



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

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

### 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.

### 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.