

**Upper Moreland Township
Plan Application Submission Checklist**

The applicant is responsible for submission of a complete application. This checklist will aid both the applicant and staff in ensuring that all applications are complete. The following is a per item submission checklist for all Subdivision, Land Development and Lot Consolidation Applications for Upper Moreland Township.

- () **Application Form:** Completed and signed by the owner/applicant. Authorization letter is required if applicant is not owner of property.
- () Completed MCPC *Request for Review* sheet.
- () **Two (2) copies** of plans folded to legal file size. Plans should be a 20 scale and will not exceed 24"x36"
- () **1 Flash Drive or CD-ROM containing all information (transmittal letter, plans, Application, etc.).**
- () **Application fee:** Check made payable to Upper Moreland Township.
 - **Montgomery County Planning Commission fee: MCPC will contact applicant with required fees. Review will not commence until fee received.
 - **Township consultant review fees will be billed to applicant separately.
- () **Escrow fee:** Completed Professional Services Agreement (PSA) with \$2,500 check made payable to Upper Moreland Township.
- () Copy of Montgomery County Conservation District Application.
- () Letter of Sewer availability from UMHJSA.
- () Letter of water availability from Aqua
- () Copies of Zoning Hearing Board decision or Conditional Use decision, if applicable
- () Sign application notification posters (provided by UM Code Enforcement)
Applicant required to post property on submission then 10 days prior to decision by Board of Commissioners.

Application Received By: _____ Date Received: _____

Application Fee: _____ Escrow Fee: _____ Total Fee: _____

This application shall be presented to the Upper Moreland Township Code Enforcement Office.
Rev: 3-18-24 LDSD checklist

Upper Moreland Township
APPLICATION FOR APPROVAL OF PLAN

Submission date: _____ Application number: _____

To the Board of Commissioners of Upper Moreland Township:

The undersigned hereby makes application for approval of a plan type as indicated below, under the provisions of the Code of Upper Moreland Township, Chapter 300, *Subdivision and Land Development*, and any supplements and amendments thereto.

Furthermore, the applicant hereby waives the requirement under Act 247, as amended, that the Subdivision and/or Land Development plan be acted upon within ninety (90) days from date of submission.

Signature of Applicant

Signature of Land Owner

Title of Plan Submitted: _____

A. Plan Type:

<input type="checkbox"/> Minor Subdivision	<input type="checkbox"/> Minor Land Development
<input type="checkbox"/> Preliminary Major Subdivision	<input type="checkbox"/> Preliminary Major Land Development
<input type="checkbox"/> Final Major Subdivision	<input type="checkbox"/> Final Major Land Development
<input type="checkbox"/> Preliminary Major SD&LD	<input type="checkbox"/> Final Major SD&LD

B. Plan Identification

Plan Dated: _____ Engineer: _____

Plan Proposes: Brief narrative of the proposed activity. Commercial/Industrial/Institutional applications to include building square footage and specific uses; Residential applications to include number of lots and amount of dwelling unit types:

C. Property Identification:

Address/Location _____

(Continued on next page)

TPN: _____ Block # _____ Unit # _____

D. Applicant Identification:

Applicant: _____

Address: _____

Phone: _____ Email (required): _____

Land Owner: _____

Address: _____

Phone: _____ Email (required): _____

Engineer: _____

Address: _____

Phone: _____ Email (required): _____

Attorney: _____

Address: _____

Phone: _____ Email (required) _____

Office Use Only

Fees received from applicant:

Application fee: _____

Review Escrow: _____

Total: _____

Fees acknowledged and application accepted as complete:

Staff signature

Date

RECORDING INFORMATION TO BE PLACED ON MYLAR PLANS BEFORE RECORDING:

COMMONWEALTH OF PENNSYLVANIA:

ss.

COUNTY OF MONTGOMERY:

On the _____ day of _____, 19_____, before me,
the Subscriber, a Notary Public of the Commonwealth of
Pennsylvania, residing in _____ County, personally
appeared _____, known to me to be the
person whose name is subscribed below, and acknowledges that
he is the registered owner of the designated land; that all
necessary approval of the plan has been obtained and is
endorsed thereon; and that he desires the foregoing plan be
recorded according to law.

WITNESS my hand and notarial seal, the day and year
aforesaid

Owner

Notary Public

Approved by the Board of commissioners of Upper Moreland Township
this _____ day of _____, 19_____.

President

Secretary

Engineer

Recorded in the Office of the Recorder of Deeds of Montgomery
County, Norristown, PA in Plan Book _____, Page No. _____,
on this _____ day of _____, 19_____.

Checklist for Final Subdivision & Land Development Review

Township of Upper Moreland

Submission Date: _____ For _____

Owner or Authorized Agent

Parcel No. _____ Block # _____ Unit # _____

Address & Telephone No. _____

Item	Yes	No	N/A or Incomplete
1. Subdivision Name or Title			
2. Municipality Name			
3. North Point			
4. Scale (Min. 50' Horizontal)			
5. Date			
6. Location Map			
7. Sheet Size Either 15" x 18", 18" x 30", 24" x 36"			
8. Sheets Numbered To Show Relationship To Total Sheets Comprising the Submission			
9. Name and Address of Owner or Authorized Agent			
10. Name and Address of Registered Engineer, Surveyor or Architect			
11. Datum Reference			
12. Tabulation of Zoning Requirements			
13. Indication of Deed Restrictions Affecting the Subdivision of the Property			
14. Types of Soil Based on USDA Soil Survey			
15. Contours at 2' Vertical Intervals			
16. Existing Water Courses, 100 yr. Flood Plain			
17. Existing Tree Masses			
18. Other Significant Natural Features			
19. Tract Boundaries with Bearings & Distances, Tract Acreage			
20. Zoning Boundaries			
21. Permanent Reference Monuments			
22. Names of all Abutting Owners			
23. Existing Streets; R/W and Cartway, Curbs and Sidewalks			
24. Existing Adjoining Property Lines, Existing Easements Widths and Identification of Purposes			
25. Existing Buildings to be Retained or Demolished			
26. Existing Sanitary Sewers			

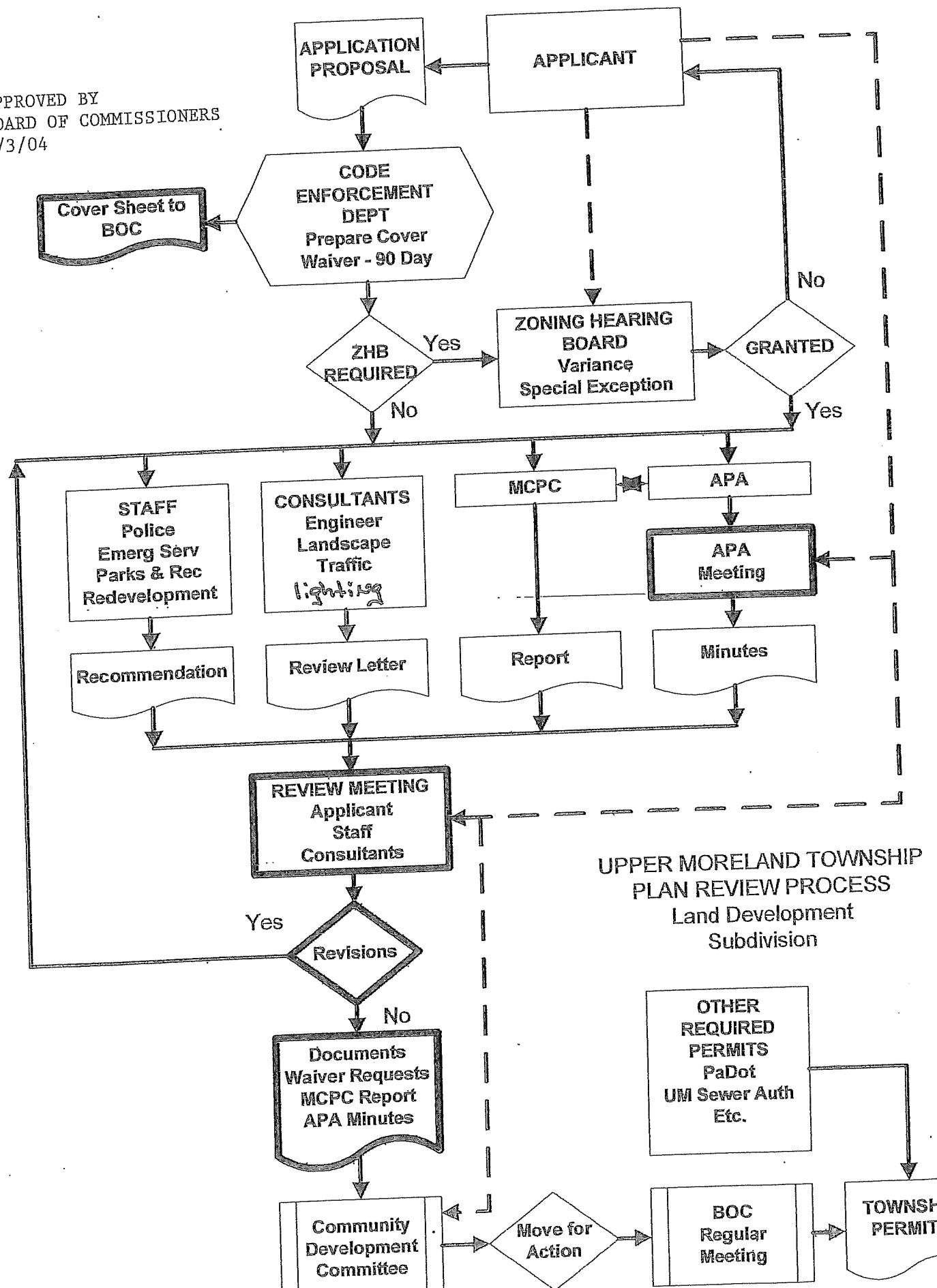
Item	Yes	No	N/A or Incomplete
27. Existing Storm Drains			
28. Existing Water Lines, Fire Hydrants			
29. Other Existing Utilities			
30. Names and Route Numbers of Existing Streets			
31. Building Setback Lines			
32. Location and Width of Drives			
33. Layout of Streets with Bearings and Distances, Stations Corresponding to Street Profiles			
34. Proposed Widths of all Streets, Ult. R/W and Cartway, Curbs and Sidewalks			
35. Widths, Purpose and Locations of all Easements			
36. Indication of any Lands to be Dedicated for Public Use			
37. Names of Proposed Streets			
38. Development Details for Entire Subdivision			
39. Location, Sizes, Design Information for Proposed Sanitary Sewers			
40. Location, Sizes, Design Information for Proposed Storm Sewers			
41. Location, Sizes of Proposed Water Lines, Fire Hydrants			
42. If Public Sewers Are Not Available; Location of On-Site Sewage Disposal			
43. If Public Water Service Is Not Available; Location of Wells			
44. Street Profiles			
45. Sanitary Sewer Profiles			
46. Storm Sewer Profiles			
47. Location and Sizes of all Proposed Buildings			
48. Proposed Finished Contours			
49. Erosion and Sediment Control Plan			
50. Proposed Landscaping, Street Trees			
51. Number and Sizes of All Proposed Lots			
52. Construction Details for All Proposed Improvements			
53. Evidence of Permits or Approvals from Agencies with Jurisdiction; Highway Departments, D.E.R., Public Utilities, S.C.S., Etc.			
54. Complete Drainage Calculations			
55. Typical Street Paving Cross Sections			
56. Signature Block for Owner/Equitable			
57. Signature Blocks for Township Secretary, Township Engineer, and Township Board of Commissioners			

UPPER MORELAND TOWNSHIP PLAN REVIEW PROCESS

1. When a formal proposal is submitted to the Code Enforcement Department, the applicant will be asked to sign a waiver releasing the Board of Commissioners from the legal obligation to render a decision within 90 days following the date of the next regular Board meeting. If the proposal requires action by the Zoning Hearing Board, the applicant will be directed to that Board first.
2. A copy of the application cover sheet which indicates the location and nature of the project will be sent to the Board so that each Commissioner is made aware of the proposal when it is submitted to Code Enforcement.
3. The complete application, including copies of all plans and supporting documentation will be routed to all appropriate staff members, consultants, and review agencies. In addition to internal departments (police, emergency services, parks and recreation, redevelopment), this will include the township engineer, landscape architect, traffic consultant, Montgomery County Planning Commission (CPC), Advisory Planning Agency (APA).
4. All applicants will be informed that they or their designated representatives are required to attend a meeting of the APA to discuss their proposal with the Agency before their application will be placed on the agenda of the Community Development Committee.
5. The applicant will be advised at the time a proposal is submitted that after all initial reviews have been completed, a meeting will be held at the Township Building with the appropriate staff members and consultants so that any revisions required by Township regulations or those of other agencies can be discussed.
6. After the applicant has revised the proposal, the review cycle will be repeated if necessary until the applicant has either complied with all appropriate regulations or wishes to request specific waivers or relief from the Township Code which may be granted only by the Board of Commissioners.
7. At that point, the application will be placed on the agenda of the Community Development Committee. Commissioners will be provided with a concise memo from the Code Enforcement Dept. listing any outstanding issues which must be addressed by the Committee before the proposal is moved for action by the full Board. Included with the memo will be a copy of the plan, APA minutes and the MCPC review letter.
8. After the Community Development Committee has completed its review of the proposal, the application will be moved for action at the next Regular Meeting of the Board.
9. The Code Enforcement Department will give a copy of these guidelines to all applicants.

Approved by Board of Commissioners
5/3/04

APPROVED BY
BOARD OF COMMISSIONERS
5/3/04



Municipal Request for Review

This request must be submitted by the municipality to our office with the appropriate plans/information and fee.



MONTGOMERY COUNTY PLANNING COMMISSION
P.O. Box 311, Norristown, PA 19404-0311
Phone: 610-278-3722
Business Hours: 8:30 A.M. to 4:15 P.M.
www.planning.montcopa.org

To Be Completed By Municipality

Date: _____

Municipality: _____

Official's Name: _____

Municipal Official's Signature: _____
(Only applications with original signature will be accepted)

Position: _____

MCPC File Number (If Known): _____

Review Fee: Fee Attached \$ _____ Fee Not Applicable

Meeting Dates:

Municipal Planning Commission Date: _____

Governing Body Date: _____

No Meeting Scheduled

To Be Completed By Applicant

Development Name: _____

Applicant Name: _____

Applicant Address: _____

Applicant's Representative: _____

Business Phone: _____

Business Email: _____

Type of Review Requested: (Check All Appropriate Boxes)

Unofficial Sketch Plan (No Fee)
 Subdivision Plan
 Land Development Plan

Zoning Ordinance or Map Amendment

Municipal (No Fee) Private Petitions (Fee)
 Subdivision Ordinance Amendment (No Fee)

Curative Amendment

Municipal (No Fee) Private Petitions (Fee)
 Conditional Use (Fee)
 Other: _____

Type of Plan:

Tentative (Sketch)
 Preliminary
 Final

Type of Submission:

New Proposal
 Revision to Prior Proposal
 Phase of Prior Proposal

Plan Submission (Subdivision/Land Development Plans):

PLANS SUBMITTED AS (Check Appropriate Box):

Paper Copies Digital PDF Format on CD Digital PDF Format e-mailed to MCPC

Proposed Utilities:

Type		Capacity	
Water	Sewer	Water	Sewer
<input type="checkbox"/> Public	<input type="checkbox"/> Public	<input type="checkbox"/> Available	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Individual Well	On-Lot: <input type="checkbox"/> Individual	<input type="checkbox"/> Not Available	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/> Community System	<input type="checkbox"/> Centralized	<input type="checkbox"/> Unknown	<input type="checkbox"/> <input type="checkbox"/>

Zoning:

Existing District
 Proposed District

Special Exception Granted Yes No
Variance Granted Yes No For _____

Plan Infomation:

Tax Parcel Number _____

Total Tract Area _____

Total Tract Area Impacted By Development _____

Land Use(s)	Number of New		Senior Housing		Open Space Acres	Nonresidential New Square Feet
	Lots	Units	Yes	No		
Single-Family						
Townhouses/Twins						
Apartments						
Commercial						
Industrial						
Office						
Institutional						
Other						

Additional Information: _____

*Township of Upper Moreland, PA
Wednesday, April 18, 2018*

Chapter 140. Fees, Rates and Permits

Article VIII. Subdivision and Land Development

§ 140-30. Subdivision, land development or plan review.

- A. Every applicant shall, at the time of submitting an application for review of a subdivision, land development or other plan, pay a fee to cover all Township administrative costs for processing the plans. In addition, the applicant shall agree to pay the Township's costs of professional review as set forth in Subsection E hereof.
- B. Schedule of a minimum review fees required:
 - (1) Where public improvements are provided, the minimum review fee shall be \$400.
 - (2) Where no public improvements are provided, the minimum review fee shall be as follows:
 - (a) For plans of subdivision.
 - [1] Into two or three lots: the sum of \$175.
 - [2] Into four or five lots: the sum of \$275.
 - [3] Into six to 12 lots: the sum of \$500.
 - [4] Into 13 to 20 lots: the sum of \$700.
 - [5] Into 21 or more lots: the sum of \$1,200.
 - (b) For plans of land development.
 - [1] Up to 10 acres: the sum of \$325.
 - [2] From 11 to 50 acres: the sum of \$550.
 - [3] Over 50 acres: the sum of \$1,200.
 - C. Review of commercial, industrial or office plans involving only one building shall require a minimum fee of \$150.
 - D. Review of amended plans. Plans which entail a change or amendment to previously approved plans only involving a change in parking areas or building configuration shall be considered an amended plan and shall require a minimum fee of \$150, provided that a plan which shows a substantial deviation from the previously approved plans may be deemed to constitute a new application subject to the fees applicable under Subsection B or C hereof.
 - E.

Every applicant shall, as part of his application for approval of the plan, agree to pay to the Township of Upper Moreland such fees and expenses as the Township may be required to incur for professional and other services in reviewing said plan, and enter into a development agreement upon final approval of the plans delineating the respective rights and responsibilities of the Township and developer.

§ 140-31. Tree removal permit fee.

Applications for tree removal or tree relocation permits filed with the Township shall be accompanied by a fee of \$1 for each individual site under 1/2 acre proposed to have any tree or trees removed therefrom or relocated thereon; a fee of \$10 for each individual site over 1/2 acre but less than one acre proposed to have any tree or trees removed therefrom or relocated thereon; and a fee of \$10 per acre or fraction thereof for each individual site over one acre proposed to have any tree or trees removed therefrom or relocated thereon. Such fees are hereby declared to be necessary for the purpose of processing the application and making the necessary inspections for administration and enforcement of this article.

§ 140-32. Grading permit fee.

Applications for grading permits shall be accompanied by fees in accordance with the following schedule:

Volume of Material	Permit Fee
Not more than 50 cubic yards	\$20
More than 50 cubic yards and not more than 250 cubic yards	\$25
More than 250 cubic yards and not more than 500 cubic yards	\$30
More than 500 cubic yards and not more than 1,000 cubic yards	\$35
More than 1,000 cubic yards	\$55 for each additional 1,000 cubic yards or portion thereof
Engineering review	\$100

Inspection fees to the Township Engineer shall be paid at the prevailing rates at time of the inspections, as filed with the Township Manager

MONTGOMERY COUNTY PLANNING COMMISSION (MCPC)
Act 247 Fee Schedule

The following fees will apply to each subdivision or land development submitted to the Montgomery County Planning Commission for review:

- Fees will be waived for applications filed under the name of a governmental subunit of the United States or the Commonwealth of Pennsylvania, including school districts and authorities. This exemption does not apply to private, nonprofit organizations with the exception of volunteer fire companies and ambulance squads.
- For a nonresidential subdivision and land development submitted for the same tract at the same time, only the larger fee will be charged.
- No fee is required for Sketch Plans.

Residential Subdivisions and/ or Land Developments

These fees apply to all kinds of residential projects for sale, condominium or rental; any structural type; and either as a subdivision or single-tract land development. No fees are charged for open space lots.

Number of Lots or Dwelling Units (greater number applies)	Base Fee + Fee per Lot or Dwelling Unit
1 – 3*	\$150 (flat fee)
4 – 20	\$180 + \$23 per unit
21 – 100	\$450 + \$21 per unit
101+	\$1,060 + \$20 per unit

Nonresidential Land Developments and Conversions

These fees apply to all projects or sections of mixed projects, which are for new construction of nonresidential uses of any kind for sale, rental, lease or condominium in any type of building on a single tract of land. Conversions from residential to nonresidential uses shall also use this schedule, whether the building area is new or existing.

Gross Square Feet of New Building	Base Fee + Fee for Every 1000 Gross Sq. Ft. (rounded to nearest whole dollar)
1 – 3,000 Sq. Ft.	\$220 flat fee
3,001 – 25,000 Sq. Ft.	\$519 + \$27 for every 1000 Sq. Ft.
25,001 – 50,000 Sq. Ft.	\$1,050 + \$23 for every 1000 Sq. Ft.
50,001 – 100,000 Sq. Ft.	\$1,550 + \$20 for every 1000 Sq. Ft.
100,001+ Sq. Ft.	\$2,580 + \$15 for every 1000 Sq. Ft.

Nonresidential Subdivisions

These fees apply to applications subdividing and conveying land for nonresidential uses.

Number of Lots	Base Fee + Fee per Lot
1 – 3	\$555 flat fee
4 or more	\$555 + \$88 per lot

Other Reviews

- Residential Lot Line Change = \$65
- Nonresidential Lot Line Change = \$260
- Conditional Use = \$260
- Miscellaneous reviews (including parking lots or structures not associated with new building square footage) = \$260
- Curative Amendments (not municipal curative amendments) = \$1,500
- Private Petitions for Zoning or SALDO Change (not municipal petition) = \$1,000

Resubmissions

These fees apply to each subsequent plan submission after the original submission, if the resubmission is essentially the same plan with only minor revisions. A subsequent plan is NOT a resubmission if it is more than 5 years after the previous submission, the proposed land use is changed, or the number of dwelling units or square footage has changed by more than 40% from the prior submission.

- Flat fee of \$125 for residential subdivisions/land developments. All resubmissions of 3 lots/units or less no fee required.
- Flat fee of \$190 for all nonresidential subdivisions/land developments. All resubmissions of 3 lot subdivisions or 3,000 square feet development or less no fee required.
- No fee for private Zoning or SALDO resubmissions.

All county fees are to be submitted to the municipality at the time of application; the municipality will forward the fees to MCPC. A check or money order should be made payable to the **MONTGOMERY COUNTY TREASURER**. Fees are authorized by the Pennsylvania Municipalities Planning Code (Act 247) as amended.

**AGREEMENT FOR THE USE OF TOWNSHIP PROFESSIONAL SERVICES
FOR A LAND DEVELOPMENT PROPOSAL**

THIS AGREEMENT made this _____ day of _____, 2015, by and between UPPER MORELAND TOWNSHIP, Montgomery County, Pennsylvania (hereinafter referred to as "Township"), and _____, with a mailing address of _____ (hereinafter referred to as "Developer") regarding the services of the UPPER MORELAND TOWNSHIP PROFESSIONAL STAFF, including but not limited to its Solicitor, Engineer, Landscape Architect, Revitalization Coordinator, and Traffic consultant, (hereinafter referred to as "Professional Staff", and

WITNESSETH:

WHEREAS, the Developer is the applicant and/or legal or equitable owner of certain real estate bearing Tax Parcel Number # _____ located or described and consisting of acreage as follows: _____,

on which the Developer proposes: _____.

WHEREAS, the Developer has presented to the Township concept or "sketch" plans for a proposed Subdivision, Land Development, Building Development or other plans for the use of their land for review by the Township, or has indicated a desire to apply for a building, use or other permit from the Township (hereinafter collectively referred to as the "Development"); and

WHEREAS, the Developer seeks advice, or comments from the Township as to the feasibility of such plans or concepts to subdivide, develop, use, build, or request approval of any such plans to make use of its property, which proposals are hereby incorporated by reference and made a part hereof; and

WHEREAS, the Developer has requested the Township to review said plans and/or other requests which review will require Township Professional Staff to expend time, effort, professional judgment, analysis, or review, and the Developer recognizes and agrees that these land development costs and expenses of the Professional Staff shall be paid by Developer,

NOW, THEREFORE, the parties agree as follows:

1. The Developer and Township agree that the Township does hereby authorize and direct the Township's Professional Staff to review the concepts, proposals, application and plans and to make such recommendations and to advise the Township as to the same, as required by the Township pursuant to its ordinances or codes.

2. The Developer hereby agrees that Developer shall pay the following:

(a) the charges and fees of the Professional Staff for review of and/or preparation of plans, proposal, ordinance amendments, or other comments; and

(b) administrative costs and expenses which the Township may incur by reason of this Agreement. All charges and fees shall be paid within thirty (30) days of billing by the Township, or in advance by the Developer as required by the Township and in accordance with paragraph 3 set forth herein.

3. The Developer hereby agrees to deposit with the Township the sum of Twenty-Five Hundred Dollars (\$2500) as a security deposit for the payment of all costs and expenses, charges and fees as set forth in paragraph 2 above, within five (5) days of the date of this Agreement. It is agreed and understood by the parties that neither the Township, nor its Professional Staff shall commence processing their review of the plans or proposals until the security deposit has been deposited with the Township. **Developer hereby waives any and all claim under the Municipalities Planning Code (MPC) with respect to deemed approvals or other deadlines in following this informal process.** In the event the balance of the escrow account at any time shall be below fifty percent (50%) of the original escrow deposit, and it appears to the Township that costs will be in excess of the remaining balance, the Township shall require an additional escrow deposit sufficient to restore the account balance to the original escrow amount. This additional escrow amount shall be paid by the Developer when requested and no further review of the proposed development will occur until receipt of such payment by the Township.

4. In the event that the Township shall expend or become liable for the cost of services of its Professional Staff related to the Development in an amount in excess of the deposit required in paragraph 3 hereof, Developer agrees to promptly deposit such additional sums with the Township as necessary. Developer shall be provided with a detailed statement of account from the Township upon request.

5. It is further agreed by the Township and the Developer that this Agreement pertains to services performed outside of the normal subdivision, land development and building permit review process and if the Developer elects to file a formal application the Developer shall pay all professional fees required for the review and inspection of the Development during the plan or permit review, construction, alteration, or other work as shall be required by the Township.

Intending to be legally bound, as of the date of this Agreement, the Developer or his authorized agent has signed below:

DEVELOPER:

Attest:

Corporation Secretary

By: _____
President

Witness:

If an Individual or Partnership:

By: _____

Print Name: _____

SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER



COMMONWEALTH OF PENNSYLVANIA
Department of Environmental Protection
Edward G. Rendell, Governor • Kathleen A. McGinty, Secretary
For more information, visit DEP's Web site at
www.depweb.state.pa.us, keyword: Act 537.

INSTRUCTIONS FOR COMPLETING SEWAGE FACILITIES PLANNING MODULE APPLICATION MAILER

(remove before sending mailer to the approving agency (the Department of Environmental Protection (DEP) or delegated local agency))

Please read the following instructions carefully before completing the application mailer. This information will be used to determine if sewage facilities planning is necessary for your project, and, if it is, which forms are appropriate.

Act 537 Sewage Facilities' planning is the duty of local municipalities. The responsibility of meeting the sewage disposal needs of the municipality rests with the municipality. Each municipality is required to have an Act 537 Official Sewage Facilities Plan to adequately address these needs. Adoption by resolution of a planning module is the vehicle for legally amending the municipality's Official Plan. It is imperative that the municipality receives all of the information required in order to make informed decisions.

Upon completion, submit this Mailer/Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Upon completion, submit this Mailer / Application form to the approving agency (DEP or delegated local agency). Additionally, provide a copy of the completed form to the County Health Department having jurisdiction over the area in which the proposed project is located.

Unless your project qualifies for one of the planning exemptions provided in Act 537, a package of sewage facilities planning forms appropriate for the project will be sent to the return address indicated on the mailer, or instructions for obtaining the appropriate forms from DEP's Web site (www.depweb.state.pa.us) will be issued. Each form includes detailed instructions that explain the use of the form and how to complete it. The package of completed forms and its supporting documentation is called a **sewage facilities planning module**, or "planning module." Once the planning module is complete, it must be submitted to the municipality in which the project is located for review and, if acceptable, adoption.

After adoption by the municipality, planning modules are submitted to either DEP or, if appropriate, to the delegated agency for review and final action. Some municipalities (or groups of municipalities working together) have requested and received DEP approval to review and take final action on planning modules. These are known as **delegated agencies**. To find out if your project is located in an area served by a delegated agency, contact the municipality or DEP's regional office serving your area.

Please note that both DEP and delegated agencies are required by law to charge fees for the review of planning modules. The fees DEP must charge are set by law in Act 537, while delegated agencies may set fees which can be the same or different from those in Act 537. For more information on review fees for your particular project, see the planning module documents or contact the approving agency (DEP or delegated agency) serving the area of your project.

NOTE: DEP will provide all planning module forms, however, if your project is a **minor subdivision** (defined as a subdivision of 10 lots or less, intended for single family residential homes served by individual onlot sewage disposal systems) you may also contact the municipality in which your project is located for a "Component 1" minor subdivision planning module form.

1. Print the name of the proposed development and name, address and telephone number of the person who is proposing the project. If planning module components are to be sent to a different person or address, include this information on the front of the mailer in the return address block.
2.
 - a. Enter the county in which the project is located.
 - b. Enter the municipality in which the project is located.
 - c. Enter the road or address (if available) or street coordinates (example - west side of T-235, 1 mile south of intersection of Rt 15 and T-235).
 - d. Enter the appropriate tax parcel identification number (if available) of the parcel proposed for subdivision.
 - e. Enter the name of the U.S. Geological Survey (USGS) 7.5-minute quadrangle map which contains the project area, and the location of the project area on that map in inches up and over from the lower right corner of the map to the approximate center of the project. (Example - Centerville West quad, 7 inches up and 2.5 inches over from lower right corner of map.) Alternatively, include an original or a copy of the USGS quad map with the project area outlined on it.

3. Check the box that best describes the intended use of the proposed land development project. **Residential** refers to single-family lots. **Multi-residential** includes apartments, condos, etc. **Commercial** includes retail centers, office parks, industrial development, etc. **Institutional** refers to schools, hospitals and the like. **Brownfield** Site Redevelopment refers to projects proposing to recycle land. Some developments will involve more than one type of use, or will not fit comfortably into any of the classifications given. If this is the case, choose more than one category or explain under **Other**.
4.
 - a. Enter the number of single family residential lots or Equivalent Dwelling Units (EDUs) proposed. An EDU is defined as that part of a multi-family dwelling or nonresidential project with flows equal to 400 gallons per day (gpd) (the assumed flow, for planning purposes, of a single family residential lot). To determine the number of EDUs, divide the proposed sewage flow of the project by 400 gpd.
 - b. Enter the total number of lots created from this parcel of land since May 15, 1972, including the lots being proposed at this time. (Onlot disposal proposals only.)
 - c. Enter the total project acreage and the acreage of any remaining land (land not proposed for development but under the same ownership and adjacent to the project area).
5. Enter the proposed total sewage flow from the project in gpd. See Title 25 of the Pennsylvania Code, Chapter 73, Section 73.17, (www.pacode.com), or DEP's *Domestic Wastewater Facilities Manual*, DEP ID: 362-0300-001 available on DEP's Web site at www.depweb.state.pa.us, keyword: wastewater.
6. Choose the category (a, b, c or d) that describes the method of sewage disposal planned to serve the project and enter the information requested. Since this information could have an effect on the planning requirements for your project, be as accurate as possible. If more than one method of sewage disposal is planned, or if an interim method is planned, indicate it here.
 - a. **Sewerage System**
If an existing system is being extended to serve the proposed project, or if lots are to connect directly to an existing sewage collection system, check all boxes that describe the project. Write in the names of the existing collection systems that will be used, the interceptor sewer which will be used for conveyance and the treatment facility where the sewage flows will be treated. Include the National Pollutant Elimination Discharge System (NPDES) permit number for the treatment facility, where applicable.
 - b. **Construction of Sewage Treatment Facility** (with stream discharge or with spray irrigation as final disposal option)
Check the box corresponding to the chosen final disposal option (stream discharge or spray irrigation field). This category does **NOT** include individual residence spray irrigation systems (IRISIS) which are considered onlot sewage disposal systems ((c), below). For stream discharges, name the receiving waterbody. If the proposed facility is intended to replace an existing, malfunctioning onlot system, check the box marked "repair."
 - c. **Onlot Sewage Disposal Systems** (individual, community, or large-volume)
Check the box corresponding to the type of onlot sewage disposal systems proposed to serve the project. An **individual onlot sewage disposal system** is a system of piping, tanks or other facilities used for collecting, treating and disposing of sewage into a subsurface absorption area. This category also includes IRISIS. A **community onlot system** is a facility either publicly or privately owned which will collect and dispose of sewage from two or more lots or EDUs into a subsurface absorption area. A **large-volume onlot system** is an individual or community onlot system which is designed to treat flows in excess of 10,000 gpd.
 - d. **Retaining Tanks** (holding tanks or privies)
If retaining tanks are proposed as the method of sewage disposal, enter the number of holding tanks or privies which are proposed to serve the project.
7. Check this box if you desire to obtain your sewage facilities planning module forms from DEP's Web site. You will be provided with appropriate instructions, Web site addresses and DEP coding information in a letter rather than a package of paper forms.

8. Requests for Planning Exemption under the Sewage Facilities Act

You may request to be exempt from Act 537 planning requirements. Effective December 15, 1995, certain classes of subdivisions are no longer subject to the planning requirements of the Sewage Facilities Act. Completing Section 8 will help you and the approving agency determine if your project fits into one of these categories.

a. Protection of rare, endangered or threatened species.

DEP's technical guidance document "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001) requires DEP to ensure that requests for authorizations, are coordinated with the Department of Conservation and Natural Resources' (DCNR) Pennsylvania Natural Diversity Inventory (PNDI).

Conducting a search of the PNDI database and providing a copy of a "PNDI Project Environmental Review Receipt" for the proposed project and, if potential impacts are identified by the search, clearance or recommendation letters from the jurisdictional agency responsible for the particular species identified by a search, satisfies this requirement.

To avoid project delay, self-explanatory, self-conducted "PNDI Project Planning Environmental Review" searches are initiated at www.naturalheritage.state.pa.us. This interactive, online search will ask questions about the proposed project and provide the appropriate receipt, instructions or additional information regarding coordination with jurisdictional agencies.

As an alternative to the self-conducted search, project sponsors may request DEP staff to conduct the search by providing a completed "PNDI Project Planning & Environmental Review Form" (PNDI Form). The form is available at www.naturalheritage.state.pa.us. Individuals making this request should be aware that, due to the nature of the search software, DEP staff may need to contact them for additional information to successfully complete the search and that exclusive of any other items, their sewage planning exemption request is considered incomplete by DEP, until the appropriate receipt, clearance or recommendation letters are received.

For more information, see the "Policy for Pennsylvania Natural Diversity Inventory (PNDI) Coordination During Permit Review and Evaluation," (400-0200-001), available online in the eLibrary at DEP's Web site address www.depweb.state.pa.us.

b. Attach a plot plan for the proposed project. The plan must depict anticipated lots to be created, either estimated sewer line runs (public sewer proposals), or site suitability test locations and Site Investigation and Percolation Test Reports (onlot proposals).

c. Projects proposing use of onlot sewage disposal systems

(1) Information Required from the Municipality

The municipality in which the project is located (identified in Item 2.b. of the mailer) should determine if the municipality's Official Sewage Facilities Plan shows that the area planned for the project is to be served by onlot sewage disposal systems. If it is, the municipality should indicate this by having an authorized municipal official sign and date the form in the space provided. The official's name and title should be printed on the line below.

(2) Information Required from the Municipal Sewage Enforcement Officer (SEO)

The municipality's SEO must conduct personally, observe or otherwise confirm in a manner approved by DEP, site testing on each proposed lot in the subdivision (including any remaining land) to determine that separate sites are available for both a permitted primary onlot sewage disposal system and a replacement system (to be used if the original system fails in the future). If the SEO finds that each lot has been tested properly and fulfills these criteria, the SEO must indicate this by signing and dating the form in the space provided. His/her name and certification number should be printed on the line below.

(3) Information Required from the Applicant

The person proposing the subdivision, or his/her authorized agent, must determine if each lot in the subdivision (including the remaining land, if any) is at least one (1) acre in size. If they are, the applicant or his/her agent must indicate this by signing and dating the form in the space provided.

(4) Determinations Made by the Approving Agency

When the above listed information is received, the approving agency will determine the following:

- (a) If the geology of the project area is conducive to nitrate-nitrogen contamination of groundwater (determined from the topographic map location information); or
- (b) If elevated levels of nitrate-nitrogen are known to exist within one-quarter (1/4) mile of the proposed development (determined from agency groundwater sampling records in existence at the time of the application); or
- (c) If the area proposed for development is within an identified High Quality (HQ) or Exceptional Value (EV) watershed (determined from the topographic map location).

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from the DEP Web site) along with the notification of the decision, including the reason(s) that the request cannot be granted.

d. Projects proposing use of public sewerage facilities (i.e., ownership by municipality or authority)

(1) Information Required from the Municipality

The municipality in which the proposed project is located (identified in Item 2.b. of the mailer) will determine the following from written documentation requested and obtained by the applicant from the facility permittee. ***This documentation MUST also be sent to the approving agency (DEP or delegated local agency) for evaluation.***

- (a) Certification from the permittees of the collection, conveyance and treatment facilities proposed for use that capacity is available in these facilities to receive and treat the sewage flows from the proposed project; and
- (b) That these added flows will not cause an overload or 5-year projected overload in the facilities.

If the facilities proposed for use are owned and operated by an authority, or authorities, then attach a letter from each to the mailer.

If this written certification has been submitted by the applicant, an authorized municipal official should sign and date the form and print his/her name and title and the municipality name in the spaces provided.

NOTE: Since planning is a municipal responsibility, sewer authorities involved should make required information available but should **NOT** sign the mailer as the authorized municipal official.

(2) Determinations Made by the Approving Agency

When the above listed information is received by the approving agency, the approving agency will determine the following (from DEP records):

- (a) That the existing collection, conveyance and treatment facilities are in compliance;
- (b) That the existing facilities have no existing or 5-year projected overload;
- (c) That the municipality has a currently approved Official Sewage Facilities Plan which is being implemented; and
- (d) That the project does not propose service by facilities needing a new or modified permit from DEP under the Clean Streams Law.

Following this investigation, the approving agency will render a decision on the exemption request within 10 working days of receiving the request for exemption. Both the applicant and the municipality will be notified of the decision. If the request cannot be granted, the person named in the return address block will receive the proper planning module component forms (or instructions to obtain them from DEP's Web site) along with the notification of the decision, including the reason that the request cannot be granted.

If unsure of which local DEP office to contact, the following DEP regional offices will assist you in determining the appropriate local DEP office that serves your specific municipality.

If you need more information or assistance, please contact your local DEP office.

DEP REGIONAL OFFICES

Southeast Region

2 E. Main St.
Norristown, PA 19401
Main Telephone: 484-250-5900
24-Hour Emergency: 484-250-5900

Counties: Bucks, Chester, Delaware, Montgomery and Philadelphia

Northwest Region

230 Chestnut St.
Meadville, PA 16335-3481
Main Telephone: 814-332-6945
24-Hour Emergency: 1-800-373-3398

Counties: Butler, Clarion, Crawford, Elk, Erie, Forest, Jefferson, Lawrence, McKean, Mercer, Venango and Warren

Southwest Region

400 Waterfront Drive
Pittsburgh, PA 15222-4745
Main Telephone: 412-442-4000
24-Hour Emergency: 412-442-4000

Counties: Allegheny, Armstrong, Beaver, Cambria, Fayette, Greene, Indiana, Somerset, Washington and Westmoreland

Northeast Region

2 Public Square
Wilkes-Barre, PA 18711-0790
Main Telephone: 570-826-2511
24-Hour Emergency: 570-826-2511

Counties: Carbon, Lackawanna, Lehigh, Luzerne, Monroe, Northampton, Pike, Schuylkill, Susquehanna, Wayne and Wyoming

Southcentral Region

909 Elmerton Ave.
Harrisburg, PA 17110
Main Telephone: 717-705-4700
24-Hour Emergency: 1-877-333-1904

Counties: Adams, Bedford, Berks, Blair, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Mifflin, Perry and York

Northcentral Region

208 W. Third St., Suite 101
Williamsport, PA 17701
Main Telephone: 570-327-3636
24-Hour Emergency: 570-327-3636

Counties: Bradford, Cameron, Clearfield, Centre, Clinton, Columbia, Lycoming, Montour, Northumberland, Potter, Snyder, Sullivan, Tioga and Union

1. Development Information

Name of Development _____

Developer Name _____

Address _____

Telephone # _____

2. Location of Development

a. County _____

b. Municipality _____

c. Address or Coordinates _____

d. Tax Parcel # _____

e. USGS Quad Name _____
inches up _____ over _____
from bottom right corner of map.

3. Type of Development Proposed

(check appropriate box)

 Residential Multi-Residential

Describe _____

 Commercial Institutional

Describe _____

 Brownfield Site Redevelopment Other (specify) _____

4. Size

a. # of lots _____ # of EDUs _____

b. # of lots since 5/15/72 _____

c. Development Acreage _____

d. Remaining Acreage _____

5. Sewage Flows _____ gpd

6. Proposed Sewage Disposal Method

(check appropriate boxes)

a. Sewerage System
 Existing (connection only) New (extension)
 Public Private
 Pump Station(s)/Force Main Gravity

Name of existing system being extended

Interceptor Name _____

Treatment Facility Name _____

NPDES Permit # _____

b. Construction of Treatment Facility
 With Stream Discharge
 With Land Application (not including IRSIS)
 Other
 Repair?

Name of waterbody where point of discharge is proposed
(if stream discharge)

c. Onlot Sewage Disposal Systems
(check appropriate box)
 Individual onlot system(s) (including IRSIS)
 Community onlot system
 Large-Volume onlot system

d. Retaining tanks

Number of Holding Tanks _____
Number of Privies _____

7. Request Sewage Facilities Planning Module forms in
electronic format

8. Request for Planning Exemption

a. Protection of rare, endangered or threatened species
Check one:
 The "PNDI Project Environmental Review Receipt" is attached.
or
 A completed "PNDI Project Planning & Environmental Review Form," (PNDI Form) is attached. I request DEP staff to complete the required PNDI search for my project. I realize that my planning exemption will be considered incomplete and that the DEP processing of my planning exemption request will be delayed, until a "PNDI Project Environmental Review Receipt" and all supporting documentation from jurisdictional agencies (when necessary) is/are received by DEP.

Applicant or Consultant Initials _____

b. Plot Plan Attached Site Reports Attached

c. Onlot Disposal Systems

(1) I certify that the Official Plan shows this area as an onlot service area.

/ _____
(Signature of Municipal Official) _____ Date/ _____
Name (Print) _____ Title/ _____
Municipality (must be same as in 2.b.)/ _____
Telephone # _____

(2) I certify that each lot in this subdivision has been tested and is suitable for both a primary and replacement sewage disposal system.

/ _____
(Signature of SEO) _____ Date/ _____
Name (Print) _____ Certification #/ _____
Telephone # _____

(3) I certify that each lot in this subdivision is at least 1 acre in size

/ _____
(Signature of Project Applicant/Agent) _____ Date

d. Public Sewerage Service (i.e., ownership by municipality or authority)

Based upon written documentation, I certify that the facilities proposed for use have capacity and that no overload exists or is projected within 5 years. (Attach documents.)

/ _____
(Signature of Municipal Official) _____ Date/ _____
Name (Print) _____ Title/ _____
Municipality (must be same as in 2.b.)/ _____
Telephone # _____

Return Correspondence/Forms to:

DEPARTMENT OF ENVIRONMENTAL PROTECTION

DEP USE	
Components Sent	
Onlot Disposal	<input type="checkbox"/>
Collection and Treatment	<input type="checkbox"/>
Planning Agency Review	<input type="checkbox"/>
Exempt from Planning	<input type="checkbox"/>
Code	_____
Date	_____

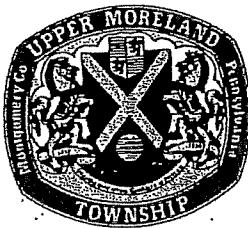
"Fold Here"

Township of Upper Moreland

117 Park Avenue

WILLOW GROVE, MONTGOMERY COUNTY, PENNSYLVANIA 19090

Telephone (215) 659-3100 / Fax (215) 659-8899



Department of Code Enforcement

March 6, 2001

To: Land Development/Subdivision Applicants

From: Paul Purtell-Director, Code Enforcement *PP*

The Montgomery County Planning Commission has asked that the MCPC form(below) be added to all record plans prior to submission for recording. This will speed up the processing time when the plans are submitted to the Planning Commission office.

MCPC No. _____

PROCESSED and REVIEWED. A report has been prepared by the Montgomery County Planning Commission in accordance with the Municipalities Planning Code.

Certified this date _____

For the Director

Montgomery County Planning Commission

Montgomery County Conservation District
 143 Level Road
 Collegeville, PA 19426
 Phone: (610) 489-4506 Fax: (610)489-9795
www.montgomeryconservation.org

For District Use Only

Entry # _____
 NPDES Permit# _____
 Chapter 102 Review Fee: _____ Check# _____
 NPDES Fee: _____ Check# _____
 Disturbed Acre Fee: _____ Check# _____
 Expedited Fee: _____ Check # _____

The Montgomery County Conservation District and DEP recommends a pre-application meeting with the District prior to submitting the application for a NPDES permit.

APPLICATION FOR CHAPTER 102 and/or NPDES PERMIT REVIEW**PROJECT INFORMATION:**

Application Type: New 1st Revision 2nd + Revision Renewal Modification

PROJECT NAME: _____ MUNICIPALITY: _____

SITE LOCATION: _____

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: _____ Chapter 93 Classification: _____

APPLICANT INFORMATION (Print or Type)

NAME: _____

COMPANY: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: _____

EMAIL: _____

PLAN PREPARER (Print or Type)

NAME: _____

FIRM: _____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: _____

EMAIL: _____

Please indicate how you would like to receive correspondence regarding this project: Original permit documents will always be sent via first class mail.

Email Standard Mail Fax
 (Applicant) _____

Email Standard Mail Fax
 (Plan Preparer) _____

Type of earth disturbance activity: (Check One) Single Family Residential, Residential Subdivision, Industrial/Commercial, Utility, Government, Pond/Stream, Public Road, Agriculture, Other _____

FEES: (See pages 2-3 for explanation of applicable fees)

1. Chapter 102 Plan Review Fee payable to: "Montgomery County Conservation District" \$ _____
2. NPDES Permit Application Fee payable to: "MCCD - Clean Water Fund" \$ _____
3. Disturbed Acre Fee payable to: "Commonwealth of Pennsylvania 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 _____

GENERAL INFORMATION

Note: Applications are date stamped upon receipt. Applications received after 3:00P.M. will be stamped as received the next business day. The last day of each month will have applications received after 2:00P.M. stamped for the next business day. The application will be reviewed following the Department of Environmental Protection's current Standard Operating Procedures.

The review process will not begin until the applicant has provided the fees required for the submitted plan review.

The fee schedule will apply when an earth disturbance activity is required to be submitted for an adequacy review of the Chapter 102 regulations.

The fee charged for adequacy review will cover the initial review. 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. Additional fees for subsequent reviews will be required (see Revisions section on page 3).

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

ADJUSTMENT OF FEES for the Chapter 102 adequacy review of Project Plans

Only PennDOT is exempt from the Chapter 102 Plan Review fee, NPDES Permit Application fee and the Disturbed Acre Fee. PennDOT must be the applicant and sign the District application for fees to be waived.

FEES:

AN NPDES PERMIT FOR EARTH DISTURBANCE ASSOCIATED WITH CONSTRUCTION ACTIVITIES IS REQUIRED FOR EARTH DISTURBANCE ACTIVITY OF ONE (1) ACRE OR MORE OVER THE LIFE OF THE PROJECT. NPDES Permitted projects will require two additional checks:

1. All submissions will require a Chapter 102 Plan Review Fee payable to "Montgomery County Conservation District" (See below).
2. The NPDES Permit Application Fee payable to "MCCD - Clean Water Fund" for **\$500.00** for a General NPDES Permit or **\$1,500.00** for an Individual NPDES Permit.
3. A Disturbed Acre Fee payable to "Commonwealth of Pennsylvania Clean Water Fund", which is equal to the number of disturbed acres, rounded to the nearest whole acre, at **\$100** per disturbed acre.
4. Requests for an additional set of "adequate stamped" plans will be charged a \$95 processing fee.

Chapter 102 Plan Review Fee Schedule:

<u>DISTURBED ACRES</u>	<u>FEE FOR SERVICE</u>
0.1 to .99	\$455.00
1 to 4.99	\$1500.00
5 to 9.99	\$2380.00
10 to 19.99	\$3470.00
20+	\$3470.00 plus \$75.00 / acre over 20

Single Residential Lot: A fee of **\$200.00** will be charged for a single residential lot with minimal earth disturbance (1/2 acre or less), on less than 3% slope.

Agriculture Construction: The above fee schedule will apply for agricultural earth disturbance other than agricultural "plowing or tilling" and animal heavy use areas. The NPDES permit requirement may also apply depending on acres to be disturbed.

Chapter 105 or other Water Quality Permit – Chapter 102 Plan review for a Chapter 105 Permit will be charged **\$200.00** unless the application is part of a larger project plan being reviewed by the Conservation District.

Timber Harvesting:

- A. Select Cutting - A fee of **\$95.00** for Select Timber Harvesting will be charged.
- B. Clear Cutting - A fee based on 10% of the entire timber sale project area in acres will be assumed to be the disturbed area. The fee would then be based on this calculated 10% of the project. Example: 25 acre timber harvest fee would be 10% of 25 acres or 2.5 acres, which equals \$1500.00 (1 to 4.99 ac.)
- C. Clear cutting for the purpose of land development does not qualify as Timber Harvesting. This is considered earth disturbance associated with construction activity.

Revisions:

District Inadequate Letter - Applications determined to be inadequate to meet compliance with Title 25 – Chapter 102, Erosion & Sediment Control, which may require a second review and have more than minor or “verbal” review comments, will be subject to a review fee of 50% of the review fee in effect at the time of submission. Minor or “verbal” comments are those comments where the planned or implemented BMPs are adequate to minimize accelerated erosion and sedimentation, and/or will not require verifying calculations or other in-depth review. Minor or “verbal” comments may include, but are not limited to: a CAD file layer not turned on, a missing scale, failure to include required notes and/or details, minor design revisions, etc.

District Adequate Letter - Applications which receive a letter of adequacy and are resubmitted with minor modifications (minor layout changes where the planned or implemented BMPs are adequate to minimize accelerated erosion and sedimentation) will be subject to a **\$95.00** processing fee. Plans which are resubmitted as major modifications (changes where: the planned or implemented BMPs are not adequate to minimize accelerated erosion and sedimentation, a new point source discharge is necessary, a new receiving waters is being discharged to) are subject to a review fee of 50% of the review fee in effect at the time of re-submittal to the District. The District reserves the right to charge a full fee if the changes are deemed significant. A full fee will be charged on all additional acreage.

Renewals:

For NPDES permitted projects that are being submitted for renewal with no changes to the originally permitted application and meet the current regulations of Chapter 102, a fee of **\$250** will apply. NPDES permitted projects submitted for permit renewal, which require and/or propose changes, will be charged a fee of 50% of the review fee in effect at the time of re-submittal to the District.

Cancelled Projects

The application fee for the NPDES permit and/or adequacy review of the Chapter 102 Plans will be returned upon receipt of a written correspondence from the applicant requesting withdraw of the application. The correspondence must be received prior to the District initiating the completeness review and/or technical review, respectively.

E & S PLAN INFORMATION - (Please use the E & S Pollution Control Technical Review Checklist located in the E & S Pollution Control Manual pages –355-356). All plans must be folded. Rolled plans will not be accepted without prior approval.

NON-PERMIT APPLICATION – Earth disturbance activity of less than one (1) acre.

Typically this refers to E & S Plans submitted for review per municipal ordinance, compliance, or E & S plans submitted as a requirement or condition of other state or federal water quality permits. Two (2) sets of all documents (application, drawings/designs, narrative, and calculations) are required.

The District adequate letter for the Erosion & Sediment Control plan for less than one acre of earth disturbance is valid for three years from the date of the District adequate letter.

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

GENERAL NPDES PERMIT

- a. For earth disturbance activity of 1 acre or more not draining into a special protection watershed.

INDIVIDUAL NPDES PERMIT

- a. For earth disturbance activity of 1 acre or more in a Special Protection Watershed (High Quality or Exceptional Value).
- b. If the project has the potential to discharge toxic pollutants.
- c. Where the requirements of Chapter 102 are not able to be met and the proposed application has the potential to cause significant adverse environmental impact.

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

GENERAL NPDES:

(2) sets of all documents.

INDIVIDUAL NPDES:

(3) sets of all documents.

2. The NPDES permit application should not be submitted without a previously executed PNHP (Penn. Natural Heritage Program) search form and proof of resolved conflicts. Applications submitted without the PNHP information will be returned to the plan preparer. Applicants requesting the District to conduct the PNHP search will be subject to a \$500 fee.
3. All NPDES permit applications must contain a Post-Construction Stormwater Management (PCSM) Plan as a separate narrative and separate drawings labeled as PCSM Plan. The (PCSM) Plan must address all items listed in the permit application checklist.
4. Applications which receive a letter of adequacy are valid until the NPDES permit expiration date or the Notice of Termination has been acknowledged, provided no changes to the plan or implementation of the plan have occurred which alter the effectiveness of the BMPs.
5. If the NPDES application is not administratively complete, the first resubmission of requested information will be handled at no additional fee. If additional resubmissions are deemed appropriate, each resubmission will be subject to a **\$100.00** fee.

Additional Information/ Definition

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.
4. **Single Residential Lot:** Single family home built on individual lot, including driveways/roads
5. **Commercial, Industrial** includes: office buildings, retail stores, restaurants, hotels/motels, manufacturing, warehouses, parking lot, athletic fields, golf courses, 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.

Don't Let Storm Water Run Off With Your Time and Money!

What the Construction Industry Should Know About Storm Water In Our Community

The construction industry plays an important role in improving our community's quality of life by not only providing new development, but also protecting our streams and rivers through smart business practices that prevent pollution from leaving construction sites.

Storm water runoff leaving construction sites can carry pollutants such as dirt, construction debris, oil, and paint off-site and into storm drains. In our community, storm drains carry storm water runoff directly to local creeks, streams, and rivers with no treatment. Developers, contractors, and homebuilders can help to prevent storm water pollution by taking the following steps:

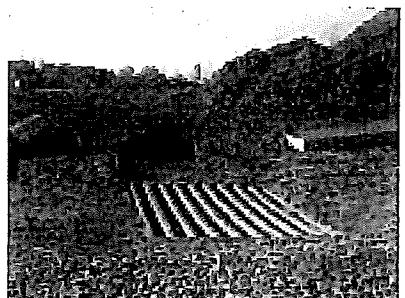
1. Comply with storm water permit requirements.
2. Practice erosion control and pollution prevention practices to keep construction sites "clean."
3. Conduct advanced planning and training to ensure proper implementation on-site.

The remainder of this fact sheet addresses these three steps.

Storm Water Permit Requirements for Construction Activity

Planning and permitting requirements exist for construction activities. These requirements are intended to minimize storm water pollutants leaving construction sites.

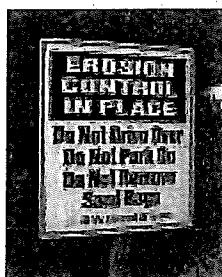
- Pennsylvania's Erosion and Sediment Pollution Control Program (25 Pa. Code, Chapter 102) requires Erosion and Sediment Control Plans for all earth disturbing activities.
- The National Pollutant Discharge Elimination System (NPDES) Permit Program (25 Pa. Code, Chapter 92) requires that construction activities disturbing greater than one acre submit a Notice of Intent for coverage under a general NPDES permit.



Knowing your requirements before starting a project and following them during construction can save you time and money, and demonstrate that you are a partner in improving our community's quality of life. For more information about these programs, contact your local county conservation district office or the Department of Environmental Protection.

Erosion Control Practices:

- Perimeter controls (e.g. silt fence)
- Sediment traps
- Immediate revegetation
- Phased, minimized grading
- Construction entrance
- Protection of streams and drainage ways
- Inlet protection



An Ounce of Prevention

Rain that falls onto construction sites is likely to carry away soil particles and other toxic chemicals present on construction sites (oil, grease, hazardous wastes, fuel). Storm water, if not properly managed, carries these pollutants to streams, rivers, and lakes. Erosion and sediment control practices can serve as a first line of defense,