

Temporary Submission Process for Chester County Conservation District (CCCD) for Physical Office Disruption due to the COVID-19 Pandemic

Disclaimer: This process is temporary and subject to be updated as needed as external influences necessitate. Permit applications submitted via email will be met with a confirmation email of receipt the next business day. Letters will be sent electronically. **CCCD staff are working 100% remote and are still maintaining our field presence.**

- 1) For **new submissions (New Projects, Major Amendments, Minor Amendments, Renewals, or NOTs)**, **please email a file transfer link that contains all items included in the NOI/Application Checklist to CCCD at ccsoil@chesco.org.** (PLEASE NOTE: Field changes should be sent directly to the Resource Conservationist.)
 - a. Labeling of attachments should follow the checklist numbering and labeling (e.g. 8 - PNDI Receipt, 11 –ESC Drawings, etc...)
 - b. Include in the digital submission a picture/scan/copy of the required checks **and** Application for District Services prior to mailing them via USPS (see #2 below).
- 2) **Send the required checks (district services fee, tier II fee if required, NPDES permit fee, and disturbed acreage fee) along with the completed CCCD Application for District Services via standard **USPS** to CCCD. **Please do not send the plan drawings and supporting calculations/information to the office. FedEx, certified mail, and other in-person delivery services cannot be met at this time.****
- 3) Once the NOI/application/plans/checks are fully received and processed the review process will proceed following the standard operating procedure (SOP) outlined on [DEP's Program Integration webpage](#). Please see DEP's [Alert Details](#) webpage for DEP-related coordination information.
- 4) Second technical review fees should be sent to our office via USPS with an application for district services enclosed and **a link containing only the revised items for the digital re-submission should be emailed to ccsoil@chesco.org.**
- 5) **Resubmitted items should be sent to ccsoil@chesco.org.**