

# TOWN OF COLLIERVILLE

Development Department  
Engineering Division



Dale Perryman, P.E.  
Town Engineer

500 Poplar View Parkway • Collierville, TN 38017 • (901) 457-2300 • FAX (901) 457-2354

TO: All Building Permit Holders (Builders)  
FROM: Engineering Division  
DATE: August 9, 2012  
  
RE: Subdivision Lot Grading

All Builders are required to obtain a copy of the Approved Subdivision Grading and Drainage Plan (Grading Plan) prior to starting site work. A copy of the Grading Plan may be obtained from the Engineering Division at a cost of \$5.00 per sheet or from the Subdivision's Developer.

It is the responsibility of the Builder to grade each lot in general conformance with the Grading Plan and to construct wide, shallow swales to provide proper drainage along all lot lines (side and rear). Furthermore, it is the responsibility of the Builder to take into consideration adjacent topography when grading a lot, to ensure proper drainage around the building and across the lot. All grading work performed by the Builder shall be done so that adjacent lots, parcels, tracts, parks, streets, or any other feature are not adversely affected, and that proper drainage is established and can be maintained by future owners.

The minimum Finished Floor Elevation (FFE) for a lot will be shown on the recorded subdivision plat. The Builder may increase the FFE as necessary to ensure proper drainage. In no case shall the Builder divert additional water onto adjacent property. The Builder shall submit a foundation survey of the lot, prepared by an Engineer or Land Surveyor registered in the State of Tennessee, to the Code Enforcement Division. The survey shall include the building's FFE.

Builders are required to complete and sign this form prior to starting site work. By signing this form, the Builder agrees to comply with the responsibilities and requirements described herein.



Dale Perryman, P.E.  
Town Engineer

Subdivision: \_\_\_\_\_ Phase/Section: \_\_\_\_\_ Lot #: \_\_\_\_\_

Building Permit Holder: \_\_\_\_\_ Minimum FFE: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Phone/Cell Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Building Permit Holder  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_