

## Instructions for Notice of Ground Disturbance Form:

**Prior** to beginning any ground disturbance activity or finalizing your storm water plan, submit a completed 2 page Notice of Ground Disturbance Form to the Village of Lansing Stormwater Management Officer (SMO).

**Owner's Name:** In some situations you may not be the owner of the parcel, but you may be the party most responsible for the land development activity. Please provide your contact information, in addition to the parcel owner's information.

**Tax Parcel ID #:** This number is on your tax bill. If you cannot locate your tax bill Village staff can assist you.

**Brief Description of the Project:** If you are already including a project description and sketch with an application for a building permit, zoning permit, subdivision review, etc, you may reference that application. However, if this form is the only paperwork you are submitting to the Village, please include a simple description and basic sketch to help Village staff understand your project.

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1. A multiple phase project means that you plan to begin by building part of the project, and after some time you have plans to build more of the project, and so on, until completion. Even if you are not certain about the later phases of your project, it makes sense to begin by planning it as a whole unit, and to consider stormwater management for the whole project. Good planning from the beginning can result in more efficient implementation. The Village prefers to review phased projects as a whole. However you only need prepare a detailed plan for the first complete phase, and amend the plan for later phases.
2. The edge of a stream, pond, or lake means the edge of the normal annual high water point. Intermittent streams that flow part of the year are included. See the attached information on wetlands for more guidance on determining the edge of a wetland. A wetland delineation may not be necessary if the project will not come close to the wetland area, or if there is an existing wetland map which appears to match field conditions.
3. Refer to the attached wetland information.
4. If you have access to specific slope (or steepness) measurements for your site, you can include some details here, such as the maximum and minimum slope (please specify whether you are reporting slope in percent or degrees). Or you can give a narrative description, for example: "the whole site is gently sloping down to the road", or "the site where we plan to build is flat, but there is a gentle slope down to the road, and a steep uphill slope at the back of the parcel."
5. This question is included because the Village requires implementation of erosion and sediment control measures for linear disturbances on moderate slopes (5% slope or greater).
6. The Village also requires implementation of erosion and sediment control measures for projects that involve excavation or fill resulting in the movement of more than 250 cubic yards of soil, sand, or similar material. This is the equivalent of 25 "ten-yard" size truckloads.
7. Please notify us of any state or federal permit requirements that you are aware of as relevant to your project.

8. Connected Impervious Area is defined as: “the total area of impervious surface in a project (such as paved areas and rooftops) that will drain directly, via impervious conveyance (such as gutters, pipes, or paved or compacted channels or ditches), to the municipal separate storm sewer system (whether a road ditch or storm sewer) or to a surface water body.”

Disconnected Impervious Area is defined as: “impervious area that is not directly connected to a stream or drainage system, but which directs runoff towards pervious areas where it can infiltrate, be filtered, and slowed down.”

If you choose to disconnect some of the impervious area in your project, then the number you put down for section 15 will be less than the number you put down for question 14. See DEC’s document “The Use and Implementation of Stormwater Credits”, for more detailed guidelines on how to disconnect impervious areas. You are not required to disconnect impervious areas, however doing so is recommended where feasible, and can help to meet the infiltration requirement and to reduce the size of stormwater management facilities for your project.

9. If your project requires a Full SWPPP (Stormwater Pollution Prevention Plan), you will need to meet the Village’s infiltration requirement, depending on the Hydrologic Soil Groups present within the area of disturbance and the surrounding 100 feet. Hydrologic Soil Groups can be A, B, C, or D, or a combination of these, depending on the drainage characteristics of the soil. Type A soils are well drained, while type D soils are poorly drained. You can find this information from the Tompkins County soil survey, or online at: <http://websoilsurvey.nrcs.usda.gov/app/>, or, Village staff will determine this for you.

10. New York State has specific stormwater management guidelines for redevelopment projects. This is the State definition of *redevelopment*: “Reconstruction or modification to any existing previously developed land such as residential, commercial, industrial, institutional or road/highway, which involves soil disturbance. Redevelopment is distinguished from development or new development in that new development refers to construction on previously undeveloped land. Redevelopment specifically applies to constructed areas with impervious surface.”

11. The area tally will help determine the actual expected area of disturbance for your project, which in turn is used to determine the type of SWPPP that may be required. If you already know that your project is subject to a Full SWPPP, you can skip this section. Estimate the expected area of disturbance for each of the project components listed (only the ones that are relevant to your project) and add them together. Depending on the size of the project, your estimates can be in acres or square feet. Make sure that you do not add together overlapping areas (for example, if you have included the septic system leach field area within the lawn area, don’t double count the same area). For a small subdivision, we suggest that you estimate the areas of disturbance for these features for a typical lot, and then multiply the total by the number of lots.

12. If you have completed the area tally, this is simply a duplicate of the total area of disturbance calculated above. If your project is subject to a Full SWPPP and you have not completed the area tally, fill in the total expected area of disturbance here.

13. This applies to redevelopment projects. It can be an approximation, in square feet or acres. It may be zero if your site has not been previously developed.

14. This can be an estimate in square feet or acres.

## **Determining Wetland Presence and Boundaries**

When relevant in the context of the Village of Lansing's Stormwater law, or in accordance with Federal or New York State regulations, it may be necessary for the applicant to determine the presence and boundaries of wetland(s) on a project site. The Village of Lansing Stormwater Management Officer may request the applicant to obtain field wetland verification, either by a qualified Village staff member, by a United States Army Corps of Engineers wetlands officer, by the DEC, or a wetlands consultant such as the Tompkins County Soil and Water Conservation District. The following criteria shall be used to indicate the potential presence and location of a wetland, and the SMO shall exercise best judgment on when delineation is needed:

### **1. Map Indicators**

- a) The boundaries indicated by the New York State Freshwater Wetlands Map, produced by the NYS Department of Environmental Conservation, as amended and updated. According to Section 24-0301, Environmental Conservation Law, these boundaries are "approximate", but as "accurate as practicable". A landowner or "another person or persons or an official body whose interests are shown to be affected" may send a written request to the Commissioner of the Department for a more precise delineation.
- b) The National Wetlands Inventory Maps, produced by the US Fish and Wildlife Service, 1979, or as amended or updated. Note that the metadata for these maps states: "Due to the scale, the primary intended use is for regional and watershed data display and analysis, rather than specific project data analysis."
- c) The Tompkins County Soil Survey, 1965, or as updated, and the Tompkins County Hydric Soils List, which together identify the approximate location of hydric soils, which are indicative of the presence of wetlands.
- d) The absence of a mapped wetland indicator does not rule out the potential presence of a wetland if field indicators are present. On the other hand, in the absence of any field indicators, a mapped indicator may be inaccurate.

### **2. Field Indicators**

- a) The presence of wetland vegetation, according to the "National List of Vascular Plant Species that Occur in Wetlands" USFWS, 1988 or as updated or amended. Note that the New York State Wetland Definition, ECL 24-0107.1 provides a helpful list of wetland plants commonly encountered in various wetland types across New York State;
- b) Indicators of occasional inundation or saturation, such as presence or signs of shallow standing water, a high water table, or frequent flooding.
- c) Field indicators of hydric soil conditions.
- d) Proximity in location and elevation to areas of confirmed wetland or floodplain.

## Notice of Ground Disturbance / Area Tally Form

Please complete this form and submit to the Village of Lansing Stormwater Management Officer. “**Land Development Activity**” resulting in Ground Disturbance is defined as all areas where soil will be disturbed as a result of clearing, grubbing, grading, excavating, stockpiling, placement of fill, paving, installation of utilities, and construction of buildings or structures. This form will enable Village of Lansing staff to assist applicants in meeting local stormwater standards, and it is helpful to submit this form prior to finalizing your SWPPP.

Owner’s Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone # \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Project Site Address: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Project Sponsor Name (If Different than Owner): \_\_\_\_\_ Phone: \_\_\_\_\_

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

Brief Description of the Project:

(Attach additional sheets of paper as necessary and include a project sketch)

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### Project and Site Characteristics (Check yes or no as appropriate)

1. Will the project involve multiple phases?  YES  NO If YES, how many phases? \_\_\_\_\_
  
  2. What is the shortest distance from the project area of disturbance to the edge of any stream, pond, lake, or wetland in the vicinity of the project? \_\_\_\_\_ feet.
  
  3. Does the site show any field or map indicators of potential wetland presence?  YES  NO  
Check all that are applicable:  
 Mapped NWI Wetlands  Mapped DEC Wetlands  Mapped Hydric Soils  
 Field indicators of Hydric Soils  Vegetation indicative of wetlands  Wetland Delineation
  
  4. Please describe the slope on site (e.g. steep or flat areas, streambanks, gullies, bluffs etc.).  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
  5. Will the project include a linear excavation that is more than 500 feet long and 3 feet wide?  
 YES  NO
  
  6. Will the project involve excavation or fill resulting in the movement of more than 250 cubic yards of soil, sand, or similar material?  YES  NO
  
  7. Does the project require any state or federal environmental permits?  YES  NO  
Permit(s): \_\_\_\_\_
  
  8. Do connected Impervious Areas exceed ½ acre.  YES  NO  
(If YES a Full SWPPP is required)
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**Village of Lansing Notice of Ground Disturbance / Area Tally Form**

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*The following questions apply if the project is subject to a Full SWPPP:*

9. Is more than half of the project site area over soils in Hydrologic Soil Group A or B according to the Tompkins County Soil Survey?  YES  NO

10. Is the project a new development or redevelopment?  YES  NO

If Yes, Circle One:                      New Development                      Redevelopment

**11. Area Tally**

11A) Fill in the approximate area to be disturbed by the following, in square feet, as applicable. If it has been determined that a Full SWPPP is necessary from the Notice of Ground Disturbance, then please present this information when the final draft is complete.

Driveway \_\_\_\_\_

Parking Area \_\_\_\_\_

House / Main Building \_\_\_\_\_

Other Buildings \_\_\_\_\_

Septic System \_\_\_\_\_

Other Grading / Clearing / Lawn \_\_\_\_\_

Wells and Ditches \_\_\_\_\_

Drainage Structures \_\_\_\_\_

Utility Laying \_\_\_\_\_

Additional Area \_\_\_\_\_ (for construction access, stockpiling, etc.)

Total (do not total overlapping areas): \_\_\_\_\_

11B) For subdivisions only: Total from Above: _____ x _____ (# of lots) + _____ (road area) = _____
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11C) As estimated above, the total Area of Disturbance is: \_\_\_\_\_

12. Total Parcel Acreage: \_\_\_\_\_

13. Area of existing impervious surface prior to development: \_\_\_\_\_

14. Total Impervious Area expected after project completion: \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_