



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 Lexington 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 Lexington, Building Department at (308) 324-2341.

***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 erosion and sediment control requirements applicable for the City of Lexington. Local erosion and sediment control requirements can be found on the City of Lexington website www.cityoflex.com or in the Lexington Municipal Code "Stormwater Management" Chapter 15 and the City of Lexington Erosion and Sediment Control Manual. 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 Building Department (406 E. 7th Street) counter 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.



Office Use Only

Construction Stormwater 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 Lexington Municipal Code, Chapter 15 – *Stormwater Management*. 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 Lexington; 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

Legal Description: _____

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 Lexington is authorized to inspect the site at reasonable times pursuant to Lexington Municipal Code, Chapter 15. **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. ____ I have used: Site Plan A ?, Site Plan B ?, Site Plan C ?, My Own Site Plan (select one), annotated as needed, in order to fulfill the SWPPP requirements set forth in Lexington Municipal Code, Chapter 15.
2. ____ All BMPs will be constructed, installed, and maintained according to the minimum standards and specifications set forth in either the City's ESC Manual, 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 streams, rivers, 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 City's ESC Manual.
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 seven 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 a reasonable period of time. 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.

Site Plan for Individual Lots Type A

NOTES:

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

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

Clean up any mud that has been tracked off the construction site in a thorough and timely manner.

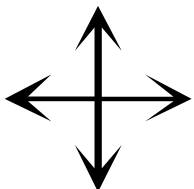
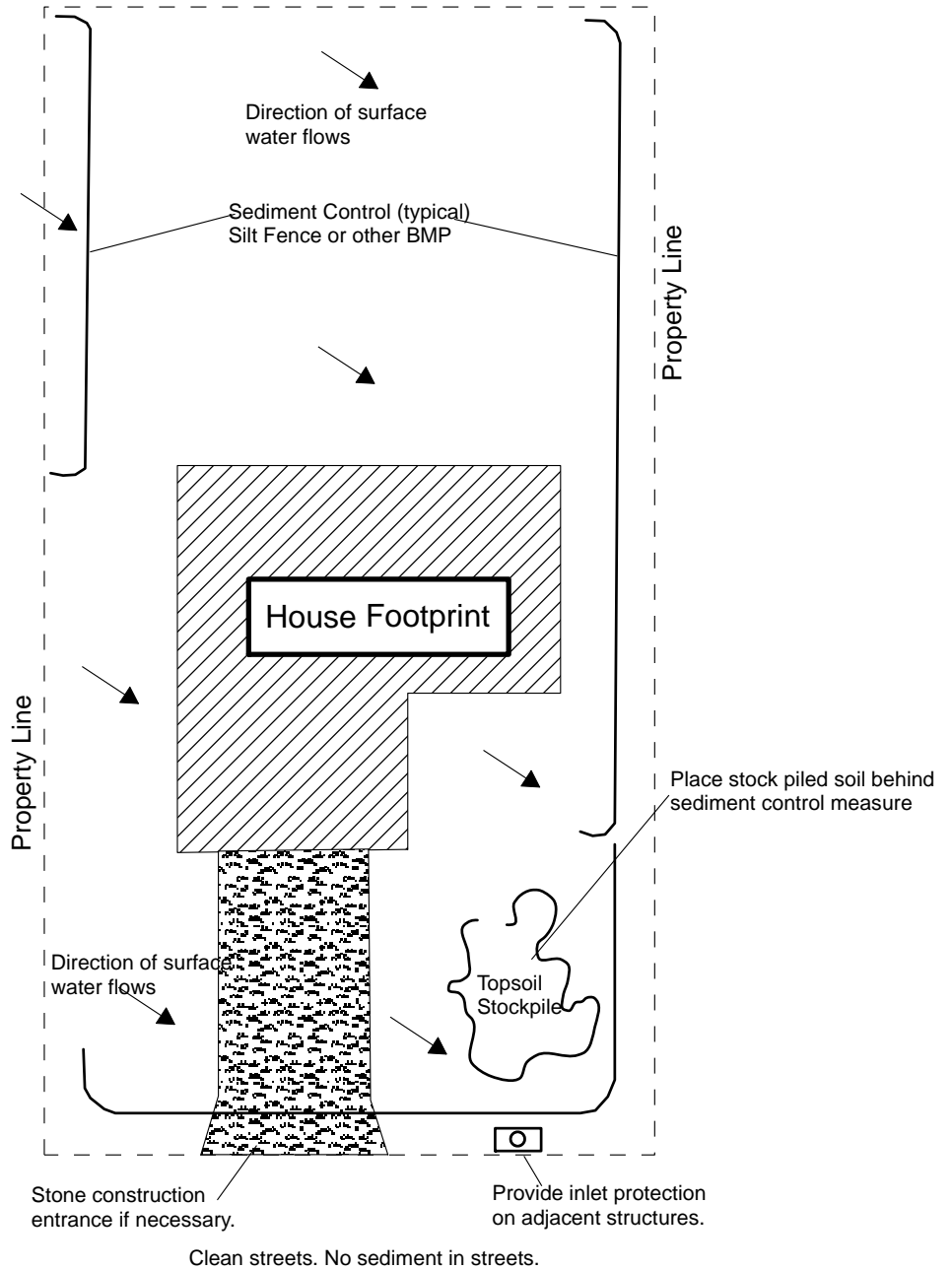
Implement sediment controls along the lower sides of the property to protect adjacent waterways, storm drains or neighboring property for sedimentation.

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

Have your portable toilet staked and anchored away from any storm drain inlets.

Inspect your site bi-weekly and after rain events to find 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 Lexington, Storm water management program. 308-324-2341.



City of Lexington
Site Plan for Individual Lots Type A



Site Plan for Individual Lots Type B

NOTES:

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

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

Clean up any mud that has been tracked off the construction site in a thorough and timely manner.

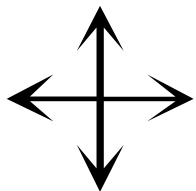
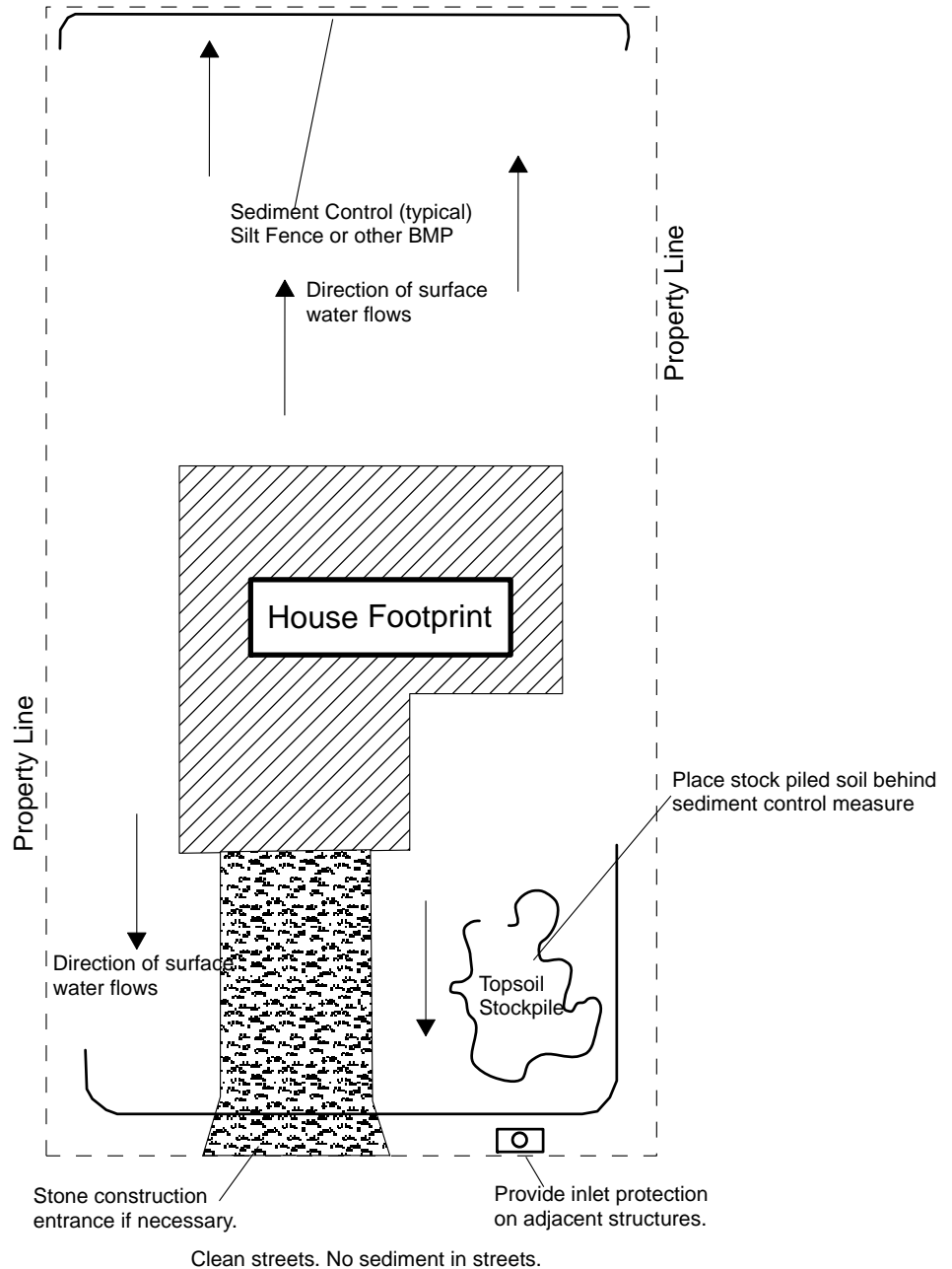
Implement sediment controls along the lower sides of the property to protect adjacent waterways, storm drains or neighboring property for sedimentation.

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

Have your portable toilet staked and anchored away from any storm drain inlets.

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

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City of Lexington
Site Plan for Individual Lots Type B

