

Montgomery County Conservation District  
143 Level Road  
Collegeville, PA 19426  
Phone: 610 489-4506 FAX: 610 489-9795

www.MontgomeryConservation.org

APPLICATION FOR ADEQUACY REVIEW OF  
EROSION AND SEDIMENT CONTROL PLAN and/or NPDES PERMIT PROCESSING

**PROJECT INFORMATION:**

PROJECT NAME: \_\_\_\_\_ MUNICIPALITY: \_\_\_\_\_

SITE LOCATION: \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

PROJECT ACRES: \_\_\_\_\_ CUMULATIVE DISTURBED ACRES: \_\_\_\_\_  
(Project Acres is the total acreage of the planned project including support areas such as staging, borrow, or spoil areas).

WATERSHED: \_\_\_\_\_ RECEIVING STREAM: \_\_\_\_\_ Distance \_\_\_\_\_

**APPLICANT INFORMATION**

NAME: \_\_\_\_\_  
or (Responsible Official - Print or Type)

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PLAN PREPARER**

NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

**Type of earth disturbance activity:**

- Single Family Residential
- Industrial, Commercial, Townhouses/Condominiums, Institutional, (If parceled - # of Parcels \_\_\_\_\_)
- Timber Harvesting     Utility Line     Government     Agricultural     Pond/Stream     Road/Highway

E & S Plan Review Fee payable to: "Montgomery County Conservation District"  
NPDES Permit Application fee payable to: "MCCD Clean Water Fund"

The Applicant agrees to comply with all requirements of TITLE 25, CHAPTER 102, EROSION AND SEDIMENT CONTROL RULES AND REGULATIONS as set forth by the Pennsylvania Department of Environmental Protection, and further agrees to obtain all necessary federal, state, county and local permits associated with the above project.

APPLICATIONS ARE CONSIDERED ADMINISTRATIVELY INCOMPLETE UNLESS ALL APPLICABLE INFORMATION IS PROVIDED AND THE APPLICANT SIGNS THIS FORM.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

<u>For District Use Only</u>	
Entry # _____	NPDES Permit# _____
E & S Fee _____	NPDES Fee _____
Check# _____	Check# _____

**GENERAL INFORMATION:**

Note: Applications are date stamped upon receipt. Applications received after 3:00P.M. will be stamped as received the next business day. Within thirty working days from the date of an administratively complete application, the district technical review of the Erosion & Sediment Control Plan will be conducted. If revisions are necessary, revised plans are also date stamped upon receipt and reviewed in sequence with other applications.

The fee schedule will apply whenever the Application and Erosion & Sediment Control Plan are submitted for an adequacy review of the Erosion & Sediment Control Plan.

The fee charged will cover the initial review plus one follow-up revision submitted in response to the first district review letter (if necessary). A cover letter based on the initial review letter, which details the corrections made item by item, must be included with the revised plan. All changes (revisions) made on the resubmitted drawing sets must be highlighted.

For larger projects to be developed as separate parcels, each resubmission of a different project area (different parcel) on the same tract of land will be charged an additional fee for that parcel.

**ADJUSTMENT OF FEES**

Fees will be waived only for plan review applications filed under the name of a Government sub-unit of the United States, or the Commonwealth of Pennsylvania, or Local Municipality. This exemption does not apply to School Districts or special purpose authorities, or to any private, or non-profit organization. Only Commonwealth agencies are exempt from the NPDES filing fee.

**FEE SCHEDULE BASED ON DISTURBED ACRES**

<u>DISTURBED ACRES</u>	<u>\$ FEE FOR SERVICE</u>
0.1 to 1.0	350.00
1+ to 5.0	750.00
5+ to 10.0	1,200.00
10+ to 15.0	2,000.00
15+ to 20.0	2,300.00
20+	2,300.00 plus \$50.00 / acre over 20

**NPDES PERMIT FILING FEE**

GENERAL PERMIT	\$250.00
INDIVIDUAL PRMIT	\$500.00

Single Residential Lot: A fee of \$160.00 will be charged for a single residential lot with minimal earth disturbance, low hazard on less than 3% slope.

Agriculture Construction: The above fee schedule will apply for agricultural earth disturbance other than agricultural “plowing or tilling.” The NPDES permit requirement may also apply depending on acres to be disturbed.

Minimum Earth Disturbance: A fee of \$75.00 will be charged for adequacy review of the Erosion & Sediment Control plan for projects with minimal earth disturbance, and are “low hazard.” This includes Chapter 105 General Permits or other Water Quality Permits, timber harvesting (select cutting), and agriculture construction. This list is not necessarily all inclusive and any unlisted activity will be categorized at the discretion of the conservation district.

**Revisions:**

Inadequate - Plans determined to be inadequate to meet compliance with Title 25 - Chapter 102, DEP Rules & Regulations on Erosion & Sediment Control which require three or more reviews, and have more than minor review comments, will be subject to a review fee of 50% of the original review fee for each additional review.

Adequate - Plans which receive a letter of adequacy and are resubmitted with minor revisions will be subject to a \$75.00 processing fee. Plans which are resubmitted with major revisions (such as lot layout, road layout, drainage changes etc) which affect the primary Erosion & Sediment Control devices/measures are subject to a review fee of 50% of the original review fee.

Cancelled Projects: The application fee for the NPDES permit, and/or the Technical review of the Erosion & Sediment Control Plan will be returned upon receipt of a letter from the applicant requesting withdrawal of the application. The letter must be received prior to the district initiating the administrative completeness review, or E & S technical review respectively. The Montgomery County Conservation District suggests a pre-application meeting with the district prior to submitting the application.

**E & S PLAN INFORMATION** - (Please use the E & S Control Technical Review Checklist located in the E & S Control Manual pages 141 - 143). *All plans must be folded. Rolled plans will not be accepted.*

Required information to be submitted:

- Written Narrative
- Plan Drawings – 1" = 50ft. scale, unless prior arrangement with the district has been requested
- E & S BMP Calculations
- Pre & Post Stormwater Calculations for E & S
- Appropriate fee

**NON-PERMIT APPLICATION**

For non-permit application – Earth disturbance activity less than one (1) acre, or projects from 1 to 5 acres which do not meet the point source discharge to surface waters of the Commonwealth criteria; two (2) sets of documents, drawings, narrative, and calculations are required. Typically this refers to E & S Plans for earth disturbance submitted for review per municipal ordinance, or E & S plans submitted as a requirement or condition of other state or federal water quality permits.

An application for review for Adequacy of the Erosion & Sediment Control plan for a project that does not require the NPDES permit will receive a letter of Adequacy which is valid for earth disturbance activity which begins within five years from the date of the district letter.

**NPDES PERMIT INFORMATION** – (Please use the Administrative Checklist form located in the N.O.I. Application)

The NPDES permit is a federal requirement to insure implementation of Erosion & Sediment Control Best Management Practices to control accelerated erosion and the resulting sedimentation associated with construction activity. All construction activities involving one (1) acre or more of earth disturbance over the life of the project are required to obtain the NPDES permit.

GENERAL NPDES PERMIT – Is required:

- a. For earth disturbance activity from 1 to 5 acres with a point source discharge (concentrated flow) to surface waters of the Commonwealth over the life of the project.
- b. For all earth disturbance of 5 acres or more over the life of the project.

INDIVIDUAL NPDES PERMIT – Is required:

- a. For earth disturbance activity from 1 to 5 acres with a point source discharge in a Special Protection Watershed (High Quality or Exceptional Value).
- b. If the project has the potential to discharge toxic pollutants.
- c. If the project will affect water quality standards.
- d. For all earth disturbance of 5 acres or more over the life of the project in Special Protection Watersheds.

“Point source discharge to surface waters of the Commonwealth” applies only to projects between 1 and 5 acres of disturbed earth. The Montgomery County Conservation District will assume that all sites will have a point source discharge. If the plan preparer believes a project does not meet this criteria and does not submit an NPDES permit application, written justification must be submitted with the request for E & S Control plan review cover letter. The Conservation District’s first review letter will address whether or not the request for permit exemption is accepted.

1. For NPDES Permit application; all information as indicated on the Notice of Intent form must be included with this application form.

<b>GENERAL NPDES:</b>	<b>(2) sets of all documents.</b>
<b>INDIVIDUAL NPDES:</b>	<b>(3) sets of all documents.</b>

2. The NPDES permit application should not be submitted without a previously executed PNDI search form and proof of resolved conflicts. Applications submitted without the PNDI information will be returned to the plan preparer.
3. All NPDES permit applications must contain a Post-Construction Stormwater Management (PCSWM) Plan as a separate narrative and separate drawings labeled as PCSWM Plan. The (PCSWM) Plan must address the following:
  - a. Stormwater volume – (cf)
  - b. Stormwater velocity – (fps)
  - c. Stormwater rate – (cfs)
  - d. Stormwater water quality
4. Plans which receive a letter of adequacy are valid until final stabilization has been achieved, or until the NPDES permit expiration date provided no changes to the plan or implementation of the plan have occurred which alter the effectiveness of the BMP measures or devices.

**Additional Information**

1. **Total Project Area:** The entire parcel of land controlled by the Landowner/Developer will represent the total project area for the proposed improvements. Open space areas are to be included in the total project area.
2. **Disturbed Area:** That portion of the total project area which will be disturbed for any reason throughout the life of the construction project until final stabilization has been achieved.
3. **Off Site Earth Disturbance:** Off site areas of earth disturbance associated with the project require a written Erosion & Sediment Control plan (>5,000 sq. ft), and implementation of the plan. NPDES permit requirements may also apply to off site disturbed areas based on the disturbed acres.
4. **Single Family Residential:** Single family home built on individual lot.
5. **Commercial, Industrial** include: office buildings, retail stores, restaurants, hotels/motels, manufacturing, warehouses, parking lot, athletic fields, golf course, townhouses, condominiums, institution buildings, etc.
6. **Utility lines:** Review fee is based on the total disturbed area (length x width) converted to acres.
7. **Agriculture:** Construction activity - Review fee is based on the total earth disturbance.
8. **Parcel of land:** A specific tract or plot of land within the total project area.