

DEMOLITION PERMIT GUIDELINES

1. Complete set of plans, including:

A. Site Plan

- I. Erosion Control Plan
- II. All structures on the lot

B. Demolition Bond

- I. Cash, Cashier's Check, or Surety Bond
- II. Accessory Structures - \$500.00
- III. All Other Structures - \$5,000.00

C. Other Documentation

- I. Cap Water Service at Main
- II. Asbestos Free Certification

D. Permit Fee

- i. Small and Accessory Buildings - \$25.00
- ii. Dwellings and Commercial Buildings - \$100.00

2. Call Digger's Hotline at 1-800-331-5666

**PROCEDURE FOR TERMINATION
OF
SERVICE TO A BUILDING TO BE REMOVED OR DEMOLISHED**

1. Owner to contact Business Office for date to read meters for final reading. Once meters have been read and shut off, a date will be set for removing gas, electric, and water services and meters. A minimum of two week advance notice is required before services can be removed to allow scheduling of service crews.
2. Business office will contact gas, electric, and water departments with date of removing services.
 - A. Gas Service: Hastings Utilities will dig up and cap service at main at no expense to owner. It is the responsibility of the Owner to contact the Gas Department to have the service cut off. Meter will be removed by Gas Department. The existing service is abandoned in place.
 - B. Electric Service: Hastings Utilities will remove overhead secondary wires to building's weatherhead at no expense to owner. Meter will be removed by Hastings Utilities. If there is underground service to the building, Hastings Utilities will remove overhead service wires at customer's service pole weatherhead and pull meter. All underground cable from meter to building is owner's responsibility.
 - C. Water Service: Water service lines must be capped off at the City water main by Water Department personnel prior to demolition of the structure. All costs, including excavation, concrete & asphalt removal and replacement is at the property owner's expense. Hastings Utilities must inspect the capped off water service, and GPS locate before any backfilling may begin.
 - D. Sewer Service: Sewer service lines must be cut off and sealed with concrete prior to demolition of the structure. Sewer service lines are to be cut off and sealed at the back of the street curb. All costs, including excavation, concrete & asphalt removal and replacement is at the property owner's expense. The City Building Inspector must inspect the capped off sewer service before any backfilling may begin.

Removal of services once disconnected from mains are property owner's responsibility.

SERVICE TO BE TERMINATED

Type of Structure _____

Name(s) _____ Date _____

Address of Property _____

Legal Property Description _____

Electric Inspector

Date

Plumbing Inspector

Date

Gas Inspector

Date

Hastings Utilities

Date

cc: Business Office
Gas Supt.
Electric Supt.
Water & Sewer Supt.

Site Plan

Name: _____

Address: _____

Phone: _____

Email: _____

☐ Corner Lot

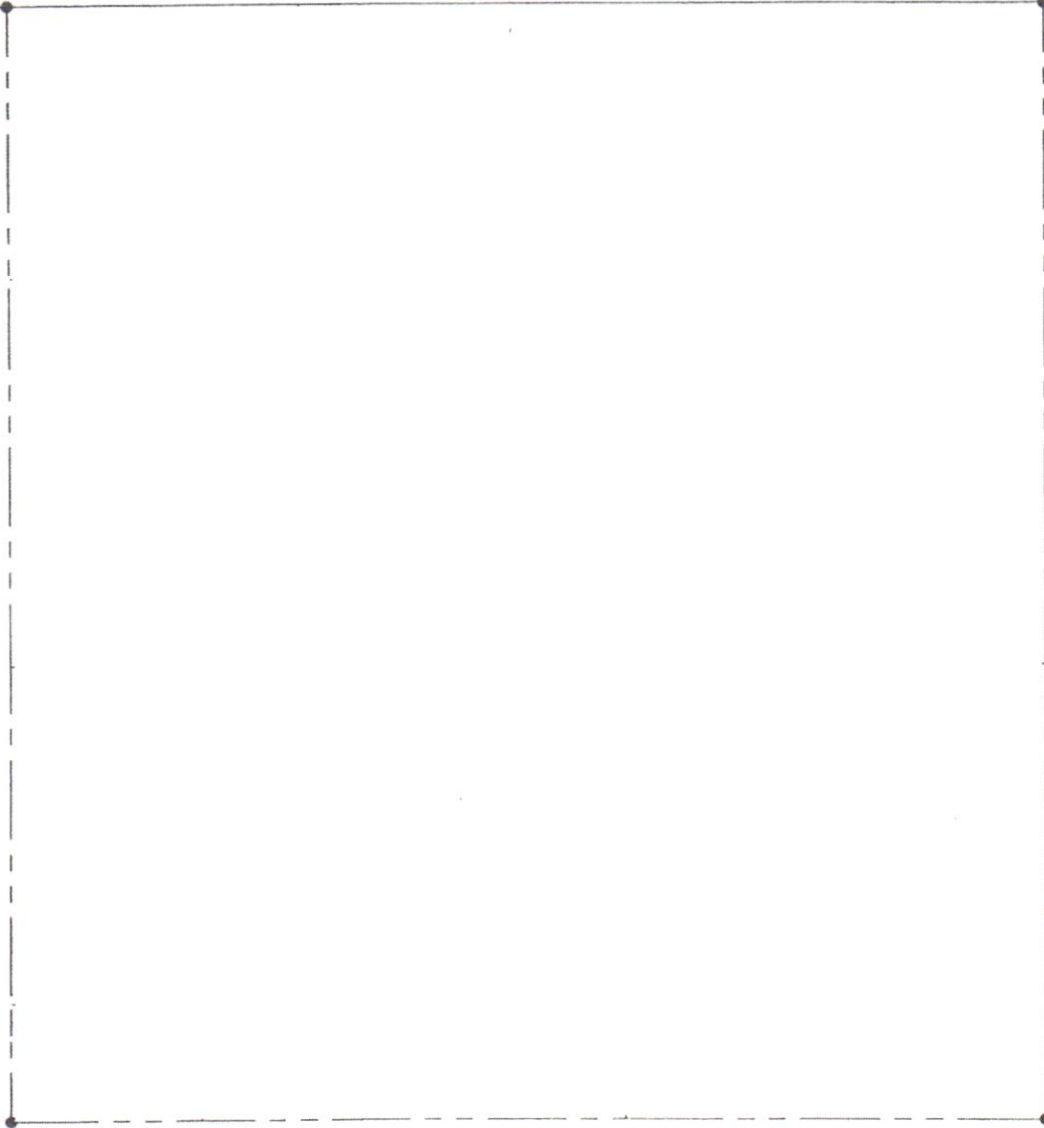
☐ Interior Lot

Zoning District _____

_____ Street / Ave.



4' Public Sidewalk



☐ Alley



HOMEOWNER ASBESTOS FREE CERTIFICATION

(This form is for homeowner demolition/renovation projects and is to be completed by the homeowner only. If a company is doing your project, please have them call the Solid Waste Facility at 402-463-0705.)

The property is located at _____,
(Street Address)
_____, Nebraska.
(City)

Owner of the above reference property is _____.
(Print Homeowner Name)

The above said property is to the best of said homeowner's knowledge to be free of all **Asbestos Containing Materials (ACM)** friable and non-friable.

All demolition/renovation projects are to be completed in their entirety by the said homeowner only.

(Signature of Property Owner)

(Date)

**Office Use Only**

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

***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. 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.

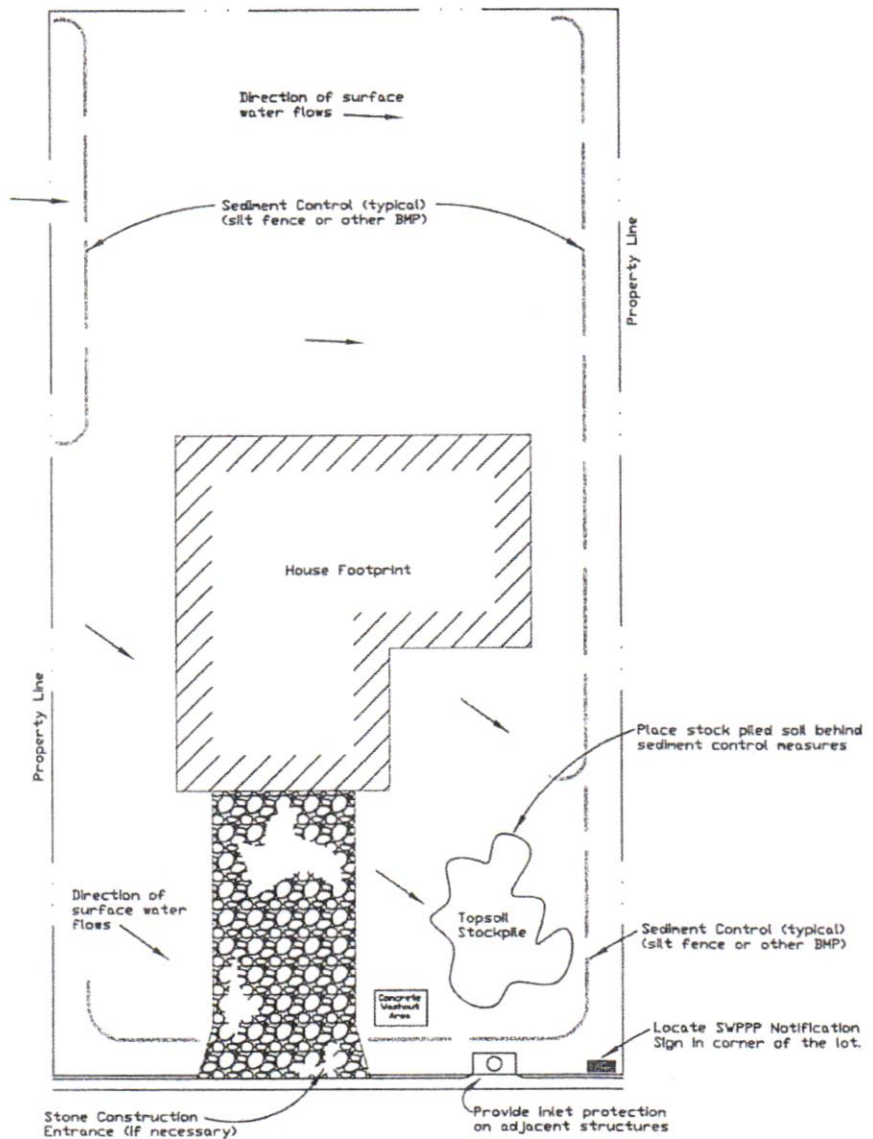
Keep a clean site. Dispose of construction waste materials and debris in a dumpster or containment device. Store all hazardous materials indoors.

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.



Keep Streets No sediment in the street.



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	Dir. 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.

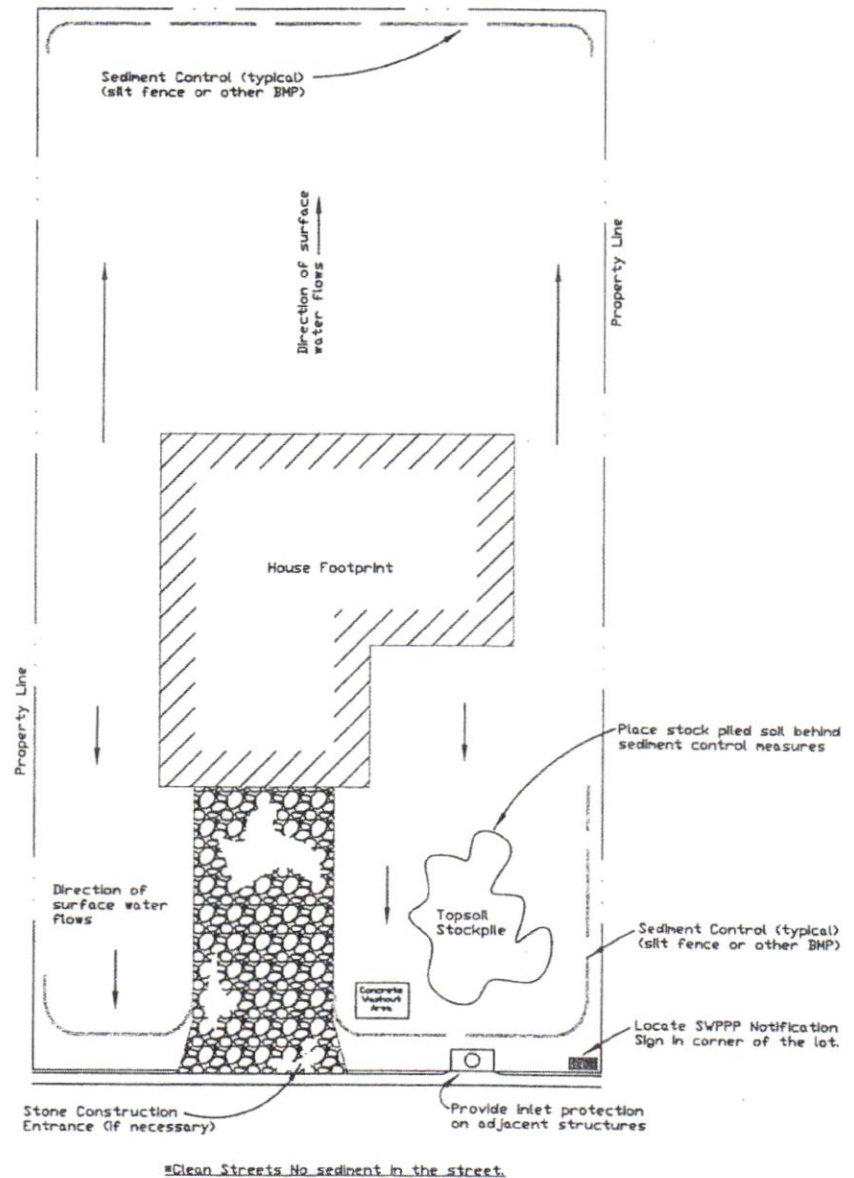
Implement sediment controls along the lower sides of the property to protect adjacent waterways, storm drains, and neighboring property from sedimentation.

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



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 J.T.G.	Date 8/2010	Contractor
Drawn By J.T.G.	Approved By	Dm. No.

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.

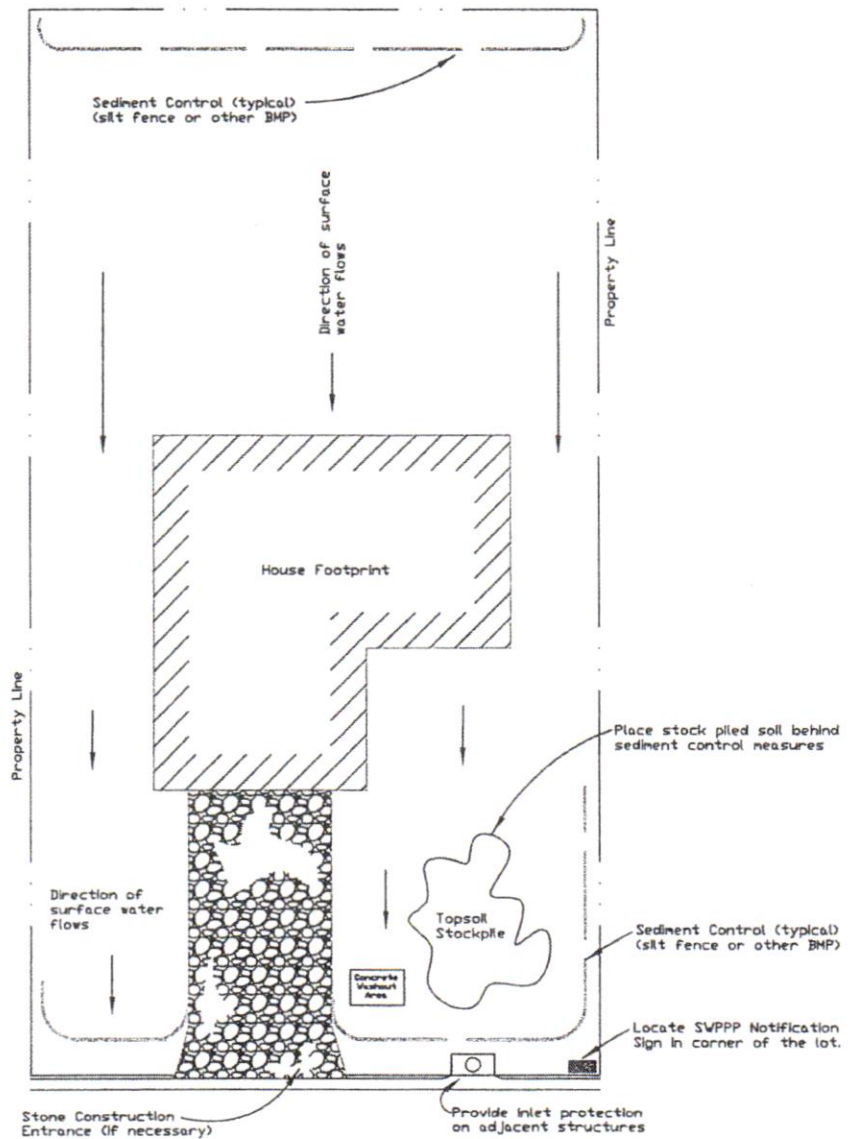
Implement sediment controls along the lower sides of the property to protect adjacent waterways, storm drains, and neighboring property from sedimentation.

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



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.