

Digital Submissions for Chester County Conservation District (CCCD)


















Erosion & Sedimentation (E&S) Control and NPDES Program

Disclaimer: This process is for Chester County Conservation District only and is subject to change.

- 1) Please email all submissions (i.e. new, amendments, renewals, NOTs, resubmissions) to ccsoil@chesco.org. Please email a file transfer link that contains all items included in the NOI/Application Checklist. A reply email acknowledging receipt will be returned within one business day. All subsequent correspondence regarding the project will also be sent electronically. PLEASE NOTE: Hard copies of project materials are **not** required. Only fee checks with a copy of the District Application are to be mailed to the CCCD office.
 - a. NPDES submissions **MUST** follow the attached sample naming convention.
 - b. The original numbering and naming convention must be followed throughout the entire submission process.
 - c. All submissions must include a CCCD District Application, which includes information on project fees and payment options.
 - d. All changes must be highlighted (e.g. resubmissions, amendments). Pieces of a revised or amended document will not be incorporated by CCCD staff – whole documents (per attached naming convention) are required.
- 2) Pre-application meeting request forms, field changes, and project questions/correspondence should be directed to the applicable Urban Team point of contact per the [municipality coverage map](#). General E&S and NPDES questions or completeness meeting requests can be directed to the Acting Urban Team Leader [Shannon Healey](#). General Post-Construction Stormwater Management (PCSM) questions can be directed to District Engineer [Molly Deger](#).
- 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.

CCCD Sample **NPDES PAG-02 General Permit** Submission Naming Convention

Example below is based on the PAG-02 General NPDES Stormwater Construction Permit Application Checklist. For other permit types, see PA DEP's NPDES Stormwater Construction Permits' Checklists.

-  00_CCCD Application-Project Name
-  01_Permit App or NOI Checklist-Project Name
-  01_Permit App or NOI Form-Project Name
-  02-04_Fee or Check Scans-Project Name¹
-  05-07_County & Muni Notifications-Project Name²
-  08-09_PNDI Receipt and Clearance Letters-Project Name²
-  10_Module 1-Project Name
-  11_E&SC Plan Drawings-Project Name³
-  12_E&S Supporting Calculations-Project Name
-  13_Module 2-Project Name
-  14_PCSM Plan Drawings-Project Name³
-  15_MRC Design Summary Sheets-Project Name
-  16-20_PCSM Supporting Calculations & Soils_Geotech Results-Project Name⁴
-  17-18-19_PCSM Spreadsheet-Surface Water A-Project Name
-  17-18-19_PCSM Spreadsheet-Surface Water B-Project Name
-  21_Full Land Development PDF Set-Project Name³
-  21_Other-Brief Description-Project Name

¹ See CCCD Fee Schedule for required fees and payment information. Include scans for paper checks or email confirmations for MuniPAY. These can be combined or separate.

² Combine Notification Forms with all receipts into one PDF, and PNDI receipt with all necessary clearance letter(s) into one PDF. Please organize PDFs in chronological order. If additional correspondence or clearance letters are received during the review process, **please re-submit the PDF(s) in its/their entirety.**























³ Please include three separate PDFs documents for plan drawings. One PDF of E&S Plans, one PDF of PCSM Plans, and one PDF of the full set (i.e. building permit set, land development drawings). If plan drawings change, please resubmit the full set and separate E&S and/or PCSM drawings **whenever changes are made throughout the review process.**

⁴ Applicant can choose whether the PCSM Supporting Calculations and Predevelopment Site Characterization are combined or submitted separately. However, **please then submit consistently** (i.e. combined or separately) **whenever changes are made throughout the review process.**



CCCD Sample **NPDES Individual Permit** Submission Naming Convention

Example below is based on the Individual NPDES Stormwater Construction Permit Application Checklist. For other permit types, see PA DEP's NPDES Stormwater Construction Permits' Checklists.

-  00_CCCD Application-Project Name
-  01_Permit App or NOI Checklist-Project Name
-  01_Permit App or NOI Form-Project Name
-  02_GIF-Project Name
-  03-05_Fee or Check Scans-Project Name ¹
-  06-08_County & Muni Notifications-Project Name ²
-  09-10_PNDI Receipt and Clearance Letters-Project Name²
-  11_PHMC Clearance Letters-Project Name ²
-  12_Module 1-Project Name
-  13_E&SC Plan Drawings-Project Name ³
-  14_E&S Supporting Calculations-Project Name
-  15_Module 2-Project Name
-  16_PCSM Plan Drawings-Project Name ³
-  17_MRC Design Summary Sheets-Project Name
-  17-22_PCSM Supporting Calculations & Soils_Geotech Results-Project Name ⁴
-  19-20-21_PCSM Spreadsheet-Surface Water A-Project Name
-  19-20-21_PCSM Spreadsheet-Surface Water B-Project Name
-  23_Module 3-Surface Water A-Project Name
-  23_Module 3-Surface Water B-Project Name
-  24_Module 4-Project Name
-  25_Full Land Development PDF Set-Project Name ³
-  25_Other-Brief Description-Project Name

¹ See CCCD Fee Schedule for required fees and payment information. Include scans for paper checks or email confirmations for MuniPAY. These can be combined or separate.

² Combine Notification Forms with all receipts into one PDF, PNDI receipt with all necessary clearance letter(s) into one PDF, and all PHMC clearance letter(s) (if applicable) into one PDF. Please organize PDFs in chronological order. If additional correspondence or clearance letters are received during the review process, **please re-submit the PDF(s) in its/their entirety.**

³ Please include three separate PDFs documents for plan drawings. One PDF of E&S Plans, one PDF of PCSM Plans, and one PDF of the full set (i.e. building permit set, land development drawings). If plan drawings change, please resubmit the full set and separate E&S and/or PCSM drawings **whenever changes are made throughout the review process.**

⁴ Applicant can choose whether the PCSM Supporting Calculations and Predevelopment Site Characterization are combined or submitted separately. However, **please then submit consistently** (i.e. combined or separately) **whenever changes are made throughout the review process.**