

**FEDERAL EMERGENCY MANAGEMENT AGENCY
GRANT PROGRAMS DIRECTORATE ENVIRONMENTAL AND HISTORIC
PRESERVATION FACTSHEET**

Guide for Describing Ground Disturbance

1. Ground disturbance is best described when accompanied by clearly marked color photos.
2. Obtain an aerial photo; there are multiple online sources for aerial photos that are either free or request a nominal fee.
3. Use the screen capture feature (Ctrl +PrtSc) and copy the image to photo editing software, such as Paint, Power Point, PhotoShop, or others. Use that software to crop the image so the photo has the content necessary.
4. Open Power Point, or other graphics-oriented software, and paste the aerial image on the canvas.
5. Using drawing tools such as line drawing, shapes, and fill colors, label where ground disturbing activities are proposed to take place, and include a legend.
6. Cut and paste completed drawing into Word document and provide the length, width, and depth of expected ground disturbance.

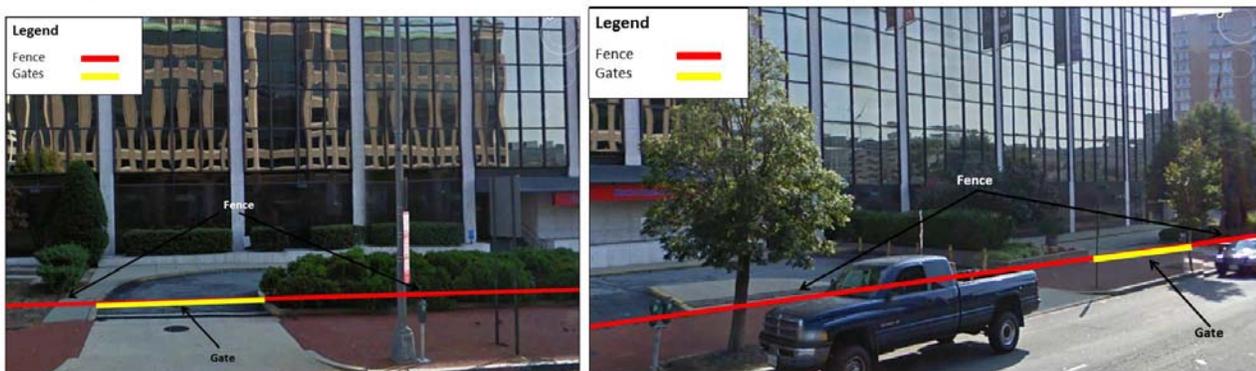
Sample aerial or "Site Plan" photo, showing ground disturbance

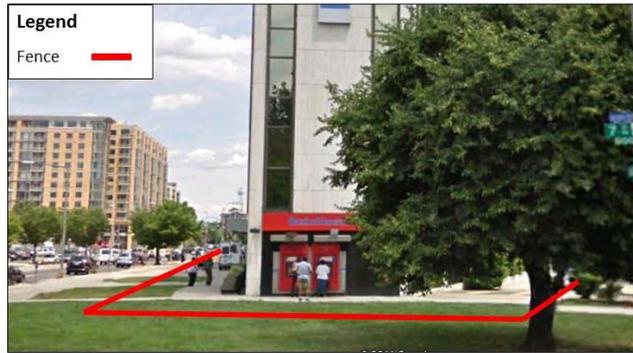
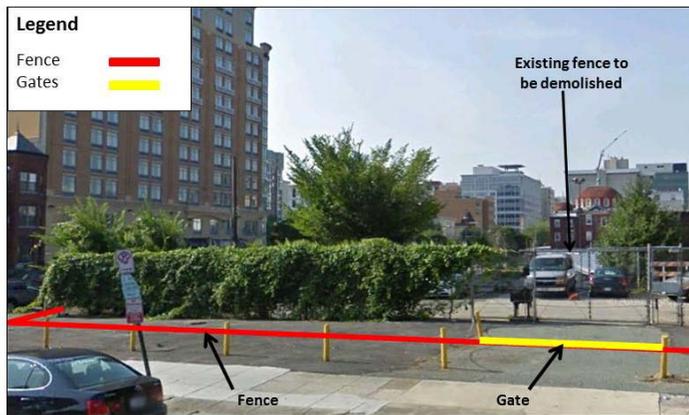
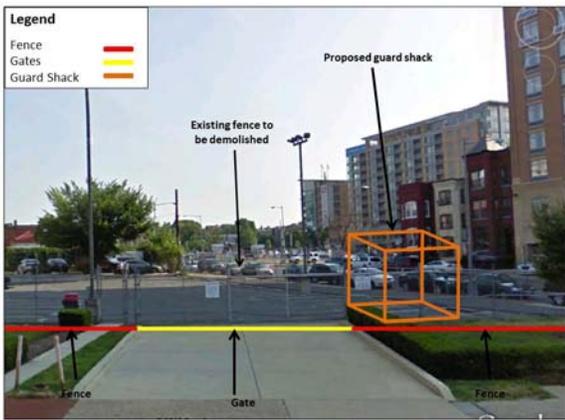


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A 6-foot tall fence measuring 1,650 linear feet would be installed, requiring an 18" wide trench at a depth of 18", with four 12-foot wide gates, as indicated above. A guard shack would be installed on a concrete pad measuring 10'x10', at a depth of 24". An existing fence surrounding the parking lot would be removed.

Sample ground-level photos, labeled to show ground disturbance





Example of fence type to be installed:



Compress picture files in Word documents for easier transmission via e-mail using the following steps:

Windows XP:

1. In Word, right-click on the picture and select “Format Picture”
2. On the picture tab, select “Compress”
3. Select the following settings: **Apply to:** all pictures in document; **Change Resolution:** Web/Screen; **Options:** compress pictures, delete cropped areas of pictures
4. Select “OK”, and save your file

Windows 7:

1. Click on the picture and select the “Picture Tools” tab at the top of the screen
2. Under “Picture Tools”, on the “Format” tab, in the “Adjust” group, click Compress Pictures.
3. Select the following settings: **Compression Options:** UNSELECT “Apply only to this picture”, SELECT “Delete cropped areas of picture”; **Target Output:** E-mail (96 ppi)

Compression software that can reduce the size of PDF documents is available online for free. Compressing file sizes can improve the ease of transmission of data, and is highly recommended.