, and Mails Letter of Credit back to bank.