

**\*\*ATTENTION\*\***  
**REGARDING PROJECT SUBMISSIONS:**

The Chester County Conservation District is accepting, and highly encouraging, **DIGITAL** application submissions. Submission of hard-copy applications to the office will experience delays in processing due to workflow disruptions due to the pandemic.

Please email a link containing the following three items to **ccsoil@chesco.org**:

- 1) the digital submission,
- 2) a scan of pages 1 and 2 of the Chester County Conservation District Application, and
- 3) a scan of the check(s) for the respective fee(s).

The actual check(s) and the hard copy of pages 1 and 2 of the CCCD District Services Application are to then be mailed via regular U.S. Mail to our address below. Please do not send the check(s) and application via courier (such as FedEx or UPS) as our office is operating at reduced hours. ***PLEASE NOTE: The project will not be processed or reviewed until CCCD receives the fee and the District Application in the mail.***

ONLY the check(s) and District Application are to mailed via regular U.S. Mail to:

Chester County Conservation District  
688 Unionville Road, Suite 200  
Kennett Square, PA 19348

Thank you for your attention.

**Page 1 of the District Application begins on the next page of this document.**



**Chester County Conservation District**  
688 Unionville Road, Suite 200, Kennett Square, PA 19348-1704  
Phone: (610) 925-4920 | Fax: 610-925-4925 | chesco.org/conservation

**APPLICATION FOR DISTRICT SERVICES**

- **Pages 1 AND 2 of this Application MUST be submitted with project materials**
- **Update and submit this form with EACH submission**
- **Only folded plans will be accepted**

<b>Submission Type:</b> <input type="checkbox"/> New <input type="checkbox"/> Additional Information <input type="checkbox"/> 2 <sup>nd</sup> Review <input type="checkbox"/> 3 <sup>rd</sup> Review <input type="checkbox"/> Major Amendment <input type="checkbox"/> Minor Amendment <input type="checkbox"/> Renewal <input type="checkbox"/> Other (plan stamping, revision, miscellaneous)	<b>Project Type:</b> <input type="checkbox"/> Residential/Industrial/Commercial/Institutional <input type="checkbox"/> # of Lots (if Residential) <input type="checkbox"/> <1 acre Single Residential <input type="checkbox"/> Small Agricultural <input type="checkbox"/> Medium Agricultural <input type="checkbox"/> Large Agricultural <input type="checkbox"/> Chapter 105 <input type="checkbox"/> Pond/Stream Work	<b>Acreage:</b> Total Project Acreage: _____ Disturbed Acreage: _____  <input type="checkbox"/> 1 acre & above disturbed: ___ General NPDES Permit ___ Individual NPDES Permit  <input type="checkbox"/> less than 1 acre disturbed: Adequate letters are issued.
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**Project Information:** NPDES# (if known) \_\_\_\_\_

Project Name \_\_\_\_\_

Site Location \_\_\_\_\_

Municipality \_\_\_\_\_ Tax Parcel ID \_\_\_\_\_

Receiving Stream Name \_\_\_\_\_ Designation (HQ, EV, etc.) \_\_\_\_\_

\_\_\_\_\_ Tier II Category (√ check all that apply) [Note: Does not apply to <1 acre sites.]  
   \_\_\_ 9% of more slopes   \_\_\_ deficient infiltration of 2-year storm   \_\_\_ more than 25% total area disturbance  
   \_\_\_ less than 150 foot buffer   \_\_\_ adjacent property discharge

\_\_\_\_\_ Other DEP Programs (√ check all that apply)  
   \_\_\_ Act 2   \_\_\_ General Permit (Chapter 105)   \_\_\_ Joint Permit 401/404   \_\_\_ Solid Waste  
   \_\_\_ Other: \_\_\_\_\_

\_\_\_\_\_ Emergency Review Application attached (see website for form)

\_\_\_\_\_ BMP Incentive Application attached (see website for form)

**Applicant Info:**

Company \_\_\_\_\_ Contact/Name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

**Plan Designer/Engineer Info:**

Firm \_\_\_\_\_ Name \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Fees and plans showing the required information are to be submitted with this application. Any additional plans or information required by the Chester County Conservation District should be submitted promptly. The undersigned agrees to comply with all of the requirements of TITLE 25, CHAPTER 102, EROSION AND SEDIMENTATION CONTROL RULES AND REGULATIONS as set forth by the Pennsylvania Department of Environmental Protection, and further agrees to obtain all necessary permits in connection with the above referenced project. District Service Fees are non-refundable.

\_\_\_\_\_  
Applicant or Representative Signature

## DISTRICT SERVICE / NPDES PERMIT FEE SCHEDULE

➔ Pages 1 AND 2 must be submitted with project | Update with each submission | Only folded plans will be accepted ➔

### NEW PROJECTS & MAJOR AMENDMENTS

#### RESIDENTIAL/INDUSTRIAL/COMMERCIAL/INSTITUTIONAL

Disturbed Project Acres (nearest whole acre)	Enter # Acres	Fee	Enter District Service Fee Remitted
<1 acre [Note: Tier II fee waived]		\$1,125.00	\$
1 – 2 acres		\$1,500.00	\$
2.01 – 5 acres		\$2,250.00	\$
5.01 – 10 acres		\$3,000.00	\$
10.01 – 15 acres		\$4,000.00	\$
15.01 – 20 acres		\$5,000.00	\$
Additional acre(s) over 20 (round to nearest whole)		X \$250.00	\$
Oil/Gas add'l acre(s) over 20 (round to nearest whole)		X \$450.00	\$

#### SINGLE RESIDENTIAL UNIT-Single family home built on an individual lot (not part of a larger development)

Unit	Fee	Enter District Service Fee Remitted
1 unit (<1 acre) [Note: Tier II fee waived]	\$225.00	\$
1 unit (1+ acre) [Use Residential/Industrial/Commercial/Institutional category above]		

#### AGRICULTURAL BUILDING PROJECTS

Size	Fee	Enter District Service Fee Remitted
Small (<1 acre) [Note: Tier II fee waived]	\$150.00	\$
Medium (1 – 5 acres) [Note: Tier II fee applies, if appropriate]	\$1,500.00	\$
Large (>5 acres) [Use Residential/Industrial/Commercial/Institutional category above]		

#### TIER II: 1+ acre disturbed

Category	Fee	Enter Tier II Fee Remitted
Check all that apply on page 1	\$1,000.00	\$

#### NPDES PERMIT: 1+ acre disturbed

Category	Fee	Enter NPDES Fee Remitted
General Permit	\$500.00	\$
Individual Permit	\$1,500.00	\$

#### NPDES DISTURBED ACREAGE: 1+ acre disturbed [Note: Major Amendments – NEW earth disturbance acreage only]

Enter # Acres (rounded to nearest whole acre) Multiply by Fee	Fee	Enter Disturbed Acreage Fee Remitted
	X \$100.00	\$

#### CHAPTER 105 / POND/STREAM WORK

Type	Fee	Enter District Service Fee Remitted
Chapter 105 / Pond/Stream Work	\$250.00	\$

### MISCELLANEOUS

#### MINOR AMENDMENT

Category	Fee	Enter District Service Fee Remitted
General Permit	\$600.00	\$
Individual Permit	\$1,200.00	\$
IF APPLICABLE – Disturbed Acreage Fee (NEW earth disturbance only)	Enter New Disturbed Acreage (rounded to nearest whole acre) X \$100.00	Enter New Disturbed Acreage Fee Remitted

#### 2<sup>nd</sup> & 3<sup>rd</sup> REVIEWS

Category	Enter Original Service District Fee	Enter District Service Fee Remitted
2 <sup>nd</sup> Review: 25% of Original District Service Fee	\$ ÷ 4	\$
3 <sup>rd</sup> Review: 25% of Original District Service Fee	\$ ÷ 4	\$

#### NPDES PERMIT RENEWAL\* [\*Note: Permit renewal must include both District Service Fee and NPDES Permit Fee.]

Category	Fee	Enter District Service Fee Remitted
(*Include BOTH District Svc Fee & NPDES Fee below)		
25% of Original Service District Fee*	Enter Original District Service Fee: \$ ÷ 4	\$
NPDES Permit Fee*	General Permit: \$500.00 Individual Permit: \$1,500.00	Enter NPDES Fee Remitted

#### OTHER

Type	Fee	Enter District Service Fee Remitted
Plan Stamping	\$75.00	\$
Revision	\$ Call for fee	\$
Miscellaneous:	\$ Call for fee	\$

**Make Checks Payable to:**

- District Service Fee – “Chester County Conservation District”
- Tier II Fee – “Chester County Conservation District”  
NOTE: Tier II fee may be combined with District Service fee on one check or separate checks are acceptable.
- NPDES Fee – “Chester County Conservation District Clean Water Fund”
- Disturbed Acreage Fee – “Commonwealth of PA Clean Water Fund”

## Project Fees to Include

(For actual fee amounts see the Fee Schedule on page 2)

### NEW PROJECT

- Disturbed acreage of less than 1 acre for Adequate Letter (non-permitted)  
(Projects: Under 1-acre projects, Single Residential, Small Agricultural, Chapter 105/Pond/Stream)
  - ▶ **FEE TO INCLUDE:**
    - Flat District Service Fee
- Disturbed acreage of 1 acre and greater for NPDES Permit:  
(Projects: Residential/Industrial/Commercial/Institutional, Single Residential, Medium\* and Large Agricultural)
  - ▶ **FEES TO INCLUDE:**
    - District Service Fee dependent upon disturbed acreage amount/\*Flat District Service Fee for Medium Ag
    - Tier II Fee (if applicable)
    - NPDES Permit Fee
    - NPDES Disturbed Acreage Fee (NOTE: Major Amendment – for NEW earth disturbance only)

### SUBMITTED PROJECT (prior to adequacy)

- 2<sup>nd</sup> Review of plans from prior inadequate submission
  - ▶ **FEE TO INCLUDE:**
    - 25% of original District Service Fee
- 3<sup>rd</sup> Review of plans from prior inadequate submission
  - ▶ **FEE TO INCLUDE:**
    - 25% of original District Service Fee

### PERMITTED PROJECT

- Minor Amendment
  - ▶ **FEES TO INCLUDE:**
    - Flat District Service Fee
    - NPDES Disturbed Acreage Fee (NOTE: for NEW earth disturbance only)
- Major Amendment
  - ▶ **FEES TO INCLUDE:**
    - Treated as new project, see NEW PROJECT above
- NPDES Permit Renewal
  - ▶ **FEES TO INCLUDE:**
    - 25% of original District Service Fee
    - NPDES Permit Fee
- Revision
  - ▶ **FEE TO INCLUDE:**
    - See OTHER below

### OTHER

- Plan Stamping
  - ▶ **FEE TO INCLUDE:**
    - Flat District Service Fee
- Revision (to permitted and non-permitted plans)
  - ▶ **FEE TO INCLUDE:**
    - District Service Fee determined on an individual basis
- Miscellaneous
  - ▶ **FEE TO INCLUDE:**
    - District Service Fee determined on an individual basis

NOTE: Submissions of Additional Information - such as switchout materials and additional plan sets without changes, do not usually require a fee.

**Only Pages 1 and 2 of this District Application MUST be included with submission.**  
Pages 3-5 are provided for your information only and do not have to be included.

## GENERAL INFORMATION & GUIDELINES

Adopted by the CCCD Board of Directors on March 21, 2019 and made effective on April 29, 2019.

Authority – The Chester County Conservation District (hereinafter referred to as “District” or “CCCD”) has entered into a delegation agreement with the Pennsylvania Department of Environmental Protection (“DEP”) to administer the Commonwealth’s Erosion and Sediment Pollution Control Program and the National Discharge Elimination System (hereinafter referred to as NPDES) permitting program for the discharge of stormwater associated with construction activities under the Pennsylvania Clean Streams Law, Chapter 102 Erosion & Sediment Control and Stormwater Management regulations, and Chapter 92. The Conservation District Law (Section 9 of Act 217) provides the District with the ability to accept the responsibility to administer the erosion and sediment pollution control program and to collect fees for services performed.

District services are available for the processing of erosion and sedimentation pollution control plans as required for land disturbance projects. **Engineers and developers are strongly encouraged to attend all meetings. The District also highly recommends scheduling both a pre-application meeting and a checklist meeting prior to the submission for ALL permitted projects.** Plans will not be accepted for review without the appropriate fee(s) and pages 1 and 2 of this application form. Page 1 of the application must be signed by the Applicant and the Plan Designer/Engineer.

- There is a separate Application for District Services for a Timber Harvest available on our website at Chesco.org/Conservation.
- There may be fees associated with a Compliance Action which are at the discretion of the District.

### FEE ADJUSTMENTS:

- Only PennDOT is exempt from the District Service Chapter 102 Plan Review fee, NPDES Permit Application fee, and the Disturbed Acreage Fee. PennDOT must be the applicant and sign the District Application for fees to be waived.
- County of Chester projects are entitled to a discount on the District Service Chapter 102 Plan Review fees only. See County Office-Fees for Service explanation on our website (Chesco.org/Conservation). Please note: County Emergency Review fees will not be discounted and will follow the regular permitting fee schedule.

### **Erosion and Sedimentation (E&S) Control and Post Construction Stormwater Management (PCSM)**

CCCD will review a plan solely to determine whether it is adequate to satisfy the requirements of Title 25 PA Code Chapter 102, the erosion and sediment control and stormwater management regulations of the DEP. By a determination that the plan is adequate to meet those requirements, neither the District nor the County assumes any responsibility for the implementation of the plan or the proper construction and operation of the facilities contained in the plan. The design, structural integrity and installation of the best management practices are the responsibility of the landowner and/or contractors. **NOTE:** Before any construction or earthmoving begins, other local, state and/or federal permits may be require from other permitting agencies.

For projects not requiring an NPDES Permit, CCCD will attempt to review your project within 30 days from the date of receipt.

### District Service Fees:

- District Service Fees are non-refundable.
- Quoted fees are based on the disturbed acreage of the project rounded to the nearest whole number.
- CCCD also reserves the right to amend any fee at its discretion.
- Fee breakdowns for the various categories of projects are listed on page 2.
- If an inadequate letter is issued for the initial review, a fee equaling 25% of the original District Service Fee will be due upon resubmission for a second technical review.
- If an inadequate letter is issued for the second technical review, a fee equaling 25% of the original District Service Fee will be due upon resubmission for a third technical review.
- The fee for a Major Amendment of an approved plan requires a fee that is 100% of the original fee. Major Amendments are treated as new projects.
- Permit Renewal Fee will be 25 % of the original District Service Fee and the full NPDES Permit fee.
- Each subdivision or land development plan for a project where the future sections will be reviewed in phases shall be subject to a review fee for the activity that is proposed on the initial submission. All subsequent phases or land development plans submitted for review shall be subject to a review fee under the appropriate category of the current fee schedule at that time.

**Tier II Fee:** Sites that fall into one or more of the five (5) major categories below will be required to submit an **additional** one-time fee of \$1,000.00 over and above the District Service fee above. Under 1-acre projects, Small Agricultural Building Projects, and Single Residential Unit sites with a disturbed acreage of less than one (1) acre are waived from Tier II requirements.

- Projects that disturb slopes of 9% of more with grading or vegetation removal
- Projects that do not infiltrate the delta volume of the 2 year 24 hour storm event
- Projects where the sequence of construction (earthmoving) disturbs more than 25% of the total disturbed area at any given time
- Projects that include less than a 150 foot non-disturbed vegetative buffer from the Waters of the Commonwealth and/or wetlands
- Projects that discharge to adjacent properties.

### **National Pollutant Discharge Elimination System (NPDES)**

All construction activities involving one (1) or more cumulative acres of disturbance over the life of the project are required to obtain a federally mandated NPDES permit that regulates the discharge of stormwater from construction activities, unless specifically exempt by the regulations pursuant to Chapter 102.5. All permit applications should include all items required by the NPDES Standard E&S and PCSM Completeness Review Checklist (3150-PM-BWEW0035). All NPDES projects require a review of Post Construction Stormwater Management (PCSM) Plans. A separate PCSM plan must be submitted with the application. NPDES Permit applications will conform to the time frames for review as outlined in the Permit Decision Guarantee Program or DEP Standard Operation Procedure policy. Administratively incomplete NPDES applications not resubmitted with 60 days of the incomplete notice will be considered withdrawn and a new NPDES application package, including fees, will be required upon resubmission (Pursuant to Chapter 102.6 (c)(2)).

Projects with the following conditions must be designed to Individual standards: located in White Clay Creek Scenic Watershed; support Wild Trout production; designated as Cold Water Fishery; discharge to Public Water Supply; and evidence of bog turtle habitat/species.

- ESCGP-2 Permits follow the same review process as General NPDES permits.

**GENERAL NPDES PERMIT** - Project is located in a waterway with a stream use designation of CWF, WWF, MF, or TSF and the total cumulative disturbed acreage is 1.0 acre or greater. See page 2 for the NPDES Permit fee (includes New, Major Amendments, and Renewals) and Disturbed Acreage fee.

**INDIVIDUAL NPDES Permit** - Project is located in a specially protected waterway with a stream use designation of HQ (High Quality) or EV (Exceptional Value) and the total cumulative disturbed acreage is 1.0 acre or greater or project that DEP determines to be elevated to Individual status. See page 2 for the NPDES Permit fee (includes New, Major Amendments, and Renewals) and Disturbed Acreage fee.

- NPDES permits are valid until the expiration date noted on the permit or until a Notice of Termination is acknowledged.

### **Emergency Review (ER) Procedure**

The applicant must provide a valid reason for an emergency review and request approval from the Conservation District Director or Urban Team Leader on the Emergency Review Request form. If approved, district staff will provide review comments within five (5) business days for General NPDES permit sites and ten (10) business days for Individual NPDES permit sites. The applicant must respond to the comments within the next five (5) business days for General NPDES permits and ten (10) business days for Individual NPDES permits to keep the emergency review process active. In addition to the District Service fee, an ER review fee equal to two (2) times the District Service fee must be submitted with the application. CCCD can suspend this program at any time. This program includes the Erosion and Sediment Pollution Control Plan and Post Construction Stormwater Management Plan review and does **not** apply to NPDES permit issuance. The Emergency Review Application can be found at [chesco.org/conservation](http://chesco.org/conservation).

### **Best Management Practices (BMP) Incentive Program**

This incentive encourages the use of project BMPs for educational purposes, to demonstrate better methods to utilize stormwater resources, and to support Chester County efforts in being consistent with the goals, objectives, and policies of Landscapes and Watersheds. Projects that incorporate incentive BMPs are eligible for a one-time 25% reduction of the District Service fee only at the time of the initial submission by using the BMP Incentive Fee Reduction Application. A project is not eligible for this incentive if utilizing the Emergency Review procedure. BMPs are based on the advances of technology. CCCD reserves the right to add or delete BMPs from this list. The BMP Incentive Application can be found on [chesco.org/conservation](http://chesco.org/conservation).

**For the most updated information on District Services and Applications for Services, see [chesco.org/conservation](http://chesco.org/conservation).**