



## **BUILDING PERMIT GUIDELINES**

### **Manufactured Dwelling**

1. **Property Improvement Statement from County Assessor's Office**
2. **Complete set of construction plans, drawn to scale, including:**
  - A. **Site plan**
    - i. Setbacks from property pins in feet (front, side and rear yards)
    - ii. Driveway approach(es) (width)
    - iii. Erosion Control Plan
    - iv. Lot dimensions and easement(s)
    - v. Location and width of sidewalk(s)
    - vi. Landscaping (one tree required; sod/grass required)
    - vii. Location and size of decks, porches, etc. not included in manufactured home
    - viii. If geothermal well (heat pump) indicate type and location. (see attached)
  - B. **Floor plan(s)**
    - i. Radon Mitigation System (passive and active)
    - ii. Include a copy of the manufacturer's floor plan
    - iii. Basement floor plan
  - C. **Construction Details**
    - i. Footing/Foundation (reinforcement, anchors, materials)
    - ii. Stairs (rise, run, handrail, guardrail, headroom)
  - D. **Elevations (front, rear, left, right)**
3. **Assessments**
  - A. **Street (Contact City Treasurer 461-2310)**
  - B. **Water and Sewer (Contact Ron Sekora, Hastings Utilities 462-3653)**
4. **Certificate of Occupancy**
  - A. **Prior to occupying home, call for final inspection**
    - i. Post-construction radon test results
    - ii. All sidewalks and landscaping complete
    - iii. Dwelling complete and ready for occupancy
5. **Call Digger's Hotline at 1-800-331-5666 to locate utilities/services or 811 (cell)**



# Site Plan

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

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

Phone: \_\_\_\_\_

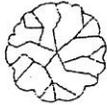
Email: \_\_\_\_\_

Corner Lot

Interior Lot

Zoning District \_\_\_\_\_

\_\_\_\_\_ Street / Ave.



4' Public Sidewalk

Alley

# Typical Site Plan

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

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

Phone: \_\_\_\_\_

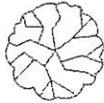
Email: \_\_\_\_\_

Corner Lot

Interior Lot

Zoning District \_\_\_\_\_

\_\_\_\_\_ Street / Ave.



Approach

4' Public Sidewalk

25' Front Yard

7' or  
10% Lot Width

House

Driveway

10' Minimum

10' Min. behind constructed rear  
line of principal building.

Medium  
Accessory  
Building over  
145 to 864  
sq. ft.

10'

Large Accessory  
Building more than 864  
sq. ft.

3' Min.

5' Min.

10' Min.

10'

Small  
Accessory  
Building  
< 144 sq.ft.

5' Minimum

3' Min.

3' Min.

Alley

**34-312. Manufactured homes.**

(1) A Type A manufactured dwelling or a Type B manufactured dwelling shall be a permitted use in a District of the City of Hastings, only if it is located and installed according to (i) the same setbacks and minimum square footage which would apply to a site-built, single-family dwelling unit on the same lot on which the Type A or Type B manufactured dwelling is to be placed, and (ii) the standards for foundation systems for a Type A manufactured dwelling shall meet the requirements of Section 28-103 of this Code, (iii) the standards for foundation systems for a Type B manufactured dwelling shall meet the requirements applicable to site-built, single-family dwelling units in Chapter 28 of this Code, (iv) as to Type A manufactured dwellings, the standards for utility connections under City building codes which are applicable to manufactured homes, and (v) as to Type B manufactured dwellings, the standards for utility connections under City building codes which are applicable to site-built, single-family dwelling units.

(2) Except when placed in a mobile home court, a Type A manufactured dwelling must meet the following additional standards:

(a) The dwelling shall have no less than nine hundred square feet of floor area per dwelling unit;

(b) The dwelling shall have no less than an eighteen foot exterior width;

(c) The roof of the dwelling shall be pitched with a minimum vertical rise of two and one-half inches for each twelve inches of horizontal run;

(d) The exterior material shall be of a color, material and scale comparable with those existing in residential site-built, single-family construction;

(e) The dwelling shall have a non-reflective roof material which is or simulates asphalt or wood shingles, tile or rock; and

(f) The dwelling shall have wheels, axles, transporting lights and removable towing apparatus removed.

(3) Wherever placed, a Type A manufactured dwelling must also meet the following additional standards:

(a) Any addition or renovation to a dwelling must be built in compliance with National Manufactured Home Construction and Safety Standards, as promulgated by the United States Department of Housing and Urban Development, or any successor regulations thereto, or comparable standards of the Nebraska Department of Health.

(b) Accessory buildings shall not be structurally supported by or attached to a Type A manufactured dwelling unless engineering calculations are submitted to substantiate any proposed structural connection, as provided in the relevant portion of the edition of the CABO One and Two Family Dwelling Code which is then in effect in the City.

(c) A Type A manufactured dwelling may be placed over a basement only when the manufacturer's setup instructions therefor specifically authorize such placement.

(4) When a Type A manufactured dwelling bears a label certifying that it was built in compliance with National Manufactured Home Construction and Safety Standards, as promulgated by the United States Department of Housing and Urban Development, or any successor regulations thereto, it shall not be required to meet the otherwise applicable standards for buildings in the City of Hastings, including those set forth in the Building Code of the City of Hastings.

(Ord. No. 3428-10/94 and 4233-11/2009)

**28-107. Foundation systems for type A manufactured dwellings.**

The foundation system for any Type A Manufactured Dwelling installed after the date of this Ordinance must meet the requirements set forth in the edition of the International Residential Code which is then in effect in the City as shown by the seal on the plans for said foundation system by an architect or structural engineer currently licensed by the State of Nebraska.

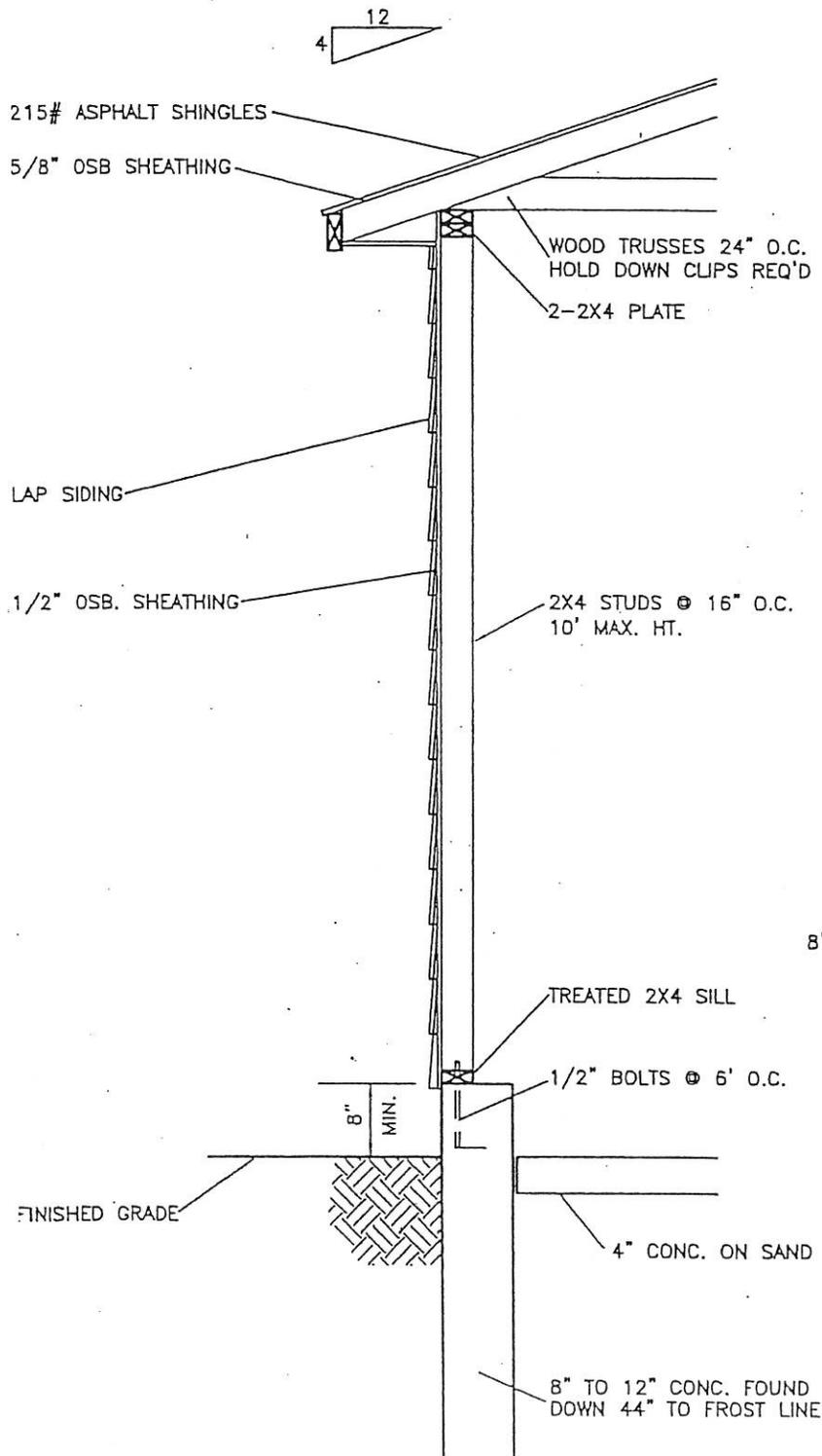
(Ord. No. 3428-10/94 and 3440-12/94)

# ACCEPTABLE CONSTRUCTION DETAILS FOR GARAGES/ACCESSORY BUILDINGS

PLEASE INDICATE ANY DEVIATION OF BUILDING MATERIALS OR CONSTRUCTION PROCEDURES TO BE DISCUSSED WITH THE CITY BUILDING OFFICIAL. MORE DRAWINGS MAY BE REQUIRED.

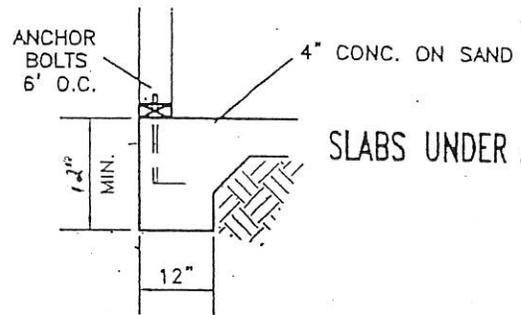
## MANUFACTURED BUILDINGS/KITS

PROVIDE MANUFACTURER'S SPECIFICATIONS AND ASSEMBLY INSTRUCTIONS WHEN APPLYING FOR A BUILDING PERMIT.

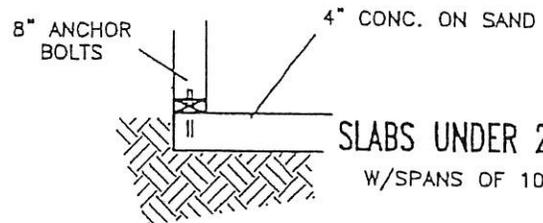


LVL  
SEE MFR. SPEC.

### HEADER FOR 16' OPENING



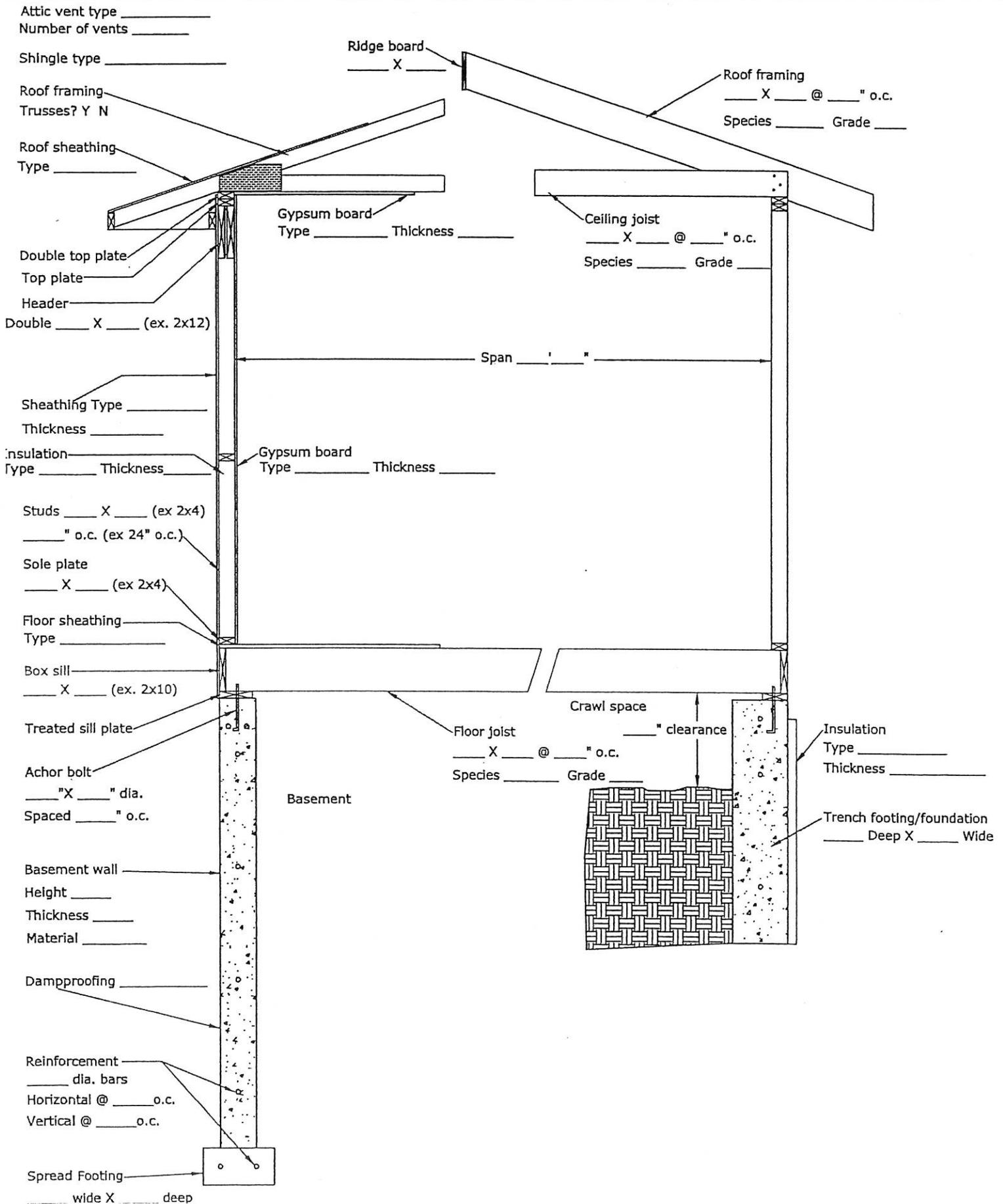
SLABS UNDER 600 SQ. FT.

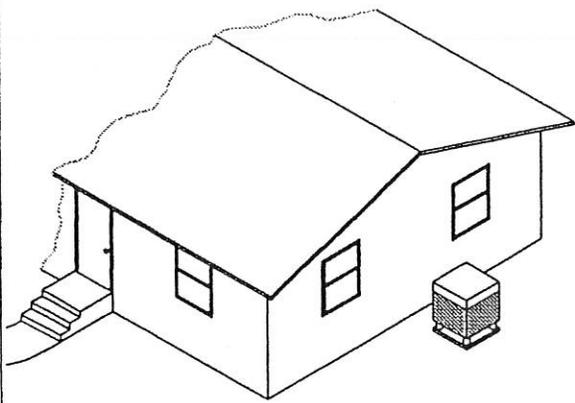


SLABS UNDER 240 SQ. FT.  
W/SPANS OF 10' OR LESS.

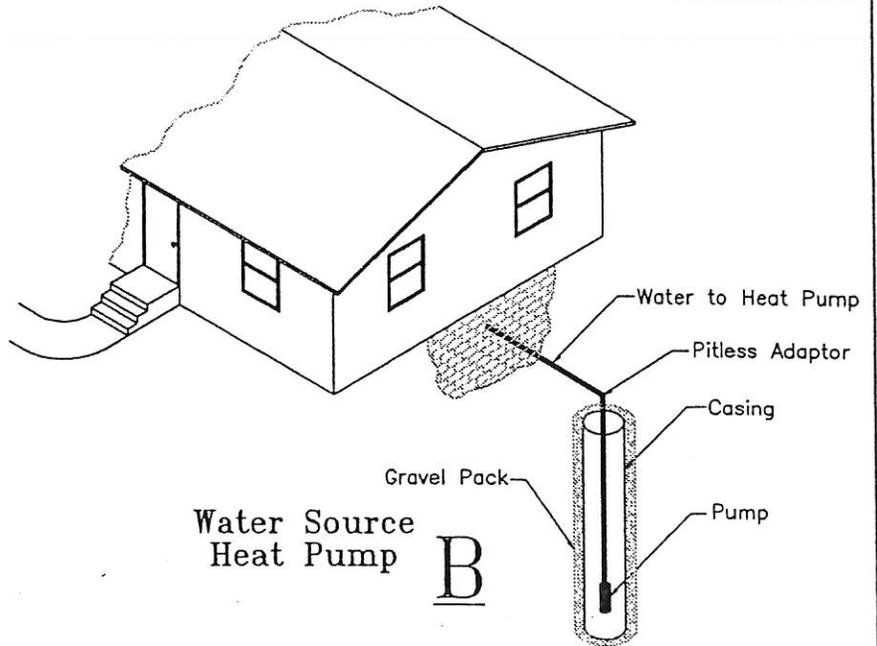


# Sample Construction Detail



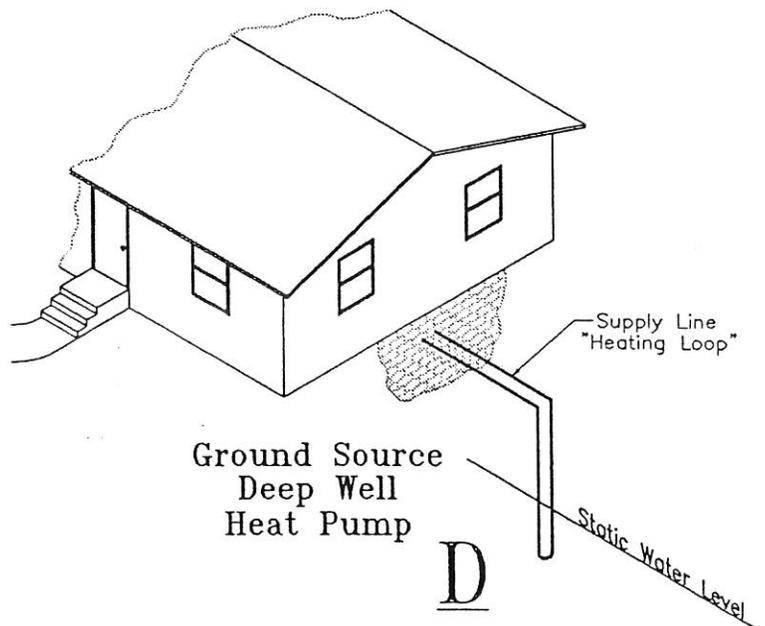


Air Source Heat Pump A

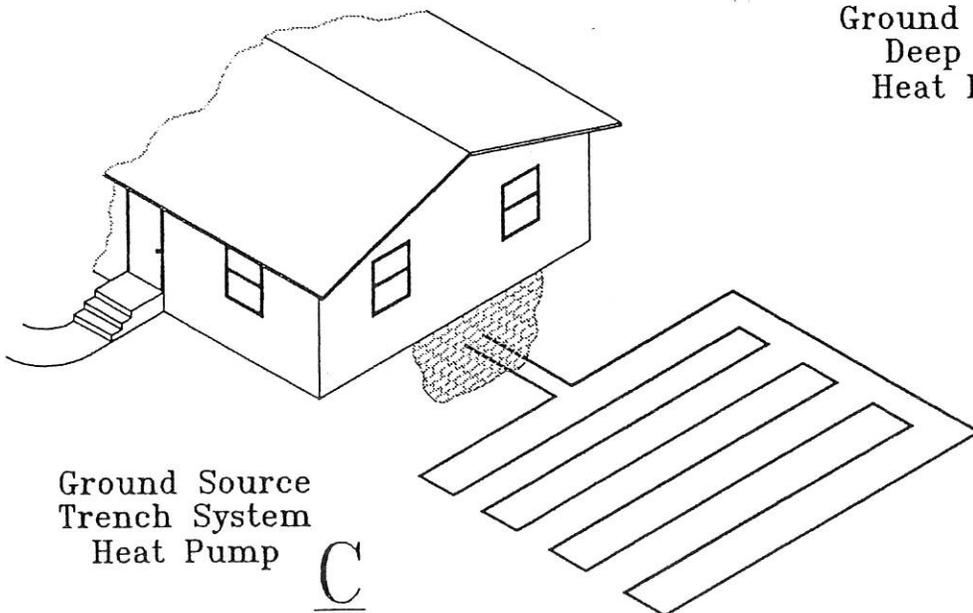


Water Source Heat Pump B

# Typical Heat Pumps



Ground Source Deep Well Heat Pump D



Ground Source Trench System Heat Pump C

## APPENDIX F

# RADON CONTROL METHODS

*(The provisions contained in this appendix are not mandatory unless specifically referenced in the adopting ordinance.)*

### SECTION AF101 SCOPE

**AF101.1 General.** This appendix contains requirements for new construction in *jurisdictions* where radon-resistant construction is required.

Inclusion of this appendix by *jurisdictions* shall be determined through the use of locally available data or determination of Zone 1 designation in Figure AF101 and Table AF101(1).

### SECTION AF102 DEFINITIONS

**AF102.1 General.** For the purpose of these requirements, the terms used shall be defined as follows:

**DRAIN TILE LOOP.** A continuous length of drain tile or perforated pipe extending around all or part of the internal or external perimeter of a *basement* or crawl space footing.

**RADON GAS.** A naturally occurring, chemically inert, radioactive gas that is not detectable by human senses. As a gas, it can move readily through particles of soil and rock, and can accumulate under the slabs and foundations of homes where it can easily enter into the living space through construction cracks and openings.

**SOIL-GAS-RETARDER.** A continuous membrane of 6-mil (0.15 mm) polyethylene or other equivalent material used to retard the flow of soil gases into a building.

**SUBMEMBRANE DEPRESSURIZATION SYSTEM.** A system designed to achieve lower submembrane air pressure relative to crawl space air pressure by use of a vent drawing air from beneath the soil-gas-retarder membrane

**SUBSLAB DEPRESSURIZATION SYSTEM (Active).** A system designed to achieve lower subslab air pressure relative to indoor air pressure by use of a fan-powered vent drawing air from beneath the slab.

**SUBSLAB DEPRESSURIZATION SYSTEM (Passive).** A system designed to achieve lower subslab air pressure relative to indoor air pressure by use of a vent pipe routed through the *conditioned space* of a building and connecting the subslab area with outdoor air, thereby relying on the convective flow of air upward in the vent to draw air from beneath the slab.

### SECTION AF103 REQUIREMENTS

**AF103.1 General.** The following construction techniques are intended to resist radon entry and prepare the building for

post-construction radon mitigation, if necessary (see Figure AF102). These techniques are required in areas where designated by the *jurisdiction*.

**AF103.2 Subfloor preparation.** A layer of gas-permeable material shall be placed under all concrete slabs and other floor systems that directly contact the ground and are within the walls of the living spaces of the building, to facilitate future installation of a subslab depressurization system, if needed. The gas-permeable layer shall consist of one of the following:

1. A uniform layer of clean aggregate, a minimum of 4 inches (102 mm) thick. The aggregate shall consist of material that will pass through a 2-inch (51 mm) sieve and be retained by a 1/4-inch (6.4 mm) sieve.
2. A uniform layer of sand (native or fill), a minimum of 4 inches (102 mm) thick, overlain by a layer or strips of geotextile drainage matting designed to allow the lateral flow of soil gases.
3. Other materials, systems or floor designs with demonstrated capability to permit depressurization across the entire subfloor area.

**AF103.3 Soil-gas-retarder.** A minimum 6-mil (0.15 mm) [or 3-mil (0.075 mm) cross-laminated] polyethylene or equivalent flexible sheeting material shall be placed on top of the gas-permeable layer prior to casting the slab or placing the floor assembly to serve as a soil-gas-retarder by bridging any cracks that develop in the slab or floor assembly, and to prevent concrete from entering the void spaces in the aggregate base material. The sheeting shall cover the entire floor area with separate sections of sheeting lapped at least 12 inches (305 mm). The sheeting shall fit closely around any pipe, wire or other penetrations of the material. All punctures or tears in the material shall be sealed or covered with additional sheeting.

**AF103.4 Entry routes.** Potential radon entry routes shall be closed in accordance with Sections AF103.4.1 through AF103.4.10.

**AF103.4.1 Floor openings.** Openings around bathtubs, showers, water closets, pipes, wires or other objects that penetrate concrete slabs, or other floor assemblies, shall be filled with a polyurethane caulk or equivalent sealant applied in accordance with the manufacturer's recommendations.

**AF103.4.2 Concrete joints.** All control joints, isolation joints, construction joints, and any other joints in concrete slabs or between slabs and foundation walls shall be sealed with a caulk or sealant. Gaps and joints shall be cleared of loose material and filled with polyurethane caulk or other elastomeric sealant

applied in accordance with the manufacturer's recommendations.

**AF103.4.3 Condensate drains.** Condensate drains shall be trapped or routed through nonperforated pipe to daylight.

**AF103.4.4 Sumps.** Sump pits open to soil or serving as the termination point for subslab or exterior drain tile loops shall be covered with a gasketed or otherwise sealed lid. Sumps used as the suction point in a subslab depressurization system shall have a lid designed to accommodate the vent pipe. Sumps used as a floor drain shall have a lid equipped with a trapped inlet.

**AF103.4.5 Foundation walls.** Hollow block masonry foundation walls shall be constructed with either a continuous course of *solid masonry*, one course of masonry grouted solid, or a solid concrete beam at or above finished ground surface to prevent the passage of air from the interior of the wall into the living space. Where a brick veneer or other masonry ledge is installed, the course immediately below that ledge shall be sealed. Joints, cracks or other openings around all penetrations of both exterior and interior surfaces of masonry block or wood foundation walls below the ground surface shall be filled with polyurethane caulk or equivalent sealant. Penetrations of concrete walls shall be filled.

**AF103.4.6 Dampproofing.** The exterior surfaces of portions of concrete and masonry block walls below the ground surface shall be dampproofed in accordance with Section R406.

**AF103.4.7 Air-handling units.** Air-handling units in crawl spaces shall be sealed to prevent air from being drawn into the unit.

**Exception:** Units with gasketed seams or units that are otherwise sealed by the manufacturer to prevent leakage.

**AF103.4.8 Ducts.** Ductwork passing through or beneath a slab shall be of seamless material unless the air-handling system is designed to maintain continuous positive pressure within such ducting. Joints in such ductwork shall be sealed to prevent air leakage.

Ductwork located in crawl spaces shall have all seams and joints sealed by closure systems in accordance with Section M1601.4.1.

**AF103.4.9 Crawl space floors.** Openings around all penetrations through floors above crawl spaces shall be caulked or otherwise filled to prevent air leakage.

**AF103.4.10 Crawl space access.** Access doors and other openings or penetrations between *basements* and adjoining crawl spaces shall be closed, gasketed or otherwise filled to prevent air leakage.

**AF103.5 Passive submembrane depressurization system.** In buildings with crawl space foundations, the following

components of a passive submembrane depressurization system shall be installed during construction.

**Exception:** Buildings in which an *approved* mechanical crawl space ventilation system or other equivalent system is installed.

**AF103.5.1 Ventilation.** Crawl spaces shall be provided with vents to the exterior of the building. The minimum net area of ventilation openings shall comply with Section R408.1.

**AF103.5.2 Soil-gas-retarder.** The soil in crawl spaces shall be covered with a continuous layer of minimum 6-mil (0.15 mm) polyethylene soil-gas-retarder. The ground cover shall be lapped a minimum of 12 inches (305 mm) at joints and shall extend to all foundation walls enclosing the crawl space area.

**AF103.5.3 Vent pipe.** A plumbing tee or other *approved* connection shall be inserted horizontally beneath the sheeting and connected to a 3- or 4-inch-diameter (76 or 102 mm) fitting with a vertical vent pipe installed through the sheeting. The vent pipe shall be extended up through the building floors, and terminate at least 12 inches (305 mm) above the roof in a location at least 10 feet (3048 mm) away from any window or other opening into the *conditioned spaces* of the building that is less than 2 feet (610 mm) below the exhaust point, and 10 feet (3048 mm) from any window or other opening in adjoining or adjacent buildings.

**AF103.6 Passive subslab depressurization system.** In *basement* or slab-on-grade buildings, the following components of a passive subslab depressurization system shall be installed during construction.

**AF103.6.1 Vent pipe.** A minimum 3-inch-diameter (76 mm) ABS, PVC or equivalent gas-tight pipe shall be embedded vertically into the subslab aggregate or other permeable material before the slab is cast. A "T" fitting or equivalent method shall be used to ensure that the pipe opening remains within the subslab permeable material. Alternatively, the 3-inch (76 mm) pipe shall be inserted directly into an interior perimeter drain tile loop or through a sealed sump cover where the sump is exposed to the subslab aggregate or connected to it through a drainage system.

The pipe shall be extended up through the building floors, and terminate at least 12 inches (305 mm) above the surface of the roof in a location at least 10 feet (3048 mm) away from any window or other opening into the *conditioned spaces* of the building that is less than 2 feet (610 mm) below the exhaust point, and 10 feet (3048 mm) from any window or other opening in adjoining or adjacent buildings.

**AF103.6.2 Multiple vent pipes.** In buildings where interior footings or other barriers separate the subslab aggregate or other gas-permeable material, each area shall be

fitted with an individual vent pipe. Vent pipes shall connect to a single vent that terminates above the roof or each individual vent pipe shall terminate separately above the roof.

**AF103.7 Vent pipe drainage.** All components of the radon vent pipe system shall be installed to provide positive drainage to the ground beneath the slab or soil-gas-retarder.

**AF103.8 Vent pipe accessibility.** Radon vent pipes shall be accessible for future fan installation through an *attic* or other area outside the *habitable space*.

**Exception:** The radon vent pipe need not be accessible in an *attic* space where an *approved* roof-top electrical supply is provided for future use.

**AF103.9 Vent pipe identification.** All exposed and visible interior radon vent pipes shall be identified with at least one *label* on each floor and in accessible *attics*. The *label* shall read: "Radon Reduction System."

**AF103.10 Combination foundations.** Combination *basement/crawl* space or *slab-on-grade/crawl* space foundations shall have separate radon vent pipes installed in each type of foundation area. Each radon vent pipe shall terminate above the roof or shall be connected to a single vent that terminates above the roof.

**AF103.11 Building depressurization.** Joints in air ducts and plenums in *unconditioned spaces* shall meet the requirements of Section M1601. Thermal envelope air infiltration requirements shall comply with the energy conservation provisions in Chapter 11. Fireblocking shall meet the requirements contained in Section R302.11.

**AF103.12 Power source.** To provide for future installation of an active submembrane or subslab depressurization system, an electrical circuit terminated in an *approved* box shall be installed during construction in the *attic* or other anticipated location of vent pipe fans. An electrical supply shall also be accessible in anticipated locations of system failure alarms.

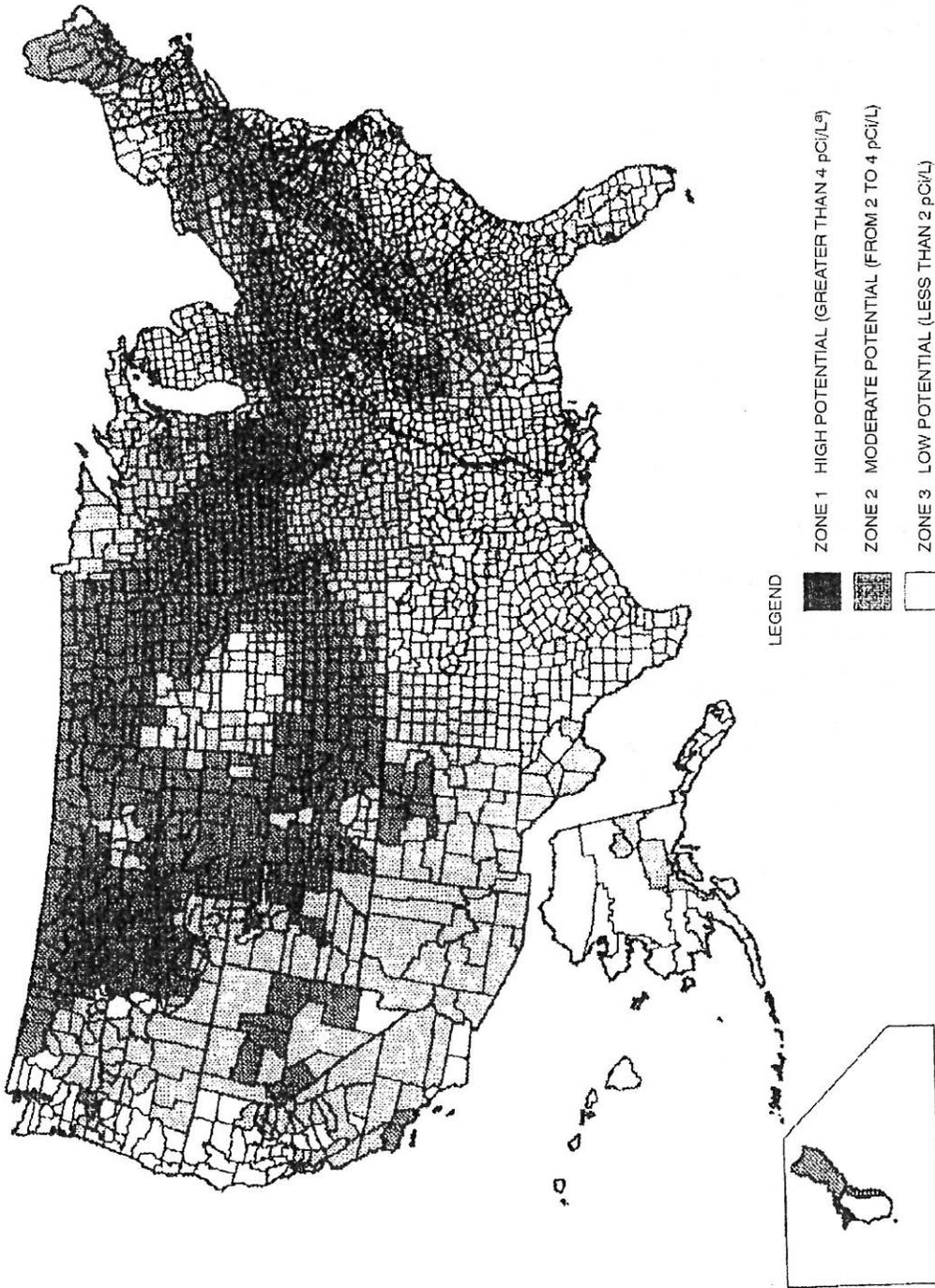


FIGURE AF101  
EPA MAP OF RADON ZONES

a. pCi/L standard for picocuries per liter of radon gas. The U.S. Environmental Protection Agency (EPA) recommends that all homes that measure 4 pCi/L and greater be mitigated. The EPA and the U.S. Geological Survey have evaluated the radon potential in the United States and have developed a map of radon zones designed to assist building officials in deciding whether radon-resistant features are applicable in new construction. The map assigns each of the 3,141 counties in the United States to one of three zones based on radon potential. Each zone designation reflects the average short-term radon measurement that can be expected to be measured in a building without the implementation of radon-control methods. The radon zone designation of highest priority is Zone 1. Table AF101 lists the Zone 1 counties illustrated on the map. More detailed information can be obtained from state-specific booklets (EPA-402-R-93-021 through 070) available through State Radon Offices or from EPA Regional Offices.

TABLE AF101(1)  
HIGH RADON-POTENTIAL (ZONE 1) COUNTIES\*

<b>ALABAMA</b>	<b>CONNECTICUT</b>	Moultrie	Warren	Wallace	Jackson	Wilkin
Calhoun	Fairfield	Ogle	Washington	Washington	Kalamazoo	Winona
Clay	Middlesex	Peoria	Wayne	Wichita	Lenawee	Wright
Cleburne	New Haven	Piatt	Wells	Wyandotte	St. Joseph	Yellow Medicine
Colbert	New London	Pike	White		Washtenaw	
Coosa		Putnam	Whitley	<b>KENTUCKY</b>		<b>MISSOURI</b>
Franklin	<b>GEORGIA</b>	Rock Island		Adair		Andrew
Jackson	Cobb	Sangamon	<b>IOWA</b>	Allen	<b>MINNESOTA</b>	Atchison
Lauderdale	De Kalb	Schuyler	All Counties	Barren	Becker	Buchanan
Lawrence	Fulton	Scott		Bourbon	Big Stone	Cass
Limestone	Gwinnett	Stark	<b>KANSAS</b>	Boyle	Blue Earth	Clay
Madison		Stephenson	Atchison	Bullitt	Brown	Clinton
Morgan	<b>IDAHO</b>	Tazewell	Barton	Casey	Carver	Holt
Talladega	Benewah	Vermilion	Brown	Clark	Chippewa	Iron
	Blaine	Warren	Cheyenne	Cumberland	Clay	Jackson
<b>CALIFORNIA</b>	BoiseBonner	Whiteside	Clay	Fayette	Cottonwood	Nodaway
Santa Barbara	Boundary	Winnebago	Cloud	Franklin	Dodge	Platte
Ventura	Butte	Woodford	Decatur	Green	Douglas	
	Camas		Dickinson	Harrison	Faribault	<b>MONTANA</b>
<b>COLORADO</b>	Clark	<b>INDIANA</b>	Douglas	Hart	Fillmore	Beaverhead
Adams	Clearwater	Adams	Ellis	Jefferson	Freeborn	Big Horn
Arapahoe	Custer	Allen	Ellsworth	Jessamine	Goodhue	Blaine
Baca	Elmore	Bartholomew	Finney	Lincoln	Grant	Broadwater
Bent	Fremont	Benton	Ford	Marion	Hennepin	Carbon
Boulder	Gooding	Blackford	Geary	Mercer	Houston	Carter
Chaffee	Idaho	Boone	Gove	Metcalfe	Hubbard	Cascade
Cheyenne	Kootenai	Carroll	Graham	Monroe	Jackson	Chouteau
Clear Creek	Latah	Cass	Grant	Nelson	Kanabec	Custer
Crowley	Lemhi	Clark	Gray	Pendleton	Kandiyohi	Daniels
Custer	Shoshone	Clinton	Greeley	Pulaski	Kittson	Dawson
Delta	Valley	De Kalb	Hamilton	Robertson	Lac Qui Parle	Deer Lodge
Denver		Decatur	Haskell	Russell	Le Sueur	Fallon
Dolores	<b>ILLINOIS</b>	Delaware	Hodgeman	Scott	Lincoln	Fergus
Douglas	Adams	Elkhart	Jackson	Taylor	Lyon	Flathead
El Paso	Boone	Fayette	Jewell	Warren	Mahnomen	Gallatin
Elbert	Brown	Fountain	Johnson	Woodford	Marshall	Garfield
Fremont	Bureau	Fulton	Kearny		Martin	Glacier
Garfield	Calhoun	Grant	Kingman	<b>MAINE</b>	McLeod	Granite
Gilpin	Carroll	Hamilton	Kiowa	Androscoggin	Meeker	Hill
Grand	Cass	Hancock	Lane	Aroostook	Mower	Jefferson
Gunnison	Champaign	Harrison	Leavenworth	Cumberland	Murray	Judith Basin
Huerfano	Coles	Hendricks	Lincoln	Franklin	Nicollet	Lake
Jackson	De Kalb	Henry	Logan	Hancock	Nobles	Lewis and Clark
Jefferson	De Witt	Howard	Marion	Kennebec	Norman	Madison
Kiowa	Douglas	Huntington	Marshall	Lincoln	Olmsted	McCone
Kit Carson	Edgar	Jay	McPherson	Oxford	Otter Tail	Meagher
Lake	Ford	Jennings	Meade	Penobscot	Pennington	Missoula
Larimer	Fulton	Johnson	Mitchell	Piscataquis	Pipestone	Park
Las Animas	Greene	Kosciusko	Nemaha	Somerset	Polk	Phillips
Lincoln	Grundy	LaGrange	Ness	York	Pope	Pondera
Logan	Hancock	Lawrence	Norton		Ramsey	Powder River
Mesa	Henderson	Madison	Osborne	<b>MARYLAND</b>	Red Lake	Powell
Moffat	Henry	Marion	Ottawa	Baltimore	Redwood	Prairie
Montezuma	Iroquois	Marshall	Pawnee	Calvert	Renville	Ravalli
Montrose	Jersey	Miami	Phillips	Carroll	Rice	Richland
Morgan	Jo Daviess	Monroe	Pottawatomie	Frederick	Rock	Roosevelt
Otero	Kane	Montgomery	Pratt	Harford	Roseau	Rosebud
Ouray	Kendall	Noble	Rawlins	Howard	Scott	Sanders
Park	Knox	Orange	Republic	Montgomery	Sherburne	Sheridan
Phillips	La Salle	Putnam	Rice	Washington	Sibley	Silver Bow
Pitkin	Lee	Randolph	Riley		Stearns	Stillwater
Prowers	Livingston	Rush	Rooks	<b>MASS.</b>	Steele	Teton
Pueblo	Logan	Scott	Rush	Essex	Stevens	Toole
Rio Blanco	Macon	Shelby	Saline	Middlesex	Swift	Valley
San Miguel	Marshall	St. Joseph	Scott	Worcester	Todd	Wibaux
Summit	Mason	Stauben	Sheridan		Traverse	Yellowstone
Teller	McDonough	Tippecanoe	Sherman	<b>MICHIGAN</b>	Wabasha	
Washington	McLean	Tipton	Smith	Branch	Wadena	
Weld	Menard	Union	Stanton	Calhoun	Waseca	
Yuma	Mercer	Vermillion	Thomas	Cass	Washington	
	Morgan	Wabash	Trego	Hillsdale	Watwan	

(continued)

TABLE AF101(1)—continued  
HIGH RADON-POTENTIAL (ZONE 1) COUNTIES\*

<b>NEBRASKA</b>	Hunterdon	Belmont	Delaware	McPherson	Bland	Hancock
Adams	Mercer	Butler	Franklin	Miner	Botetourt	Hardy
Boone	Monmouth	Carroll	Fulton	Minnehaha	Bristol	Jefferson
Boyd	Morris	Champaign	Huntingdon	Moody	Brunswick	Marshall
Burt	Somerset	Clark	Indiana	Perkins	Buckingham	Mercer
Butler	Sussex	Clinton	Juniata	Potter	Buena Vista	Mineral
Cass	Warren	Columbiana	Lackawanna	Roberts	Campbell	Monongalia
Cedar		Coshocton	Lancaster	Sanborn	Chesterfield	Monroe
Clay	<b>NEW MEXICO</b>	Crawford	Lebanon	Spink	Clarke	Morgan
Colfax	Bernalillo	Darke	Lehigh	Stanley	Clifton Forge	Ohio
Cuming	Colfax	Delaware	Luzerne	Sully	Covington	Pendleton
Dakota	Mora	Fairfield	Lycoming	Turner	Craig	Pocahontas
Dixon	Rio Arriba	Fayette	Mifflin	Union	Cumberland	Preston
Dodge	San Miguel	Franklin	Monroe	Walworth	Danville	Summers
Douglas	Santa Fe	Greene	Montgomery	Yankton	Dinwiddie	Wetzel
Fillmore	Taos	Guernsey	Montour		Fairfax	
Franklin		Hamilton	Northampton	<b>TENNESSEE</b>	Falls Church	<b>WISCONSIN</b>
Frontier	<b>NEW YORK</b>	Hancock	Northumberland	Anderson	Fluvanna	Buffalo
Furnas	Albany	Hardin	Perry	Bedford	Frederick	Crawford
Gage	Allegany	Harrison	Schuylkill	Blount	Fredericksburg	Dane
Gosper	Broome	Holmes	Snyder	Bradley	Giles	Dodge
Greeley	Cattaraugus	Huron	Sullivan	Claiborne	Goochland	Door
Hamilton	Cayuga	Jefferson	Susquehanna	Davidson	Harrisonburg	Fond du Lac
Harlan	Chautauqua	Knox	Tioga	Giles	Henry	Grant
Hayes	Chemung	Licking	Union	Grainger	Highland	Green
Hitchcock	Chenango	Logan	Venango	Greene	Lee	Green Lake
Hurston	Columbia	Madison	Westmoreland	Hamblen	Lexington	Iowa
Jefferson	Cortland	Marion	Wyoming	Hancock	Louisa	Jefferson
Johnson	Delaware	Mercer	York	Hawkins	Martinsville	Lafayette
Kearney	Dutchess	Miami		Hickman	Montgomery	Langlade
Knox	Erie	Montgomery	<b>RHODE ISLAND</b>	Humphreys	Nottoway	Marathon
Lancaster	Genesee	Morrow	Kent	Jackson	Orange	Menominee
Madison	Greene	Muskingum	Washington	Jefferson	Page	Pepin
Nance	Livingston	Perry		Knox	Patrick	Pierce
Nemaha	Madison	Pickaway	<b>S. CAROLINA</b>	Lawrence	Pittsylvania	Portage
Nuckolls	Onondaga	Pike	Greenville	Lewis	Powhatan	Richland
Otoe	Ontario	Preble		Lincoln	Pulaski	Rock
Pawnee	Orange	Richland	<b>S. DAKOTA</b>	Loudon	Radford	Shawano
Phelps	Otsego	Ross	Aurora	Marshall	Roanoke	St. Croix
Pierce	Putnam	Seneca	Beadle	Maury	Rockbridge	Vernon
Platte	Rensselaer	Shelby	Bon Homme	McMinn	Rockingham	Walworth
Polk	Schoharie	Stark	Brookings	Meigs	Russell	Washington
Red Willow	Schuyler	Summit	Brown	Monroe	Salem	Waukesha
Richardson	Seneca	Tuscarawas	Brule	Moore	Scott	Waupaca
Saline	Steuben	Union	Buffalo	Perry	Shenandoah	Wood
Sarpy	Sullivan	Van Wert	Campbell	Roane	Smyth	
Saunders	Tioga	Wayne	Charles Mix	Rutherford	Spotsylvania	<b>WYOMING</b>
Seward	Tompkins	Wyandot	Clark	Smith	Stafford	Albany
Stanton	Ulster		Codington	Sullivan	Staunton	Big Horn
Thayer	Washington	<b>PENNSYLVANIA</b>	Corson	Trousdale	Tazewell	Campbell
Washington	Wyoming	Adams	Davison	Union	Warren	Carbon
Wayne	Yates	Allegheny	Day	Washington	Washington	Converse
Webster		Armstrong	Deuel	Wayne	Waynesboro	Crook
York		Beaver	Douglas	Williamson	Winchester	Fremont
		Bedford	Edmunds	Wilson	Wythe	Goshen
<b>NEVADA</b>		Berks	Faulk			Hot Springs
Carson City		Blair	Grant	<b>UTAH</b>		Johnson
Douglas		Bradford	Hamlin	Carbon		Laramie
Eureka		Bucks	Hand	Duchesne		Lincoln
Lander		Butler	Hanson	Grand		Natrona
Lincoln		Cameron	Hughes	Piute		Niobrara
Lyon		Carbon	Hutchinson	Sanpete		Park
Mineral		Centre	Hyde	Sevier		Sheridan
Pershing		Chester	Jerauld	Uintah		Sublette
White Pine		Clarion	Kingsbury		<b>VIRGINIA</b>	Sweetwater
		Clearfield	Lake	<b>VIRGINIA</b>	Berkeley	Teton
<b>NEW HAMPSHIRE</b>	<b>OHIO</b>	Clinton	Lincoln	Alleghany	Brooke	Uinta
Carroll	Adams	Columbia	Lyman	Amelia	Grant	Washakie
	Allen	Cumberland	Marshall	Appomattox	Greenbrier	
<b>NEW JERSEY</b>	Ashland	Dauphin	McCook	Augusta	Hampshire	
	Auglaize			Bath		

a. The EPA recommends that this county listing be supplemented with other available State and local data to further understand the radon potential of a Zone 1 area.

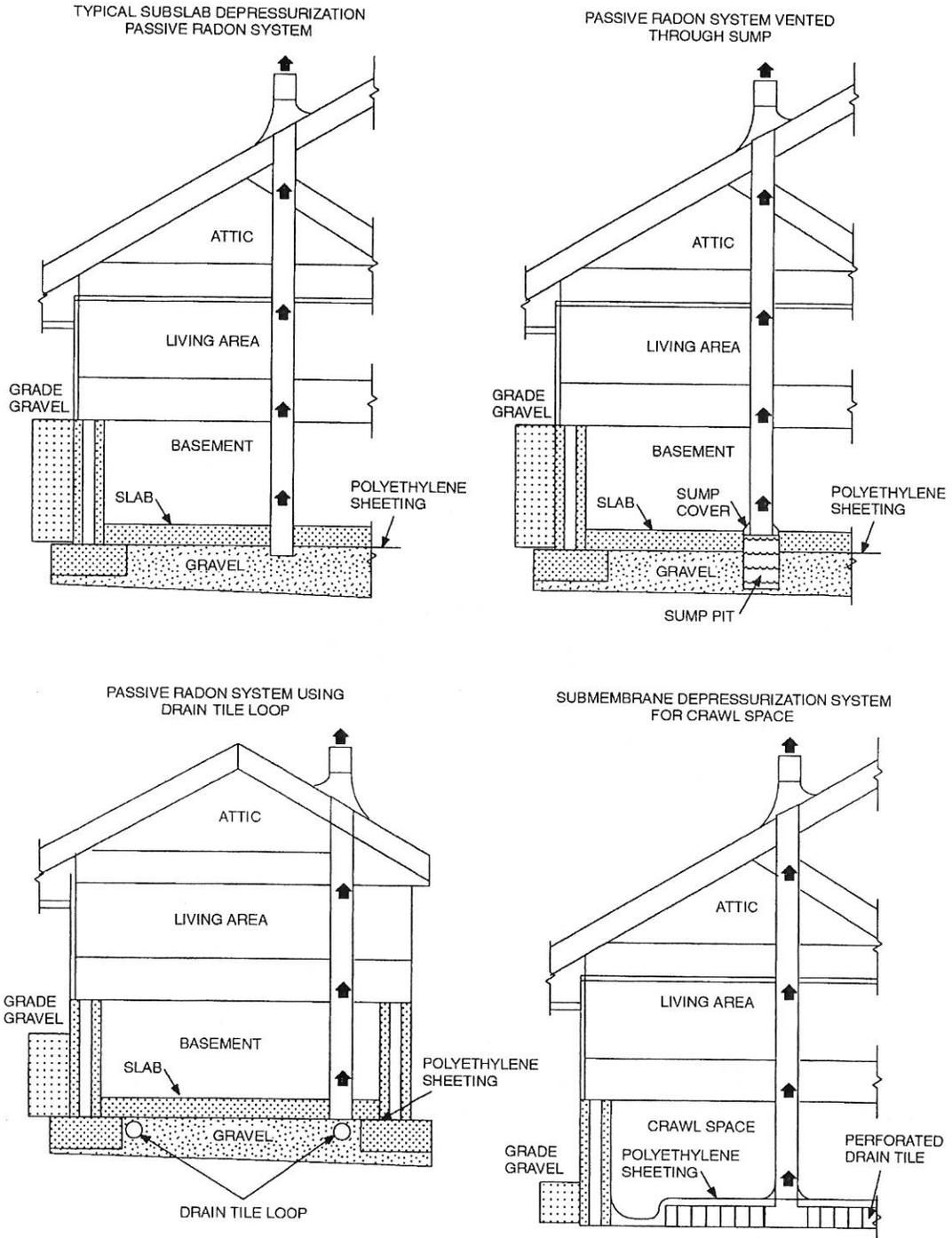


FIGURE AF102  
RADON-RESISTANT CONSTRUCTION DETAILS FOR FOUR FOUNDATION TYPES

The Commercial Driveway Application Checklist included hereafter (a clear photocopy is permissible) shall accompany the application to facilitate review by the Public Works Department.

### DRIVEWAY APPLICATION CHECKLIST

Residential  Commercial

1. This property is legally described as Lot \_\_\_\_\_, Block \_\_\_\_\_,  
\_\_\_\_\_ Subdivision,  
Section \_\_\_\_\_, Township \_\_\_\_\_ North, Range \_\_\_\_\_ East, City of Hastings, Nebraska.
2. The commonly known street address: \_\_\_\_\_
3. Name and/or Use of property: \_\_\_\_\_
4. Driveway dimensions: (reference: *Figure D-2 Driveway Design and Location Standards*)
  - a. Distance from property line to centerline of driveway \_\_\_\_\_
  - b. Distance from closest side street curb to near edge of driveway \_\_\_\_\_  
(minimum 55')
  - c. Throat width of driveway approach (W) \_\_\_\_\_
  - d. Radii dimensions (R) \_\_\_\_\_
  - e. Total curb cut dimension (W + R + R) \_\_\_\_\_
5. Parking lot dimensions: (reference: *Figure PL-1 Parking Lot Design Standards*)
  - a. Angle of Parking \_\_\_\_\_
  - b. Stall Width \_\_\_\_\_
  - c. Stall Depth \_\_\_\_\_
  - d. Aisle Widths \_\_\_\_\_
6. Special Considerations:
  - a. Vehicle waiting storage requirements are: \_\_\_\_\_ (reference: *Table VS-1 Driveway Design and Location Standards*).
  - b. Sight distances: Speed \_\_\_\_\_ mph Required sight distance \_\_\_\_\_ feet  
(reference: *Figure SD-4 Appendix A*).

## Hastings City Code

(6) General instructions for driveway permit application.

(a) General.

Application for driveway permits are made to the City of Hastings Development Service Department.

The application shall include the address and legal description of the property served by the proposed driveway approach, the property owner's name, length of proposed curb cuts, the name, signature and telephone number the representative of the property owner authorized to make decisions concerning the driveway approach binding on the property owner.

(b) Application for driveways serving single family and two-family dwellings.

Application for driveway permits for single and two-family dwelling units may be approved by the Development Services Department when it is determined that the site plan drawn on the application is in conformance with these standards and the regulations of the City. Only one such driveway may be approved for each dwelling unit unless the application meets the requirements for circular drives as illustrated in Figure D-1. One additional driveway for a single buildable lot may be approved on non-major streets when a written request and drawing as set forth herein is submitted indicating the justification for such additional drive and when the same is approved by the Director of Public Works.

(c) Application for driveways in conjunction with building activity.

Application for driveways in conjunction with building activities shall be filed at the time of application for the associated building permit. The issuance of the driveway permit and payment of fees however, need not coincide with the issuance of the building permit.

(d) Multi-family, commercial and industrial uses.

Applications for driveway permits for all driveways, other than single or two-family dwellings, shall include three (3) copies of a site plan which shows the following items:

1. Scale drawing (1" = 20') with north arrow indicated.
2. Property lines and setback lines of property served, with dimensions.
3. Building and structure lines (note overhead or drive-in door locations).
4. Parking lot layout, with dimensions of aisles and stalls.
5. Parking lot barriers.
6. Adjacent roadways and sidewalks.
7. The proposed driveways, with dimensions.
8. Location of physical features of the property (i.e. trees, poles, inlets, manholes, valves, utilities, existing drives or curb cut locations, and service connections, within the public right-of-way).
9. Proposed traffic volume and vehicle type using the driveways.
10. Curb shall be ground or total removal and replacement shall be determined by Street Superintendent or authorized representative.

(Ord. No. 4233-11/2009)

## Hastings City Code

This standard shall apply to all private roadways located within the City of within the zoning jurisdiction of the City of Hastings.

(Ord. No. 4233-11/2009)

### 38-405. Driveway design standards.

#### (1) General.

This standard shall apply to all residential and commercial driveways located within the City and commercial driveways located outside the City Limits but within the zoning jurisdiction of the City.

Construction of any driveway shall require and be subject to the conditions of a driveway permit issued through the Department of Development Services. Requirements for permit applications are covered herein.

#### (2) Policies.

##### (a) General.

It is the policy of the City of Hastings to promote the maximum safe and efficient travel of persons on the public right-of-way and to preserve the maximum capacity of the roadway to accommodate such travel.

The issuance, denial, modification and revocation of driveway approach permits and the ordering of the removal, reconstruction, relocation, or alteration of any driveway approach may be used to implement this policy.

Driveway approaches shall be designed so that under the specific conditions for the property:

(i) Reasonable access from the roadway is afforded.

(ii) Horizontal separation from other approaches and roadway intersections is the maximum attainable.

(iii) The area and number of points where conflicts between vehicles using the approach, through vehicles using the roadway and pedestrians using the sidewalks is kept to a minimum.

(iv) Speed differential between vehicles using the approach and vehicles on the roadway is kept as low as possible.

(v) The driver entering or leaving the approach has the maximum unobstructed view of other vehicles using the roadway.

(vi) The maximum safety and efficiency of the right and left turning vehicles using the approach is afforded.

(vii) The frequency at which vehicles must stop or substantially reduce speed on the roadway because of actions of vehicles entering or leaving the driveway approach is kept to a minimum.

(viii) The maximum safety, efficiency and capacity of the roadway is promoted.

##### (b) Costs of construction.

The Owner of the property served by the driveway approach shall pay all costs for constructing the driveway approach; required additional turn lanes; pavement widening; median construction or reconstruction; alteration of manholes, storm sewer inlets, water valves or fire hydrants; relocation of power poles or light poles; and alteration of any other public utilities affected by the construction of the driveway approach. Street Department will address asphalt replacement adjacent to driveway approach at no cost to applicant.

##### (c) Number of driveway approaches.

Guidelines for the number of driveway approaches to be permitted are as follows:

## Subdivisions

(i) For single and two-family dwelling units, only one driveway approach per dwelling will be permitted unless the application meets the requirements for a circular driveway as set forth in Figure D-1. One additional driveway approach for a property may be granted on a non-major street when a site drawing and written request indicating the justification for such additional drive is submitted and such request is approved by the Director of Public Works or designated representative.

(ii) Only one two-way commercial driveway approach or one pair of one-way commercial driveway approaches should be permitted to a property having less than 400 feet of frontage and taking access from a major street.

(iii) Commercial driveway access to a major street from adjoining properties having a total frontage of less than 200 feet should be consolidated where possible. Jointly used driveways are encouraged along major streets to obtain maximum spacing of driveway approaches. These joint use driveways should provide at least a 50 feet deep access easement between the property owners.

(iv) For property located on a corner, commercial driveway access should be limited to one driveway approach. If the property is located at the intersection of a major street and a local or collector street, the driveway approach should be located on the local or collector street to reduce potential conflicts. If desirable horizontal separation of the driveway approach from the intersection and other approaches is attainable, and the land use warrants additional access, an access to both streets may be permitted.

### (3) Design.

#### (a) General.

Driveways used for commercial or industrial purposes, except those leading to loading docks or vehicle access doors, shall be designed such that vehicles can leave and enter the roadway in a forward motion.

Driveways to residential properties which have more than three garage units or parking stalls shall be designed such that vehicles can leave and enter the roadway in a forward motion.

#### (b) Location.

Driveways shall be located to provide maximum separation from other drive approaches and roadway intersections to minimize impeding vehicle traffic on the roadway. Minimum and standard dimensions for driveway approach separation, clearances from roadway intersections and offsets at T-intersections or median openings are shown on Figure D-2. The minimum values shown in this figure are the smallest dimensions which shall be permitted. The standard values shall be used to the extent possible within the property frontage.

#### (c) Sight Distance.

Unobstructed sight distances as set forth in Figure SD-3 and SD-4 of APPENDIX A, shall be provided at all driveway approaches for vehicular and pedestrian traffic safety. Fences, walls, signs or other obstructions shall not be placed in the public street and shall not be placed in the sight triangles as set forth in Figures, SD-3, and SD-4. Chain link fences shall not be allowed in front yards.

#### (d) Driveway approach geometry.

Driveway throat widths, return radii or tapers, and angles are shown in Figure D-2 for the various land uses and street classifications. Typical driveway approach details are shown in Figure D-3.

#### (e) Driveway approach grades.

The driveway approach surface shall meet the sidewalk at sidewalk grade. The sidewalk grade shall be established by the Public Works Department or in conformance with approved subdivision layout plan. Normal sidewalk cross-slope through the driveway approach shall be 2%. Where the walk abuts the curb, the cross-slope shall not exceed 2%. No more than 8% slope (ADA) into the street from the outside edge of sidewalk (nearest to street) will be permitted.

## Hastings City Code

The owner or the owner's representative shall notify the Street Superintendent and request grade stakes for the driveway approach and inspection of the work before concrete is poured. The Public Works Department and/or Development Services Department shall be notified at least two working days in advance to give time to schedule any inspections. Work done without prior inspection shall be removed if the completed construction is not in accordance with terms of the permit.

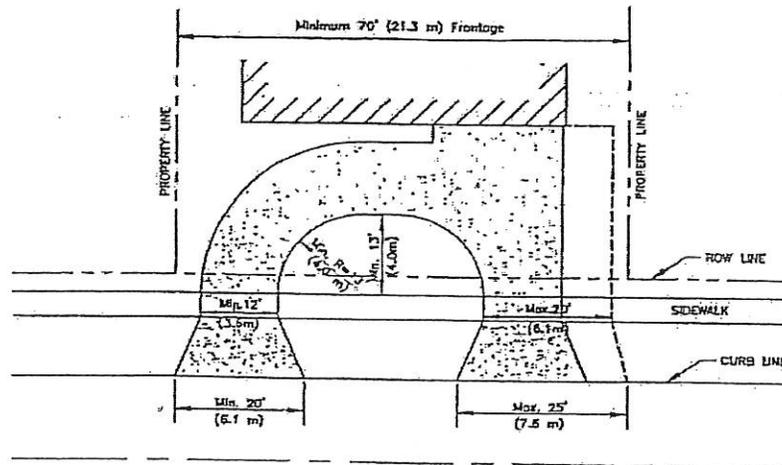
(f) Driveway approach cross-section and construction.

Driveway approaches on paved roadways shall be surfaced with concrete from the roadway edge to the property line. The minimum thickness of driveway approaches for single or two-family dwellings is 6 inches from the roadway edge back to the property line.

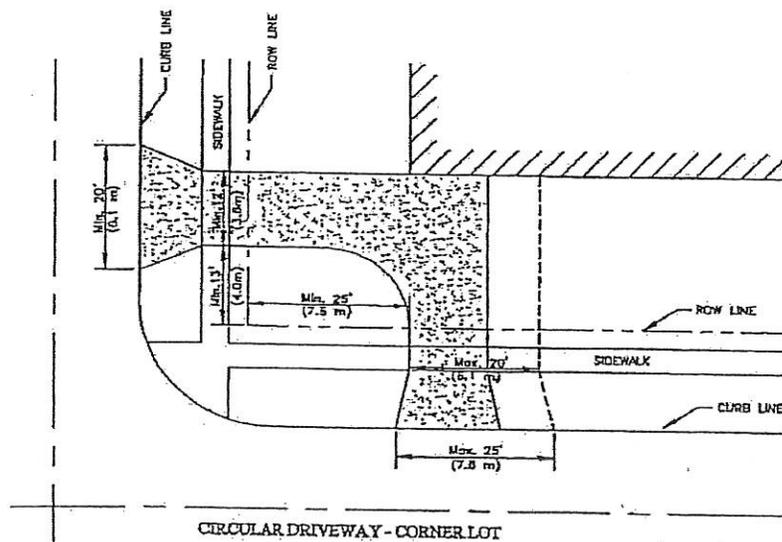
The minimum thickness of commercial driveway approaches is 6 inches from the roadway edge to the property line. The Public Works Department may require a greater thickness for commercial driveways depending on the geometry of the approaches, anticipated traffic volumes and number of trucks using the driveway.

Along roadways improved with a rural-type cross-section and parallel ditch, a drainage culvert shall be installed under the driveway approach. The length, size, grade and location of the culvert shall be determined by the Public Works Department. The culvert is to be purchased by the property owner and installed by the City.

Driveway approaches shall be constructed in conformance with *City of Hastings Standard Specifications for Municipal Construction*.



CIRCULAR DRIVEWAY



CIRCULAR DRIVEWAY - CORNER LOT

NOTE: THE MAXIMUM TOTAL WIDTH OF THE TWO CURBS-CURBS FOR A CIRCULAR DRIVE APPROACH SHALL BE 45' (13.7 m)

CIRCULAR DRIVEWAYS  
for One and Two-Family  
Dwelling Units

FIGURE D-1

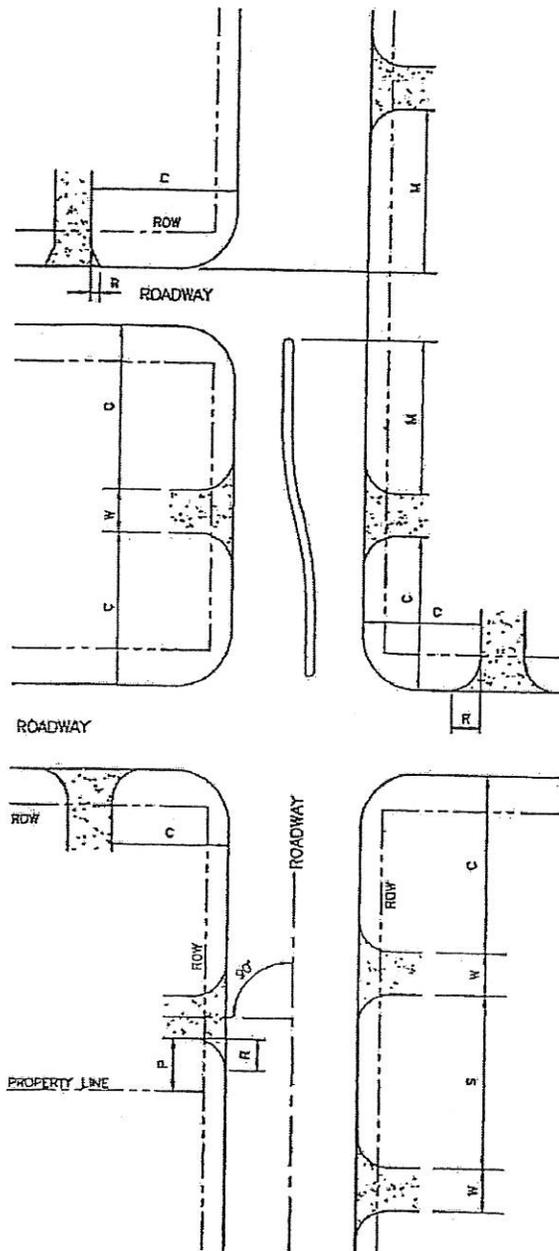


FIGURE D-2

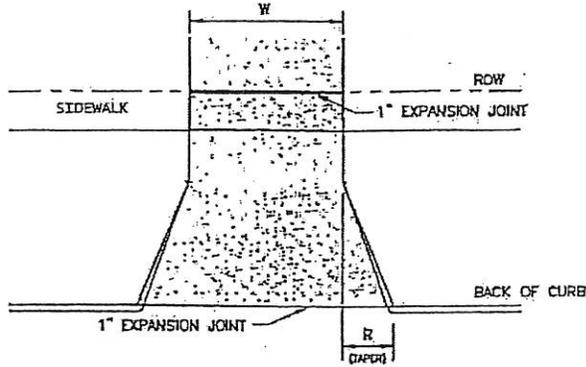
DRIVEWAY DIMENSIONS

	THROAT WIDTH - W'			RETURN RADIUS - R	
	TWO-WAY	ONE-WAY	MAJOR ST.	MAJOR ST.	LOCAL/COLL.
Single or Two-Family	10' to 25'	-	2.5' to 5'	2.5' to 5'	2.5' to 5'
Multiple Dwelling					
Less than 20 Stalls	20' to 25'	15' to 20'	15'	15'	15'
20 or More Stalls	25'	15' to 20'	15' to 20'	15'	15'
Commercial					
Less than 150 veh/hr	25' to 35'	15' to 20'	15' to 20'	15'	15'
150 veh/hr or more	30' to 40'	20' to 22'	25'	20' to 25'	20' to 25'
Truck Access	30' to 40'	20' to 25'	25'	20' to 25'	20' to 25'

DRIVEWAY SPACING & CLEARANCES

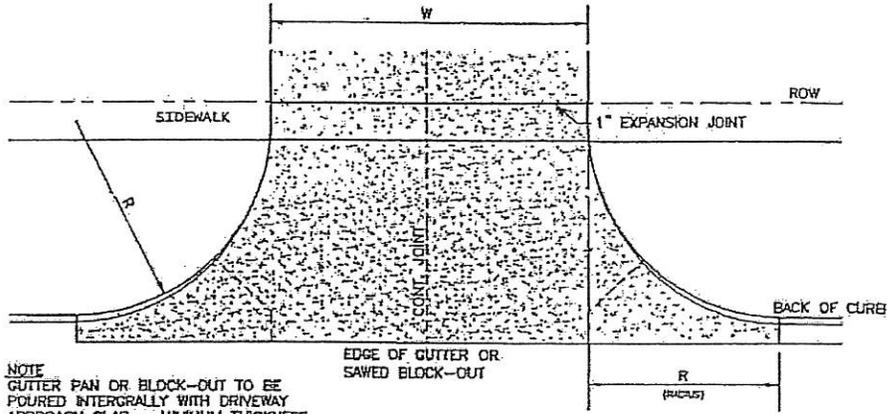
ELEMENT	ROADWAY CLASSIFICATION			
	MINIMUM	STANDARD	MINIMUM	STANDARD
Driveaway Separation - S				
Commercial	30'	150' Min.	20'	50'
Single or Two-Family	5'	150' Min.	5'	50'
Intersection Clearances - C				
Major - Major	55'	150' Min.	-	-
Major - Local/Collector	55'	150' Min.	55'	150'
Local/Collector-Local/Coll		150' Min.	42'	55'
T-Intersection or Median				
Opening Offset - M	75'	75'	-	-
Property Line Offset - P	R	30'	R	10'

# Subdivisions



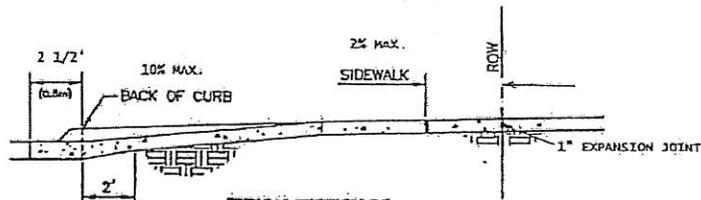
NOTE:  
FOR DIMENSIONS  
"W" AND "L" SEE  
FIGURE D-2

PLAN OF  
RESIDENTIAL DRIVEWAY APPROACH



NOTE  
GUTTER PAN OR BLOCK-OUT TO BE  
POURED INTERGRALLY WITH DRIVEWAY  
APPROACH SLAB - MINIMUM THICKNESS  
= ROADWAY PAVEMENT THICKNESS TO 2'  
(0.6 m) BACK OF CURB.

PLAN OF  
COMMERCIAL DRIVEWAY APPROACH



TYPICAL SECTION OF  
DRIVEWAY APPROACH

DRIVEWAY DETAILS

FIGURE D-3

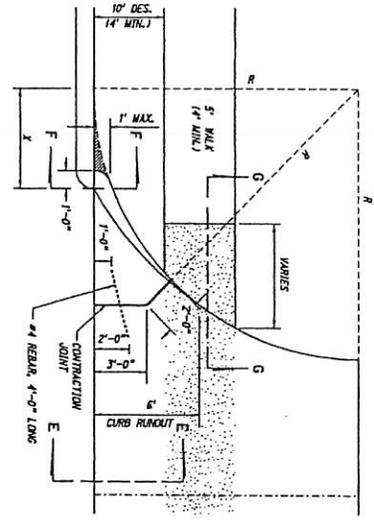
MINIMUM 6" CONCRETE TO PROPERTY LINE

47B OR 6 1/2 SACK AXX (OR AS APPROVED BY CITY ENGINEER)

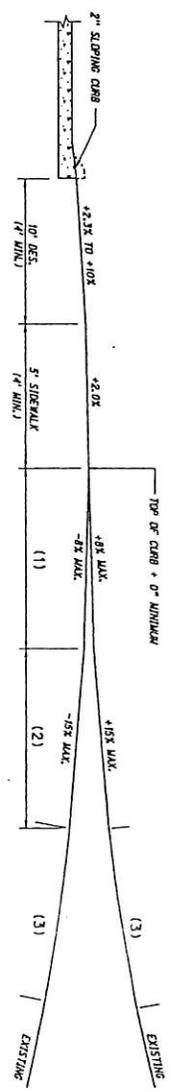
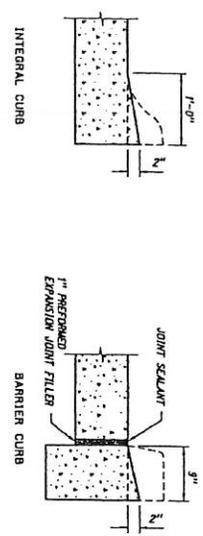
- (1) 10" MIN. IS REQUIRED WHEN THE EXISTING GRADE IS GREATER THAN +10'
- (2) 10" MIN. IS REQUIRED WHEN THE EXISTING GRADE IS GREATER THAN +15'
- (3) 10" MIN. RADIUM IS REQUIRED WHEN THE EXISTING GRADE IS GREATER THAN +22'

R	5	3.00
R	10	4.84
R	15	6.25
R	20	7.68
R	25	9.11
R	30	10.61
R	35	12.17
R	40	13.83

R = RADIUS  
 X =  $\sqrt{(R-T)^2}$   
 (X & R IN FEET)

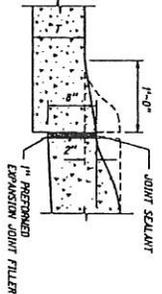


DETAILS OF CURB DROPS

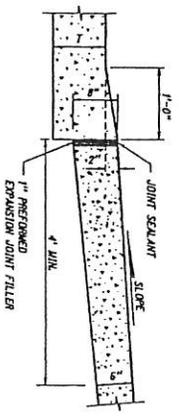


PROFILE DRIVEWAY WITH SIDEWALK  
 (MAXIMUM PERCENT OF GRADE)

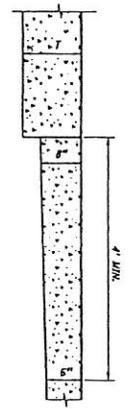
SECTION F-F (URBAN DRIVEWAY)



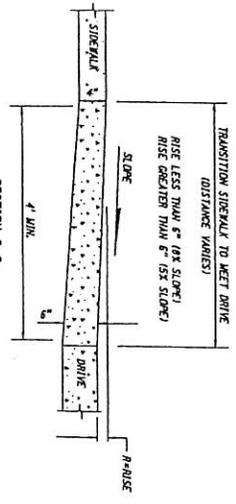
SECTION E-E (URBAN DRIVEWAY)



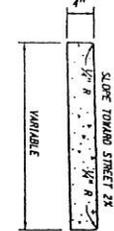
SECTION E-E (RURAL DRIVEWAY)



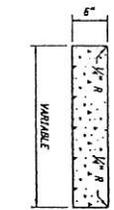
SECTION G-G



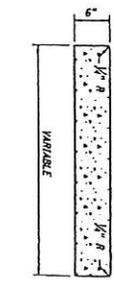
SIDEWALK



CROSSWALK



DRIVEWAY



NOTES  
 1" PRECASTED EXPANSION JOINT FILLER SHALL BE PLACED IN ALL SIDEWALKS OR CROSSWALKS AT INTERVALS OF NOT MORE THAN 50'-0", AND ALL JOINTS IN THE SIDEWALKS OR CROSSWALKS SHALL BE CONSTRUCTED AS LESS THAN 50'-0" IN LENGTH, ONE SUCH EXPANSION JOINT SHALL BE PLACED AS DIRECTED BY THE ENGINEER.

NOTE: T = PRECISE THICKNESS

REV. NO.	DATE	DESCRIPTION OF REVISION

NEWARK DEPARTMENT OF ROADS  
 STANDARD PLAN NO. 301-R10

PAVEMENT DETAILS

ORIGINAL  
 JANUARY 31, 1974

(g) Internal circulation.

In order to protect through traffic movement on the roadway, driveways shall project into the property a sufficient distance to provide for the normal turning radius of the types of vehicles to be accommodated. Driveway approach approval will be withheld if parking lots do not conform to the *Parking Lot Design Standards* and do not provide adequate circulation and waiting vehicle storage of drive-in facilities on the property. On-property waiting vehicle storage requirements for the various types of drive-thru facilities are shown in Table VS-1:



## PROCEDURE FOR UTILITY SERVICES TO A NEW DWELLING

**Water and Sewer:** All water and sewer mains are installed by one of three ways.

- (1) A District – The property owners are assessed the cost over a period of years.
- (2) A developer installs the mains and the cost of the water and sewer main installation is included in the cost of the lot when you purchase it.
- (3) Hastings Utilities, at Hastings Utilities option, installs the water and sewer mains, and the costs are recovered by the Out-Of-District Fee. This fee is based on the previous year's average costs to install an 8" main. This frontage fee is adjusted annually.

Frontage fees must be paid on the lot(s) where the building will be constructed prior to obtaining a building permit. **Contact Ron Sekora, Coordinating Engineer (463-1371 ext. 253) to check if there are any water or sewer frontage fees due.**

The installation of water and sewer services from the mains to the dwelling is the homeowner's responsibility and will be as set forth in the City of Hastings plumbing code. The above frontage fees do not include any tapping, meter, or service line charges. **It is the responsibility of the homeowner and the developer to field verify the depth of the sewer main and/or sewer stub.**

**Gas:** Gas mains are installed into a development along the street at no cost to the property owner. The only cost to the homeowner is for the service line from the property line to the meter set. This is installed by the Gas Department at \$3.00/ft for service lines up to 1¼" in diameter. Time and material will be charged for services 2" in diameter and larger. **Contact Sekora (463-1371 ext. 253)** as soon as you plan to build so that you can sign an order form for the installation of the gas service. The service will not be installed until the basement has been backfilled and the area tamped properly 3 feet each side of the proposed meter set location. This will give the Gas Dept. a solid base to install the new plastic gas service and meter. If a meter set sinks and has to be dug up, it will be at the expense of the contractor or homeowner. **Four to six weeks notice is needed before the service will be installed**, so it is important to contact Hastings Utilities as soon as possible to get on the list of services to be installed. No air conditioners or venting of appliances will be allowed above or 2 feet either side of the gas meter.

**Electric:** There are 3 ways for a service to be installed.

**Underground:** In an area of established underground electric power the homeowner's electrician is responsible for furnishing and installing the underground cable from Hastings Utilities meter pedestal to the electric panel in the dwelling.

**Overhead:** Overhead cable will be provided from a Hastings Utilities pole to the service entrance riser, on the building, at no expense to the owner. If more than one secondary pole must be installed, to reach the riser, the homeowner will be required to have the other pole(s) installed by their electrician.

**Underground in an overhead area:** If an underground service line is preferred, instead of the overhead service cable, Hastings Utilities will set a meter pedestal, next to the existing power pole, for a one-time cost of \$350.00. The homeowner's electrician is responsible for furnishing and installing the underground cable from Hastings Utilities meter pedestal to the dwelling.

**Meters:** Once it has been determined that utilities will be needed for the new dwelling, the owner must stop in the Hastings Utilities Business Office to sign for the gas, water, and electric meters. This may be done as soon as the building permit has been issued so that there will not be a delay in getting service when it is needed. A deposit is usually required. **No meters will be set until all gas, water, sewer, and electric systems have been inspected and tagged by the appropriate city inspectors.**

ANY DAMAGE TO HASTINGS UTILITIES STRUCTURES, ABOVE OR BELOW GROUND,  
WILL BE THE RESPONSIBILITY OF THE PERMIT HOLDER

POSTMASTER  
HASTINGS POST OFFICE  
CENTRAL PLAINS DISTRICT



DEAR DEVELOPER/CONTRACTOR/HOMEOWNER;

The U. S. Postal Service has certain requirements that must be followed before mail delivery to new construction residential dwellings or business locations in either city or rural areas can be initiated.

For this reason it is important to contact the Hastings Post Office, before completing construction, for information regarding the type of mail delivery that can be made at your building location. It is important that mailboxes not be erected until we are contacted regarding mail box location and mail box height.

Please contact the Delivery Supervisor at the Hastings Post Office for assistance. *Our phone number is 463-3107.* Your cooperation is appreciated.

Thank You,

A handwritten signature in cursive script that reads "Dana A. Ferguson".

Dana A. Ferguson  
Postmaster



<b>Office Use Only</b> Building Permit # _____ Received By _____
--

**Individual Lot  
 Notice of Intent (NOI)  
 For Coverage under the Federal Clean Water Act**  
 For Construction Activity that is Part of a Larger Common Plan of Development or Sale

Submission of this form supersedes any prior Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP) for the lot indicated in the application and fulfills the notification and discharge authorization procedures for individual lots, as required by Hastings Municipal Code, Chapter 42 – Storm Water Management, Construction Site Discharges for Erosion and Sediment Control. The applicant assumes sole responsibility for the building phase of development for this lot.

**At the time of application, 2 copies of this form are required:**  
 One copy will be retained by the City of Hastings; One copy will be retained by the Applicant

**I. Applicant Information**  
 Name of Applicant: \_\_\_\_\_ Legal Interest in the Land: \_\_\_\_\_  
 Company Name: \_\_\_\_\_  
 24-hour Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
**Lot Owner (if different from Applicant)**  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**II. Legal Description**  
 Name of Subdivision: \_\_\_\_\_ Lot No.: \_\_\_\_\_ Block No: \_\_\_\_\_  
 Construction Site Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**III. Construction Activity Information**

Estimated Start Date	Estimated Completion Date	Estimated Disturbed Acreage
_____	_____	_____

**IV. Certification**  
 I certify under penalty of law, that I am familiar with and agree to comply with the terms and conditions provided in this Notice of Intent (NOI) and Stormwater Pollution Prevention Plan (SWPPP) and that I am solely responsible for the individual lot covered by this NOI and SWPPP. I understand that the City of Hastings is authorized to inspect the site at reasonable times pursuant to Hastings Municipal Code, Chapter 42.  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Individual Lot SWPPP  
(Stormwater Pollution Prevention Plan)  
For Coverage under the Federal Clean Water Act  
For Construction Activity that is Part of a Larger Common Plan of Development or Sale



Initial on each line to indicate that you have read and understand the following:

1. \_\_\_\_ **Select one A, B, C or Own Site Plan**, annotated as needed, in order to fulfill the SWPPP requirements set forth in Hastings Municipal Code, Chapter 42.
  - Site Plan A**
  - Site Plan B**
  - Site Plan C**
  - Own Site Plan** (provide with permit application)
2. \_\_\_\_ All BMPs will be constructed, installed, and maintained according to the minimum standards and specifications set forth in the NPDES States General Permit, or otherwise approved by the City Engineer, and will be in place and in working order prior to any construction activity.
3. \_\_\_\_ BMPs will be installed, operated and maintained to protect lakes, rivers, streams, ponds, and wetlands from sedimentation and a spill prevention plan will be followed for any spills or illicit discharges that may leave the site.
4. \_\_\_\_ Proposed BMPs are shown on the attached Site Plan. The construction details, application schedule, procedures, operations, and maintenance of the proposed BMPs are in conformance with the NPDES States General Permit.
5. \_\_\_\_ If applicable, any features of the site that are vulnerable to erosion, as well as BMPs implemented for these features are shown on the attached Site Plan.
6. \_\_\_\_ All BMPs will be inspected by qualified personnel at least once every fourteen calendar days during active construction and within twenty-four hours after any storm event greater than 0.5 inches during a 24-hour period. Any necessary repairs or clean-up to maintain the effectiveness of the BMPs shall be made prior to the next storm event whenever practicable. If implementation before the next storm event is impracticable, the situation will be documented in the Site Plan and alternative BMPs will be implemented as soon as possible.
7. \_\_\_\_ Sediment deposited into or upon any street, alley, sidewalk, public way, storm drainage system, or public ground will be removed within 48 hrs. A contingency plan will be implemented for unforeseen erosion or sediment problems, including emergency situations caused by storms.
8. \_\_\_\_ Following any construction activity, final or temporary stabilization shall be completed as soon as practicable, but in no case more than fourteen days, to the surface of all perimeter controls, topsoil stockpiles, and any other disturbed or graded areas on the project site which are not being used for material storage, or on which actual construction activity is not being performed.
9. \_\_\_\_ Either the lot will be stabilized by the builder at the end of construction, or the homeowner will be informed of the need for final stabilization.
10. \_\_\_\_ This form will either be posted at the construction site or made available upon request within a reasonable time.



## Instructions for Completing the Individual Lot Notice of Intent (NOI) Form for Coverage under the Federal Clean Water Act

### Preface

These instructions explain how to fill out the Individual Lot Notice of Intent (NOI) form, as well as explain its purpose. It also will help provide builders and lot owners with a quick listing of the essential items necessary to minimize erosion and sediment impacts from construction activity (see site map on the back of these instructions).

Soil erosion is a major contributor to pollution in our waterways. Uncontrolled sediment can move off-site through ditches, storm drains or across other property and be deposited in a creek, stream or wetland. Sediment can clog storm drains and pose a safety hazard on streets. The Environmental Protection Agency (EPA) and the Nebraska Department of Environmental Quality enacted programs to address these problems. Through these agencies, the City of Hastings is required to implement a local erosion and sediment control program which includes an ordinance and enforcement capabilities for managing construction site stormwater runoff.

Erosion and sediment control during construction activity is important. Not only is it the law, but implementing Best Management Practices (BMPs) for the building professional can save time, money and worry, and protect natural resources. Additionally, practicing erosion prevention instead of erosion repair may help avoid problems such as negative publicity or private party lawsuits, fines and stop work orders.

### Who Must File an Individual Lot Notice of Intent (NOI) Form?

You must file for an Individual Lot Notice of Intent (NOI) if your construction activity will disturb LESS than one acre AND is part of a larger common plan of development.

### What is a Larger Common Plan?

Typically lots in a subdivision are considered to be part of a larger common plan of development. The developer obtained a permit to discharge stormwater associated with construction activity from the overall site to waters of the United States through a National Pollutant Discharge Elimination System (NPDES) permit.

The original permit for the subdivision cannot be closed until all land disturbing activity on the site is complete OR someone else obtains an (NOI) for all or a portion (e.g. an Individual Lot) of a subdivision. An owner/builder that has purchased one of those lots must submit an Individual Lot NOI to comply with federal, state and local regulations, unless the original owner/developer retains that responsibility. Your site is not part of a larger common plan if your site had a home and a new home is being built on the same site or if your site is an infill home among existing older homes. If you are not sure whether your site is part of a larger common plan, contact the City of Hastings, Development Services Dept. at (402) 461-2368.

**\*See Small Lot Coverage Determination Fact Sheet.**

### So what is expected of me as a builder or lot owner?

Persons signing this form should be familiar with Stormwater Management Ordinance requirements applicable for the City of Hastings. Local erosion and sediment control requirements can be found on the City of Hastings website [www.cityofhastings.org](http://www.cityofhastings.org). The completed form also serves as transfer of responsibility from the prior owner of the property (developer) to the new owner of the parcel. All responsibility regarding installation and maintenance of sediment control measures is solely the responsibility of the new owner.

### Where to file an Individual Lot NOI Form

Individual Lot NOIs must be filed at the Development Services Department (located at 220 N Hastings Avenue, Hastings NE, 68901) when obtaining a building permit.

### Completing the Form

Please print legibly and complete all spaces on the form, abbreviate if necessary to stay within the space allowed for each item and provide two copies. The applicant must complete both sides of the form and will select one of three possible site plans or create a site specific plan with sediment controls.

### Section I – Applicant Information/Mailing Address

Give the legal name of the person, firm, public organization, or any other entity that is performing the construction of the site. The responsible party is the legal entity that controls the site rather than the job site supervisor. Do not use an informal name. Give the name and phone number of a contact person who is responsible for addressing these requirements. Enter the complete address and telephone number of the applicant. Correspondence will be mailed to this address.

### Section II - Site Location Information

Enter the official or legal name of the subdivision including lot and block numbers, and the complete address including city, state and zip code.

### Section III - Construction Activity Information

Enter the project start date, estimated completion date, and the disturbed acreage for the lot. Provide dates as month day year using two digits for the month and day and four digits for the year (example: October 1, 1993 would be 10/01/1993).

### Section IV - Certification

By signing the form the owner indicates that they are solely responsible for the requirements for erosion and sediment control for the lot and will comply with the terms and conditions stated on the form.

# Erosion And Sediment Control Site Plan for Individual Lots Type A

Not to Scale

**NOTES:**

Reduce sediment leaving your construction site by implementing Best Management Practices (BMPs) such as:

Limit mud track-out into private or public streets by parking on paved streets or driveways whenever possible. If necessary, utilize a temporary crushed rock drive.

Clean up any mud that has been tracked off the construction site within 48 hours.

Implement sediment controls along the lower sides of the property to protect adjacent waterways, storm drains, and neighboring property from sedimentation.

Keep a clean site. Dispose of construction waste materials and debris in a dumpster or containment device. Store all hazardous materials indoors.

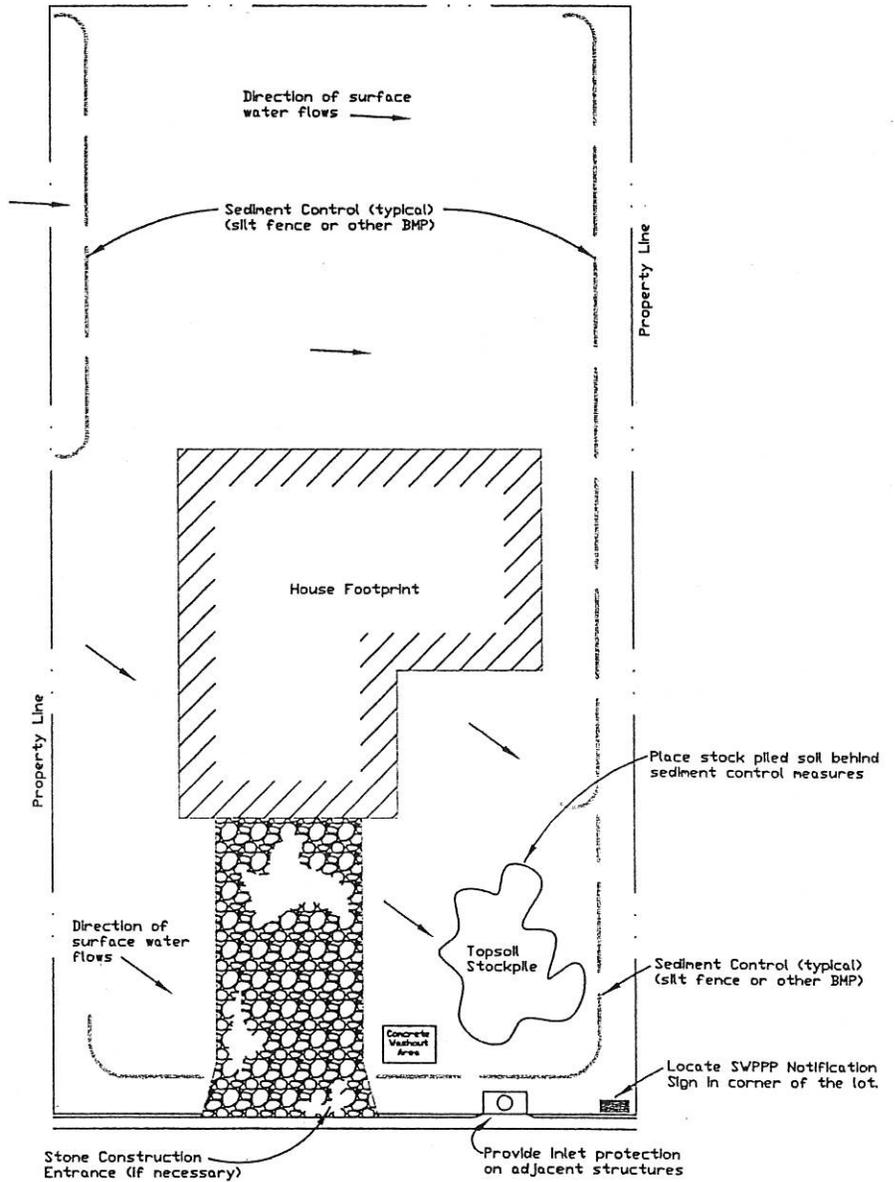
Stake and Anchor your portable toilet and keep away from storm drain inlets.

Inspect your site bi-weekly and after rain events to identify any potential problems and keep your Best Management Practices repaired and in good working order.

For more information on erosion and sediment control BMPs, contact the City of Hastings, Storm Water Management Program.

402-461-2339

**DISCLAIMER:** The City of Hastings incurs no liability for the use or misuse of this site plan.



Erosion Sediment  
Control Site Plan  
for Individual Lots  
"Type A"

Project		
Proj. No.		
Description Erosion Sediment Control Site Plan for Individual Lots "Type A"		
Design By	Date	Contractor
J.T.G.	8/2010	
Drawn By	Approved By	Drn. No.
J.T.G.		

# Erosion And Sediment Control Site Plan for Individual Lots Type B

Not to Scale

**NOTES:**

Reduce sediment leaving your construction site by implementing Best Management Practices (BMPs) such as:

Limit mud track-out into private or public streets by parking on paved streets or driveways whenever possible. If necessary, utilize a temporary crushed rock drive.

Clean up any mud that has been tracked off the construction site within 48 hours.

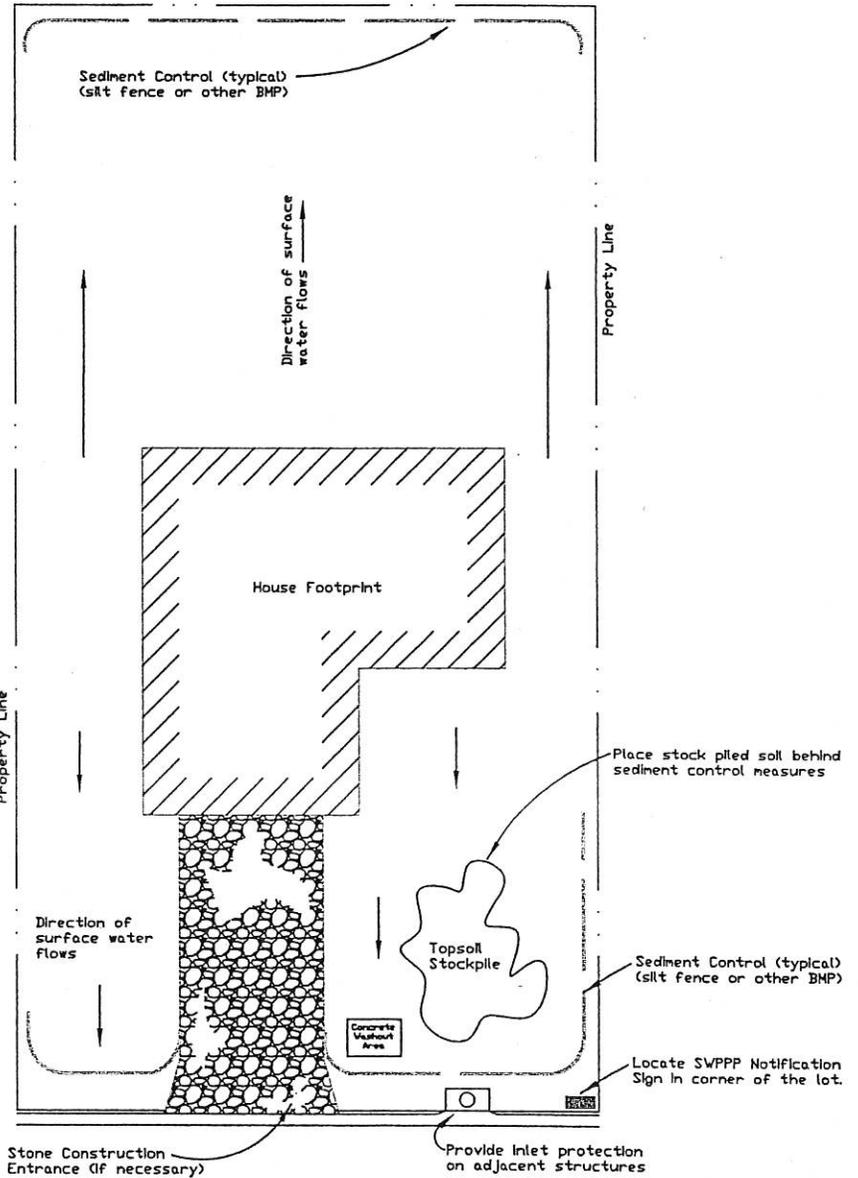
Implement sediment controls along the lower sides of the property to protect adjacent waterways, storm drains, and neighboring property from sedimentation.

Keep a clean site. Dispose of construction waste materials and debris in a dumpster or containment device. Store all hazardous materials indoors.

Stake and Anchor portable toilet and keep away from any storm drain inlets.

Inspect your site bi-weekly and after rain events to identify any potential problems and keep your Best Management Practices repaired and in good working order.

For more information on erosion and sediment control BMPs, contact the City of Hastings, Storm Water Management Program. 402-461-2339



Clean Streets No sediment in the street.

**DISCLAIMER:** The City of Hastings incurs no liability for the use or misuse of this site plan.



Erosion Sediment  
Control Site Plan  
for Individual Lots  
"Type B"

Project		
Proj. No.		
Description Erosion Sediment Control Site Plan for Individual Lots "Type B"		
Design By	Date	Contractor
J.T.G.	8/2010	
Drawn By	Approved By	Dr. No.
J.T.G.		

# Erosion And Sediment Control Site Plan for Individual Lots Type C

Not to Scale

**NOTES:**

Reduce sediment leaving your construction site by implementing Best Management Practices (BMPs) such as:

Limit mud track-out into private or public streets by parking on paved streets or driveways whenever possible. If necessary, utilize a temporary crushed rock drive.

Clean up any mud that has been tracked off the construction site within 48 hours.

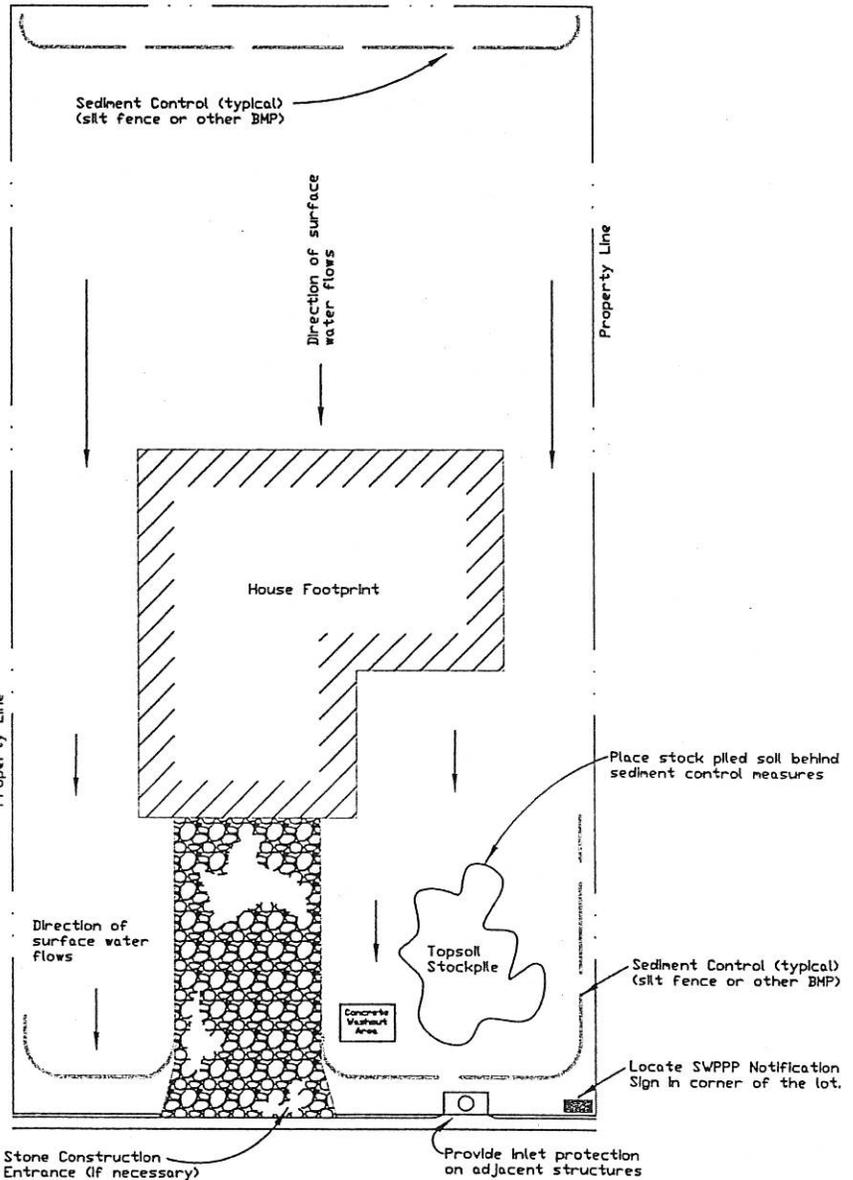
Implement sediment controls along the lower sides of the property to protect adjacent waterways, storm drains, and neighboring property from sedimentation.

Keep a clean site. Dispose of construction waste materials and debris in a dumpster or containment device. Store all hazardous materials indoors.

Stake and Anchor portable toilet and keep away from any storm drain inlets.

Inspect your site bi-weekly and after rain events to identify any potential problems and keep your Best Management Practices repaired and in good working order.

For more information on erosion and sediment control BMPs, contact the City of Hastings, Storm Water Management Program. 402-461-2339



\*Clean Streets No sediment in the street.

**DISCLAIMER:** The City of Hastings Incurs no liability for the use or misuse of this site plan.



Erosion Sediment  
Control Site Plan  
for Individual Lots  
"Type C"

Project		
Proj. No.		
Description Erosion Sediment Control Site Plan for Individual Lots "Type C"		
Design By	J.T.G.	Date 8/2010
Drawn By	J.T.G.	Contractor
	Approved By	Drn. No.