



## PRE – CONSTRUCTION CONFERENCE FORM

REVISION DATE: Thursday, October 24, 2024

**DAY & DATE:**

**TIME:**

**PROJECT NAME:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

NAME/COMPANY

TELEPHONE

E-MAIL

**CIVIL ENGINEER:** \_\_\_\_\_

NAME/COMPANY

TELEPHONE

E-MAIL

**CONTRACTOR:** \_\_\_\_\_

NAME/COMPANY

TELEPHONE

E-MAIL

**PROJECT INSPECTOR:** \_\_\_\_\_

**Received and acknowledged by:** \_\_\_\_\_

### REQUIRED DOCUMENTS FOR A PRE-CONSTRUCTION CONFERENCE:

Approved Construction Plans Stamped and Signed By City and TDEC/TDOT if applicable (5-Hard Copies Full Size)

LTMP- Reviewed and Recorded

Approved Shop Drawings (1 – Hard Copy or digital)

Approved ARAP (if necessary) (1 – Hard Copy or digital)

Approved NOC/SWPPP (1 – Hard Copy or digital)

Signed Copy Of This Form (1-Hard Copy, Electronic On A Flash Drive)

**LOCATION of CONFERENCE:**

**8060 Station Hill Dr. Spring Hill, TN**

**Signature Required:**

**Owner:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_ **Civil Engineer:** \_\_\_\_\_

**CITY OF SPRING HILL PHONE NUMBER: 931-486-2252**

**A. Responsibilities of the Developer's Consulting Architect/Engineer:**

Prepare plans and specifications and perform the design of the proposed work. All submitted plans shall meet City Specifications and be approved by the Planning Commission and Development Department.

**B. Responsibilities of City Governing Body:**

Approve and issue all permits, review easements and rights-of-way, approve materials of construction and installations, and sign off on final approval of work.

**C. Responsibilities of the Contractor(s) or Developers:**

Furnish and cover costs of materials, superintendence, labor, tools, equipment, transportation, etc. Perform all work called for on the approved construction plans. Guarantees completed work for a period of (1) one year from the date of substantial completion.

**D. State and Local Requirements:**

Contractors are responsible to follow all Federal, State and Local requirements. All required permits must be obtained prior to start of construction.

**The following permits, as required, shall be secured from the following agencies:**

- i. County and State Highway Departments, TDEC, TDOT, Clean Water Act and Notice of Intent prior to the start of any construction activities.

**Signature Required:**

**Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_ Civil Engineer: \_\_\_\_\_**

**E. Sub-Contractors:**

Sub-contractors shall meet the applicable regulations identified for their specific sub-specialty.

**F. Responsibilities of other Agencies:**

The developer is to file for “Notice of Intent”, NPDES (General Permit) and ARAP Permits (If applicable) with TDEC and submit approved copies of same to the City of Spring Hill at the pre-construction conferences. The City will submit the “Start of Construction Notice” to TDEC prior to the start of construction activities.

**G. Initiation of Construction (Notice to Proceed):**

Construction may commence only after approved plans have been received by the City of Spring Hill. The City of Spring Hill will require a traffic control plan if applicable. Three (3) copies of all shop drawings shall be submitted for approval. Approved and stamped plans from TDEC and approved and signed shop drawings from the City of Spring Hill shall always be maintained on-site. A materials inspection shall be performed upon delivery of materials to the site, and all materials shall comply with the approved construction plans, project specifications, and shop drawings previously submitted. Materials not meeting the City’s specifications will be marked for non-compliance to ensure material is not accidentally installed. All materials brought on-site will be assumed to be for use on that project. A temporary use permit for all laydown yards/contractor yards and contractors’ trailers will be required.

**H. Municipal Code Ordinance 16-13(Contractor Work Hours):**

1. Monday through Friday – 7:00 AM to 6:00 PM (7:00 AM to 8:00 PM June 1<sup>st</sup> – August 30<sup>th</sup>).
2. Saturday – 9:00 AM to 6:00 PM.
3. No work on Sundays and New Year’s, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Holidays.
4. "Construction or repairing of buildings. The erection (including excavation). construction, demolition, alteration or repair of any building other than between the hours of 7:00 a.m. and 6:00 p.m. on weekdays (7:00a.m. to 8:00p.m .. June 1-August 30), and from 9:00 A.M to 6:00 P.M on Saturday. Work may also begin on Saturdays at 7:00 A.M if it would not result in any loud, disturbing, or unnecessary noise that would otherwise violate this chapter. No work shall be performed on New Years, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving. and Christmas holidays that would result in any loud, disturbing, or unnecessary noise that would otherwise violate this chapter, and shall be considered as a Sunday for purposes of this section. An exception to this section is work that inherently creates no detectable noise from beyond the property boundary including loud voices or radios (i.e. painting with brushes and rollers not attached to pumps. tile or carpet work where no use of hammers. saws or other noise producing equipment is utilized). This section shall not apply to homeowners and occupants performing exterior work at or on their principal place of residents after 7:00 A.M and before 6:00 P.M. If the City Administrator or his designee should determine that

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the interest of public health and safety are served by the erection, demolition, alteration, or repair of any building or the excavation of streets or highways, outside the hours stated above and if he shall determine that any loss or inconvenience that might result is outweighed by the public's interest in its safety and welfare, he may grant permission for a permit not to exceed (30) days for such work to be done outside the hours stated above, upon application being made.

**I. Rights-of -Way and Easements:**

1. The developer is responsible for obtaining all required easements and rights-of-way.
2. Contractor's responsibilities during work covered by this contract includes respecting public and private property. Contractor shall not infringe upon private property without a signed easement and/or the written consent of the affected property owner of record.
3. Contractor shall coordinate all work with the telephone company, railroads, County Highway Department, cable TV, natural gas company, City of Spring Hill (street, water, sanitary sewer and MS4 departments) and any other utilities associated with or impacted by this project.

**J. Contractor's Schedule for Public Roads:**

1. Contractor is to provide a 2 week look ahead schedule to the City to help with scheduling inspections at construction milestones.
2. All public sidewalks shall be inspected by the public works department before concrete placement.
3. Extruded curbing shall be flush with binder coarse per UDC and subdivision regulations.
4. All roads shall be graded and verified in writing by the design engineer that cross-section grades are correct at fifty (50) foot stationing intervals. Said verification letter shall be provided to the City prior to the start of any utility installations.
5. All trenches located within the proposed roadway shall be backfilled with stone; the top twelve (12) inches shall be pug mill mix compacted to a minimum 98% density.
6. An alternative backfill method may be allowed using suitable soils in eight (8) inch lifts as long as compaction reports are provided by a certified geotechnical laboratory at said lifts at a maximum distance of 500 feet apart or as directed by the Development Inspector. Compaction reports shall be submitted to the Development Inspector on a daily basis. No base stone or paving will be allowed until these compaction reports have been submitted.
7. Use of this alternative backfill method shall require roads to be bonded for an additional two (2) years on top of the initial one (1) year maintenance bond, for a total maintenance bond period of three (3) years. The road base shall consist of eight (8) inches of pug mill mix compacted to a minimum 98%; the concrete curbs shall be installed in accordance with the City of Spring Hill Unified Development Code.
8. The contractor has indicated that **stone / compacted fill** shall be used for the backfilling of utility trenches.
9. Mix designs and gradations of materials used shall be provided to the City for review.

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10. TDEC approved and stamped construction plans have been provided to the City.
11. Twelve (12) gauge, solid strand tracer wire shall be used for all water main installations. Installation of same shall be checked and verified by the Development Inspector. Approval of the water system will not be completed until said tracer wire inspection has been completed. The Contractor shall not tie into any existing utilities or operate any existing water valves without the approval of the City of Spring Hill. City personnel must be present during operations of existing valves and connections (both water and sanitary sewer) to existing utilities. The City of Spring Hill will conduct “flushing” of all lines.  
  
Fire hydrants shall be factory painted red (public) or silver (private) at time of installation.
12. Out of service hydrants shall have tops painted black or covered with a black shroud or tape.
13. All underground utilities shall remain uncovered until the City inspector/authorized representative from the City inspects installed utilities.
14. Water meters and valves shall be marked with two (2) inch blue painted PVC pipe.
15. Sanitary sewer line service stubs shall be approximately three (3) to five (5) feet deep and shall be marked by either a green metal fence post or two (2) inch green painted PVC pipe.
16. Inflow preventers shall be placed in all sanitary sewer manholes within paved roadways after the asphaltic concrete surface course material has been placed.
17. Inflow preventers can be purchased from the City at cost.
18. Sanitary sewer manholes and sewer lines shall be pre-tested prior to contacting the Development Inspector. No connections to existing sewer lines shall be allowed until tested and accepted by the City of Spring Hill.
19. Prior to the signing of the “Certificate of Satisfactory Completion” and the Board of Mayor and Alderman accepting the infrastructure as presented in the “Form for Offer of Irrevocable Dedication” and directing a governmental representative to sign said offer of dedication, the contractor shall, at the direction of the City, adjust the elevation of all storm water structures, either up or down depending upon topographic conditions, such that the structures shall function as designed and intended in collecting surface water runoff from all affected properties
20. Contractor shall furnish all material, labor and equipment to install sampling points as required for testing water lines.
21. ***“Due to supply chain shortages that are out of the control of the City of Spring Hill, supply of water meters, corporation stops, pipe materials and other like items are extremely limited. Without ready product availability, the City of Spring Hill cannot guarantee the time and/or availability of standard installation of such products.”***

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22. Contractor shall provide all necessary material, labor and equipment to complete the work within the project timeline.

**K. Staking of Work:**

The Developer's Engineer/Surveyor shall be responsible for setting control points, establishing benchmarks and furnishing line and grade in accordance with the approved construction plans.

**L. Field Changes:**

Minor field changes (Redlines) can be approved by the Development Inspector; major field changes/plan revisions shall be approved by the City Engineering Department. Any changes in the approved plans and shop drawings shall be approved by the Engineer or their designee prior to construction of the work encompassed within the change order.

**M. Erosion Control**

A Storm Water Pollution Prevention Plan (SWPPP) shall be submitted at the pre-construction conference. Detailed erosion control plan(s) shall be included in the construction plan set. A pre-grading inspection shall be scheduled with the City and conducted by the Development Inspector prior to the start of any construction activity.

**The following items shall be installed and on-site prior to the pre-grading inspection:**

- i. Construction entrance.
  - ii. All erosion control measures shown on the construction plans (phase 1).
  - iii. SWPPP box posted on site with all required documents.
  - iv. Rain Gauge present on site.
  - v. Upon completion of the erosion inspection, the MS4 Representative will issue a "Notice to Start" letter which is to be presented to the Engineering Department for issuance of the grading permits.
1. Contractor shall remove existing concrete curb when installing construction entrances when said construction entrances are located within future right-of-way. Contractor shall provide portable ramping at all other locations and remove same at the end of the construction day.
  2. "Clearing and Grubbing" is permitted only within areas where erosion control measures are required to be installed. Once a pre-grading inspection is approved, all detention/retention basins shall be installed and stabilized, including slopes, prior to the commencement of any other construction activity. Seed and straw are not an acceptable alternative for stabilization. Rip rap spillways shall be installed if it is not possible to install weirs.
  3. If a site is located near or has "State Waters" within it, a "Water Quality Buffer Zone" shall be established. This "Buffer Zone" shall be designated on the plans and identified with "orange fencing" along the silt fence lines or with separate "orange fencing". There shall be no construction disturbance within this area.

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4. All site inspections, as required by TDEC, shall be conducted by a qualified consultant representing the developer. Notice of Violation(s) (NOV) will be issued for any occurrences found on site.
5. SWPPP shall be updated when any changes are made to the initial erosion control plan.
6. Any and all “Illicit Discharges” are prohibited on all active construction sites. “Illicit Discharges” shall be reported to the Development Inspector and the MS4 Representative. The storage of fuel tanks is prohibited near or adjacent to “State Waters”. If fuel storage tanks are stored on site, a containment pit shall be provided. Containment pit(s) shall have a minimum 110 % containment capability or said tank shall be double lined. Concrete “washout areas” shall be established on site; no “illegal dumping” is permitted.
7. All stream crossings shall be coordinated with the Development Inspector. Construction site shall be compliant with all EPA guidelines.

**N. Blasting:**

The contractor shall comply with all state and federal laws and regulations applicable to blasting. A copy of the blast permit shall be submitted to the City for record keeping.

All questions, comments, concerns, or complaints regarding blasting shall be directed to the State of Tennessee Fire Marshall at 615-741-7190.

**O. Safety and Sanitary Regulations:**

It is the sole responsibility of the Contractor to abide by OSHA Regulations and generally accepted sanitary regulations; portable toilets are required. The City of Spring Hill will not act as a “Safety Man” for the contractor.

**P. Conflicts:**

This Pre-construction Conference Form is NOT a substitute for applicable federal, state, and local laws and standards and only intends to summarize the applicable laws and standards in a clear and cogent manner. To the extent there are any differences between the requirements in this form applicable laws or standards, the applicable laws and standards take precedence. It is incumbent upon the engineer or record to meet or exceed applicable general engineering standards and all applicable federal, state, and local laws and requirements.

**Q. Final Acceptance of Work, include requirements for testing and cleanup of the project site:**

1. A final inspection will not be scheduled or completed until the City of Spring Hill has received completed “as- built” drawings, one in digital format and three (3) paper hard copies.
2. “As-built” drawings will serve as verification that all layout and public improvements have been constructed in accordance with the approved construction plans and drainage calculations for the subdivision or site plan.
3. Sanitary sewer, water main and storm water drainage systems shall be shown on the “as-built” drawings. Video testing is required for all sanitary sewers installed and shall be completed by and at the sole cost of the Contractor.

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4. The developer's engineer shall be required to submit in writing that he/she has completed a field inspection of the storm water drainage facilities and components, including but not limited to, swales, ditches, pipes, detention and retention basins, erosion control measures, matting and grass cover and that all features are functional as a complete and operable system in accordance with the approved construction plans.
5. The City of Spring Hill staff and the contractor shall jointly perform a final site inspection. Upon completion of all items of work, including punch list work and final site cleanup, the City of Spring Hill will certify that the project is complete.
6. Lots will be marked with stakes indicating lot numbers, and water services and valves will be marked on curbs with a blue marks. Sewer services will be marked with a standpipe painted green and a green mark on the curbing.
7. Non-potable water provided by the sewer treatment facility shall be used for dust control. The use of public potable water will not be permitted.

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**RULES  
OF  
TENNESSEE DEPARTMENT OF ENVIRONMENT AND  
CONSERVATION  
BUREAU OF ENVIRONMENT  
DIVISION OF AIR POLLUTION CONTROL**

**CHAPTER 1200-3-8  
FUGITIVE DUST**

**TABLE OF CONTENTS**

1200-3-8-.01	<b>Fugitive Dust</b>	1200-3-8-.03 <b>New and/or Modified source</b>
1200-3-8-.02	<b>Special Additional Control Area</b>	
	<b>Fugitive Dust Requirements</b>	

**1200-3-8-.01 FUGITIVE DUST**

1. No person shall cause, suffer, allow, or permit any materials to be handled, transported, or stored; or a building, its appurtenances, or a road to be used, constructed, altered, repaired, or demolished without taking reasonable precautions to prevent particulate matter from becoming airborne. Such reasonable precautions shall include but not be limited to, the following:
  - a. Use where possible, of water or chemicals for control of dust in demolition of existing buildings or structures, construction operations, grading of roads, or the clearing of land;
  - b. Application of asphalt, oil, water, or suitable chemicals on dirt roads, material stock piles, and other surfaces which can create airborne dusts;

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- c. Installation and use of hoods, fans, and fabric filters to enclose and vent the handling of dusty materials. Adequate containment methods shall be employed during sandblasting or other similar operations.
- 2. No person shall cause, suffer, allow, or permit fugitive dust to be emitted in such manner to exceed five (5) minutes per hour or twenty (20) minutes per day as to produce a visible emission beyond the property line of the property on which the emission originates, excluding malfunction of equipment as provided in Chapter 1200-3-20.
- 3. Compliance Schedule:
  - a. For those operations in existence before April 3, 1972, fugitive dust control must be achieved by August 9, 1973.
  - b. For those operations, the construction which commences after April 3, 1972, fugitive dust control must be achieved at the time operation occurs.
- 4. Regardless of the specific emission standards contained in this Chapter, all sources identified in rule 1200-3-9-.01(4) of these regulations shall comply with the standards set pursuant to Chapter 1200-3-9.

**Authority:** T.C.A. §§53-3412, 68-25-105, and 4-5-202. **Administrative History:** Original rule certified June 7, 1974. Amendment filed May 7, 1979; Effective June 21, 1979. Amendment filed June 21, 1979. Amendment filed July 11, 1980.

**1200-3-8-.02 SPECIAL ADDITIONAL CONTROL AREA FUGITIVE DUST REQUIREMENTS**

Certain areas of the state have been identified as needing additional control beyond that required by this Chapter. These areas and the additional control requirements are stated in Chapter 1200-3-19.

(Rule 1200-3-8-.02, continued)

**Authority:** T.C.A §§68-25-105 and 4-5-202. **Administrative History:** Original rule filled February 5, 1979; effective March 21, 1979. Amendment filed September 21, 1988; November 6, 1988.

**1200-3-8-.03 NEW AND/OR MODIFIED SOURCE**

All air contaminant sources constructed and/or modified after November 6, 1988, shall meet the fugitive dust emission standards specified on their construction permit and subsequently transferred to their operating permits. These standards shall be prescribed in the form of a Board approved visible emission standard and reading technique on the permits.

**Authority:** T.C.A. §68-25-105 and 4-5-202. **Administrative History:** Original rule file September 21, 1988; effective November 6, 1988.

April, 2001 (Revised)

**Signature Required:**

**Owner:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_ **Engineer:** \_\_\_\_\_



## **CITY OF SPRING HILL STORM WATER MANAGEMENT PROGRAM SITE INSPECTION REQUIREMENTS**

The following permitting issues, sediment control measures, and construction site management responsibilities **MUST** be discussed with the developer and his/her contractors as often as necessary, but definitely at any pre-construction meeting between the developer/contractor and the City of Spring Hill, regardless of where in the construction site permitting and construction process this meeting occurs.

- 1.** A SWPPP box must be kept on site at all times. The box shall contain a copy of the approved SWPPP, NOC, any environmental permits and all inspection records. Copies of the grading and erosion control plans shall be kept in the box. It is advisable to keep secure copies of all records such that in the event any records are missing, they can be easily replaced. These documents should be checked during each inspection event.
- 2.** Ensure that if either floodplain or bank of a stream, lake, or river or a sinkhole/open fracture is to be impacted by the land disturbance operation the proper FEMA and TDEC offices, Division of Water Pollution Control, Natural Resources Section, have been contacted and the proper permits and letters, if necessary, have been acquired prior to the pre-construction meeting with the City of Spring Hill.
- 3.** Land disturbance is limited to only the land that needs to be cleared and grubbed, keeping TDEC construction buffer zones adjacent to streams, lakes, or rivers free from unnecessary land disturbances. (in accordance TDEC's NOC under the GCP)
- 4.** Sinkhole/open fracture remediation work shall be in accordance with TDEC permits and under the direction of a geotechnical engineer. Such activity will require stamped letter of satisfactory completion by geotechnical engineer to be given to the assigned Development Inspector for record.

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5. All sinkholes and open fractures that are not to be remediated according to TDEC's direction must be protected from sediment-laden runoff with the appropriate sediment control measures.
6. Ensure proper installation and maintenance of all silt fence, inlet protection and check dams, which also applies later to the builder on each lot during and after construction.
7. Identify the stormwater outlet locations on the site. Purpose of silt fence is to ensure no illicit discharge exits the property and as such should be located on all downstream slopes along the boundary of the property. For projects involving public roadways, silt fence shall be placed on all downslopes behind curbing to prevent sediment from entering the roadway.
8. Ensure that all fill activity, including base, rip-rap, and final cover is at least one foot away from (upslope of) any sediment control measure, i.e., silt fence, or check dam, ensuring that any damages to these measures are immediately corrected and all sediment control measures are regularly checked, particularly following every storm event.
9. Proper construction of graveled entry/exits during and after construction. This means that 2" to 3½" rock must be used to construct a pad, measuring at least 6" thick, 50'-100' long, and wide enough for construction vehicle traffic. The rock size and thickness also apply to driveways for the home builder on each and every lot. This rock MUST be replenished as it wears down to maintain its effectiveness. Installation of geotextile fabric underneath this rock is required.
10. Once streets and storm drains are in place, ensure that no sediment collects anywhere on the street, especially in close proximity to any storm drain, removing any sediment as soon as possible, particularly before any storm event.
11. Ensure that no sediment reaches storm drains by placing inlet control bags/ silt sack inside the grate, making certain the horizontal elongated openings between the ribs and the larger vertical opening behind the grate are completely covered. All sediment control devices shall be properly installed and maintained.
12. Properly maintain the storm drain protection catchment by keeping it free of excessive sediment and replacing it if rips or severe sags develop. Keep sediment, debris, and water from building up behind other devices. Failure to maintain such erosion control measures can lead to deep water on the street during and after storm events possibly causing damage to vehicles, homes, as well as the integrity of the road base.
13. Cement mixer washout areas need to be in the plans in close proximity to the entry/exit to prevent concrete from reaching the storm drains.
14. Stabilize any areas when construction is completed or grading activities are not imminent with either hydro-seed or by seed and straw. Irrigate each area until stabilization occurs.

**Signature Required:**

**Owner:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_ **Engineer:** \_\_\_\_\_

15. Ensure that no chemicals or fluids, particularly those used by land disturbance equipment, i.e., motor oil, brake, transmission, and hydraulic fluid, coolant, or any other harmful substance, is ever accidentally or intentionally spilled on the ground, graveled entry/exit, or road surface. Any spills must be immediately removed. Proper storage of these substances during construction and removal from site upon completion is required.
16. Please remember that you MUST have TDEC and City of Spring Hill approved plans onsite at all times and that you MUST perform sediment control measure inspections every 72 hours and before and after every storm event. Inspection forms MUST be completed for every inspection and kept onsite.
17. CONTRACTORS OF ALL CONSTRUCTION SITES MUST MAKE CERTAIN THAT THE INSPECTIONS DENOTED IN PREVIOUS LINE ITEM #15 ARE COMPLETED AND SIGNED/DATED BY AN INDIVIDUAL WHO HAS PASSED THE TDEC EROSION PREVENTION SEDIMENT CONTROL LEVEL I COURSE.

**Signature Required:**

**Owner:** \_\_\_\_\_ **Contractor:** \_\_\_\_\_ **Engineer:** \_\_\_\_\_