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 Utah Department of Environmental Quality enacted programs to address these problems. Through these agencies, Washington City is required to implement a local erosion and sediment control program which includes an ordinance and enforcement capabilities for managing of 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 public 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/OR 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 Utah Pollution Discharge Elimination System (UPDES) 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 of the subdivision. An owner/builder that has purchased one of those lots must submit and 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 Washington City Public Works Department at (435) 656-6317.

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 Washington City. Local erosion and sediment control requirement can be found on the Washington City Website http://washingtoncity.org/services/index.php?sub=PublicWorks or in Chapter 3 of the Washington City Grading Manual. The completed form also serves as transfer of responsibility from the prior owner of the property (developer) to the new owner of the property. 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 counter (located at 111 North 100 East Washington City, UT 84780) when obtaining a building permit.

Guidance for 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 recorded Parcel ID, and the complete address including city, state and zip code.

Section-III Construction Activity

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: January 15, 2010 would be 01/15/2010).

Section-IV Certification

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

IMPORTANT! YOUR STORM WATER CONTROLS MUST PASS INSPECTION BEFORE CONSTRUCTION BEGINS. CALL PUBLIC WORKS AT (435) 656-6317 TO SCHEDULE AN INSPECTION.

Washington City
Where Dixie Begins

BUILDING DEPARTMENT
111 North 100 East Washington City, UT 84780
435-656-6326
www.WashingtonCity.org

Individual Lot Notice Of Intent (NOI) For Coverage Under the Federal Clean Water Act

BUILDING PERMIT NO.

Complete Entire Form

Submission of this form supersedes any prior Notice of Intent (NOI) and Storm-water 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 Washington City Erosion Control Ordinance. 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 Washington City; 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:_____

Lot Owner (If Different From Applicant)

Name: _____ Phone:_____
Mailing Address:_____ City:_____ State:_____ Zip:_____

II. Legal Description\Location\Address

Name of Subdivision:_____Lot #:_____Parcel ID:_____
Construction Address:_____City:_____ State:_____ Zip:_____

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 Noticed of Intent (NOI) and Storm-water Pollution Prevention Plan (SWPPP) and that I am solely responsible for the individual lot covered by this NOI and SWPPP. I understand that Washington City is authorized to inspect the site

Signature:_____ Date:_____

Individual Lot SWPP
(Storm-water Pollution Prevention Plan)
For Coverage Under the Federal Water Act

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

1._____ **Select A,B, C** or **Own Site Plan** annotated as needed, in order to fulfill the SWPPP requirements set forth in Washington City.

Site Plan TYPE "A" Front & Side Erosion Plan
Site Plan TYPE "B" Front & Rear Erosion Plan
Site Plan TYPE "C" Front Erosion Plan
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 Chapter 3 of the Washington City Grading Manual, or otherwise approved by the Storm-water Coordinator, 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._____ 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.

5._____ 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.

6._____ Sediment deposited into or upon any street, alley, sidewalk, public roadway, storm drainage system, or public ground will be removed within two days. A contingency plan will be implemented for unforeseen erosion or sediment problems, including emergency situations caused by storms.

7._____ 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.

8._____ 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.

9._____ This form will either be posted at the construction site or made available upon request within a 24 hour period.

IMPORTANT! YOUR STORM WATER CONTROLS MUST PASS INSPECTION BEFORE CONSTRUCTION BEGINS. CALL PUBLIC WORKS AT (435)-656-6317 TO SCHEDULE AN INSPECTION.

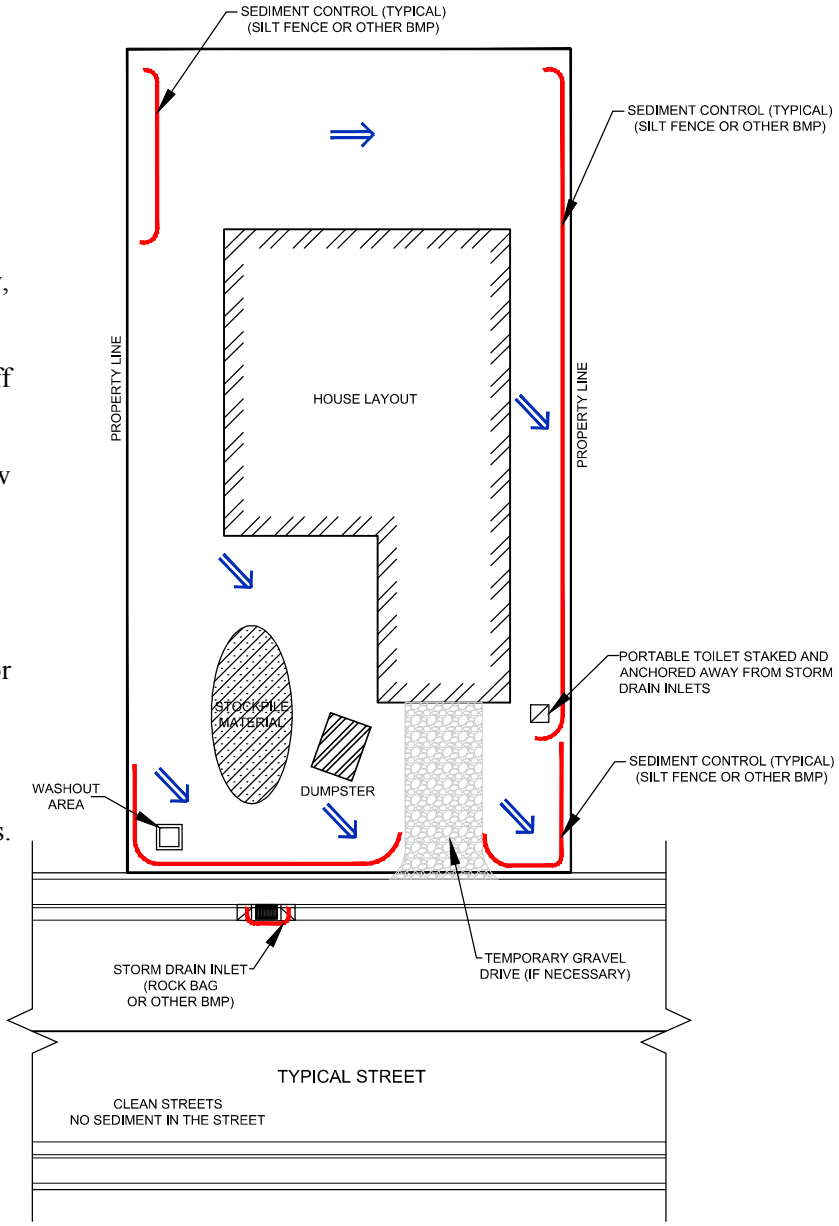
SITE PLAN FOR INDIVIDUAL LOTS
TYPE "A" FRONT & SIDE EROSION PLAN

Not to Scale

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

1. Limit mud track-out onto private or public street by parking on paved street or driveways whenever possible. If necessary, utilize a temporary gravel drive.
2. Clean up any mud that has been tracked off the construction site within 24 hours.
3. Implement sediment controls along the low sides of the property to protect adjacent waterways, storm drains or neighboring property from sedimentation.
4. Keep a clean site. Dispose of construction waste materials and debris in a dumpster or containment device. Empty dumpster if overflowing.
5. Have your portable toilet staked and anchored away from any storm drain inlets.
6. Place stock piled materials (soil, concrete, etc.) behind sediment control measures.
7. Inspect your site 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 refer to the Best Management Practices in the Washington City Grading Manual.



LEGEND:

- Sediment Control (Typical) (Silt Fence or Other BMP)
- Stockpiled Material
- Direction of surface water runoff
- Storm Drain Inlet
- Portable Toilet
- Dumpster
- Washout Area

DISCLAIMER: Washington City is not liable for the use or misuse of this site plan.

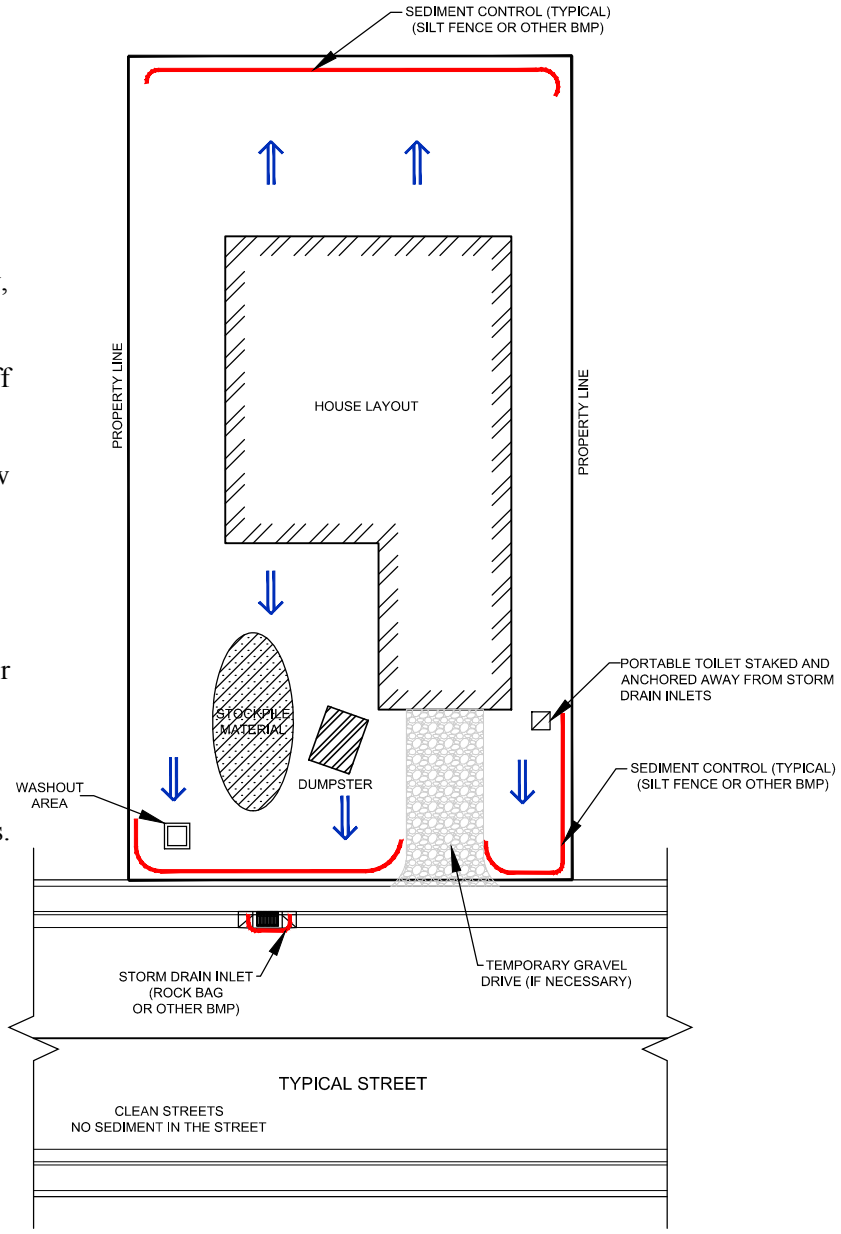
SITE PLAN FOR INDIVIDUAL LOTS
TYPE "B" FRONT & REAR EROSION PLAN

Not to Scale

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

1. Limit mud track-out onto private or public street by parking on paved street or driveways whenever possible. If necessary, utilize a temporary gravel drive.
2. Clean up any mud that has been tracked off the construction site within 24 hours.
3. Implement sediment controls along the low sides of the property to protect adjacent waterways, storm drains or neighboring property from sedimentation.
4. Keep a clean site. Dispose of construction waste materials and debris in a dumpster or containment device. Empty dumpster if overflowing.
5. Have your portable toilet staked and anchored away from any storm drain inlets.
6. Place stock piled materials (soil, concrete, etc.) behind sediment control measures.
7. Inspect your site 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 refer to the Best Management Practices in the Washington City Grading Manual.



LEGEND:

- Sediment Control (Typical) (Silt Fence or Other BMP)
- Stockpiled Material
- Direction of surface water runoff
- Storm Drain Inlet
- Portable Toilet
- Dumpster
- Washout Area

DISCLAIMER: Washington City is not liable for the use or misuse of this site plan.

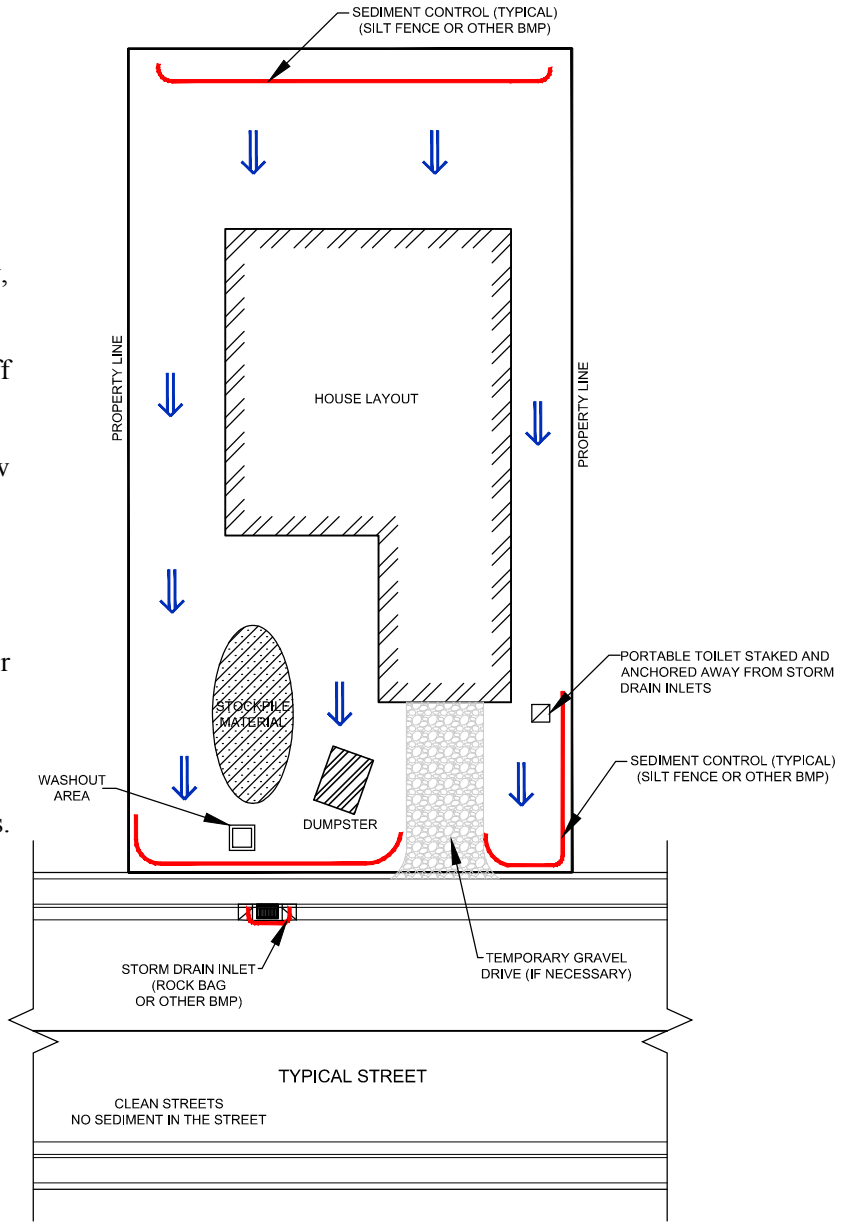
SITE PLAN FOR INDIVIDUAL LOTS
TYPE "C" FRONT EROSION PLAN

Not to Scale

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

1. Limit mud track-out onto private or public street by parking on paved street or driveways whenever possible. If necessary, utilize a temporary gravel drive.
2. Clean up any mud that has been tracked off the construction site within 24 hours.
3. Implement sediment controls along the low sides of the property to protect adjacent waterways, storm drains or neighboring property from sedimentation.
4. Keep a clean site. Dispose of construction waste materials and debris in a dumpster or containment device. Empty dumpster if overflowing.
5. Have your portable toilet staked and anchored away from any storm drain inlets.
6. Place stock piled materials (soil, concrete, etc.) behind sediment control measures.
7. Inspect your site 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 refer to the Best Management Practices in the Washington City Grading Manual.

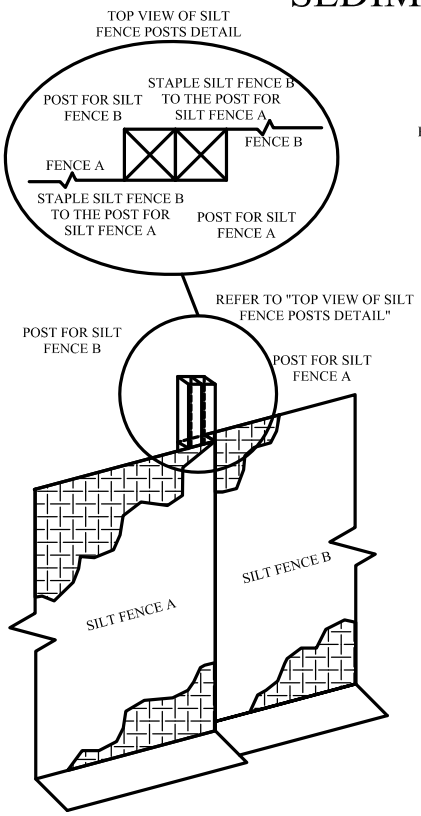


LEGEND:

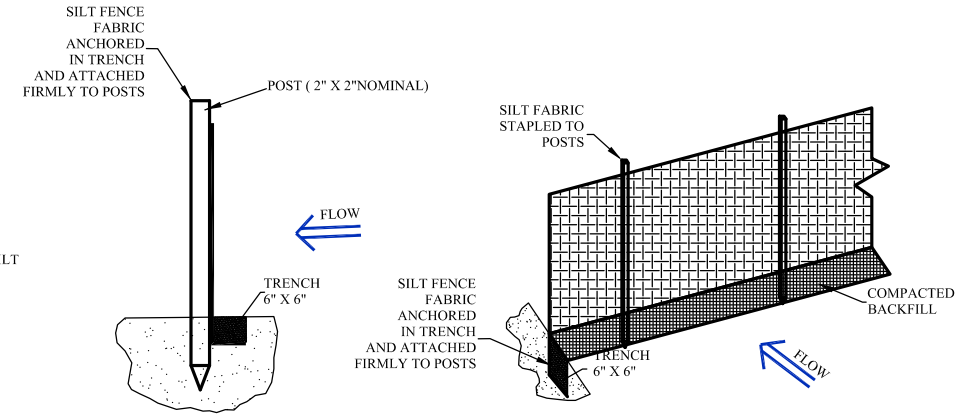
- Sediment Control (Typical) (Silt Fence or Other BMP)
- Stockpiled Material
- Direction of surface water runoff
- Storm Drain Inlet
- Portable Toilet
- Dumpster
- Washout Area

DISCLAIMER: Washington City is not liable for the use or misuse of this site plan.

SEDIMENT BARRIER INSTALLATIONS



SILT FENCE JOINT TYING



SILT FENCE

SILT FENCE NOTES:

INSTALLATION REQUIREMENTS

1. SILT FENCES SHALL BE INSTALLED PRIOR TO ANY LAND DISTURDING ACTIVITY.

2. WHEN JOINTS ARE NECESSARY, SILT FENCE GEOTEXTILE SHALL BE SPLICED TOGETHER ONLY AT SUPPORT POST AND SECURELY SEALED.

3. METAL POSTS SHALL BE "STUDDED TEE" OR "U" TYPE WITH MINIMUM WEIGHT OF 1.33 POUNDS PER LINEAR FOOT; WOOD POSTS SHALL HAVE A MINIMUM DIAMETER OR CROSS SECTION DIMENSION OF 2 INCHES.

4. THE FILTER MATERIAL SHALL BE FASTENED SECURELY TO METAL OR WOOD POSTS USING WIRE TIES, OR TO WOOD POSTS WITH $\frac{3}{4}$" LONG #9 HEAVY-DUTY STAPLES. THE SILT FENCE GEOTEXTILE SHALL NOT BE STAPLED TO EXISTING TREES.

5. WHILE NOT REQUIRED, WIRE MESH FENCE MAY BE USED TO SUPPORT THE GEOTEXTILE, WIRE FENCE SHALL BE FASTENED SECURELY TO THE UPSLOPE SIDE OF THE POSTS USING HEAVY-DUTY WIRE STAPLES AT LEAST $\frac{3}{4}$" LONG, TIE WIRES OR HOG RINGS. THE WIRE SHALL EXTEND MORE THAT 3" ABOVE THE ORIGINAL GROUND SURFACE.

6. ALONG THE TOE OF FILLS, INSTALL THE SILT FENCE ALONG A LEVEL CONTOUR AND PROVIDE AN AREA BEHIND THE FENCE FOR RUNOFF TO POND AND SEDIMENT TO SETTLE A MINIMUM DISTANCE OF 5 FEET FROM THE TOE OF THE FILL IS RECOMMENDED.

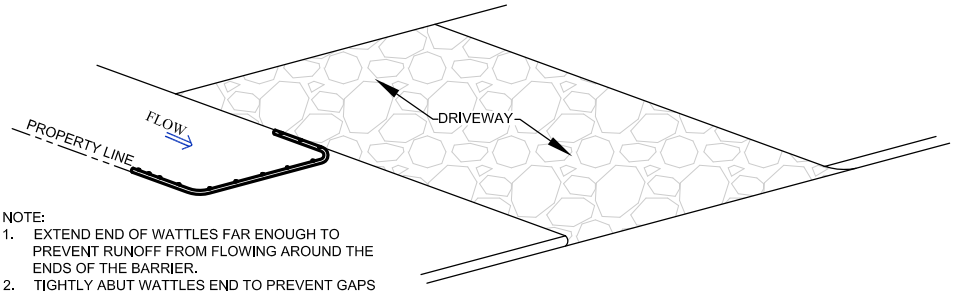
7. THE HEIGHT OF THE SILT FENCE FROM THE GROUND SURFACE SHALL BE A MINIMUM OF 24" AND SHALL NOT EXCEED 36"; HIGHER FENCES MAY IMPOUND VOLUMES OF WATER SUFFICIENT TO CAUSE FAILURE OF STRUCTURE.

MAINTENANCE REQUIREMENTS

1. CONTRACTOR SHALL INSPECT SILT FENCES IMMEDIATELY AFTER EACH RAINFALL, AT LEAST DAILY DURING PROLONGED RAINFALL, AND WEEKLY DURING PERIODS OF NO RAINFALL. DAMAGED, COLLAPSED, UNENTRENCHED OR INEFFECTIVE SILT FENCES SHALL BE PROMPTLY REPAIRED OR REPLACED.

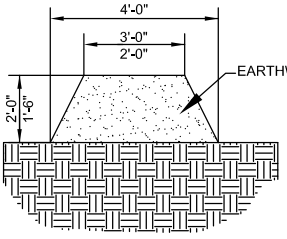
2. SEDIMENT SHALL BE REMOVED FROM BEHIND SILT FENCE WHEN IT ACCUMULATES TO HALF THE EXPOSED HEIGHT.

3. SILT FENCES SHALL BE REMOVED WHEN ADEQUATE VEGETATION COVER IS ATTAINED AS APPROVED BY THE CITY.

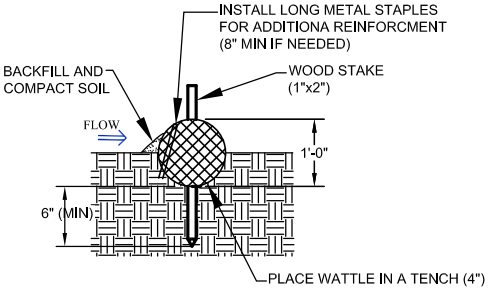


NOTE:
1. EXTEND END OF WATTLES FAR ENOUGH TO PREVENT RUNOFF FROM FLOWING AROUND THE ENDS OF THE BARRIER.
2. TIGHTLY ABUT WATTLES END TO PREVENT GAPS
3. SPACING BETWEEN STAKES (4'-0" MAX.)
4. WATTLES MUST HAVE A MINIMUM DIAMETER OF 12"

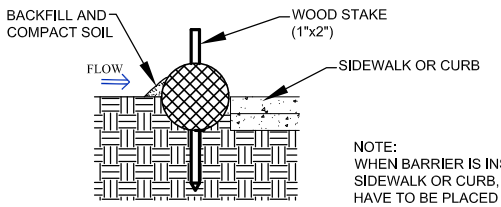
WATTLE LOCATION
NO SCALE



EARTHWORK BERM
NO SCALE



CROSS SECTION
NO SCALE



CROSS SECTION
NO SCALE

NOTE:
WHEN BARRIER IS INSTALLED BEHIND A SIDEWALK OR CURB, WATTLES DO NOT HAVE TO BE PLACED WITHIN A TRENCH.