

****ATTENTION****

REGARDING PROJECT SUBMISSIONS

The Chester County Conservation District is accepting **DIGITAL** submissions of all project materials emailed to **ccsoil@chesco.org**. If you are unable to submit digitally, please contact us at 610-455-1360 for information and instructions.

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

1. The digital submission of project materials

NOTE: Please conform file names to the [REQUIRED FORMAT](#)

2. A scan of pages 1 and 2 of the Chester County Conservation District Application
3. If paying fees by paper check – a scan of the check(s) for the respective fee(s). [If paying electronically via MuniPAY – please go to chesco.org/conservation and click on the Applications/Forms/Payments tab for payment instructions (a convenience charge will apply). Please include a copy of the MuniPAY receipt with your submission if possible.]

NOTE: If paying by paper check, only 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 use certified or any means that requires a signature). We also have a secure drop-box next to the entrance to our building if hand-delivery of the check(s) and application are preferred. (If being sent via common carrier (FedEx, UPS, etc.) it may help if you note “delivery to secure drop box is acceptable” in the special delivery instructions section on their forms.)

The project will not be processed or reviewed until CCCD receives the fee and the District Application.

Please do NOT send hard copies of project materials that were submitted digitally.

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: 610-455-1360 | Fax: 610-455-1361 | 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**
←

Submission Type: _____

Acreage:
 Total Project Acreage: _____
 Disturbed Acreage: _____

Project Type: _____

Permit Type: _____

Date of Pre-Application Meeting:
 (<1 acre exempt)

Review Type: _____

Project Information:	Permit Application/NPDES # (if known) _____	Check here if submitted via Chapter 102 ePermit system* *Disturbed Acreage fee is paid through ePermit system
Project Name _____		
Site Location _____		
Municipality _____		Tax Parcel ID _____
Receiving Stream Name _____		Designation (HQ, EV, etc.) _____
NAICS code or title _____		
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: _____	

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

NEW PROJECTS & MAJOR AMENDMENTS

[NOTE for Major Amendments: Disturbed Project Acres is the area subject to the amendment PLUS any additional disturbance not in the existing permit.]

◆ DISTRICT SERVICE FEE: RESIDENTIAL/INDUSTRIAL/COMMERCIAL/INSTITUTIONAL

Disturbed Project Acres	Enter # Acres	Standard Review	PE Review	FEE DUE
< 1 acre [Note-Tier II fee waived]		\$1,175.00	\$1,350.00	\$
1 – 2 acres		\$1,550.00	\$1,775.00	\$
2.01 – 5 acres		\$2,350.00	\$2,700.00	\$
5.01 – 10 acres		\$3,175.00	\$3,650.00	\$
10.01 – 20 acres		\$4,775.00	\$5,500.00	\$
20.01 – 30 acres		\$6,625.00	\$7,600.00	\$
30.01 – 40 acres		\$9,275.00	\$10,675.00	\$
40.01 – 50 acres		\$11,925.00	\$13,700.00	\$
Additional acres over 50 (round to nearest whole)		X \$260.00	X \$300.00	\$
Oil & Gas additional acres over 50 (round to nearest whole)		X \$465.00	X \$525.00	\$

◆ DISTRICT SERVICE FEE: SINGLE RESIDENTIAL UNIT – Single family home built on an individual lot (not part of a larger development)

1 unit (<1 acre) [Note: Tier II fee waived]		\$250.00	N/A	\$
1 unit (1+ acre) [Use Residential/Industrial/Commercial/Institutional category above]				

◆ DISTRICT SERVICE FEE: AGRICULTURAL BUILDING PROJECTS

Small (<1 acre) [Note: Tier II fee waived]		\$155.00	\$175.00	\$
Medium (1 – 5 acres) [Note: Tier II fee applies, if appropriate]		\$1,550.00	\$1,800.00	\$
Large (>5 acres) [Use Residential/Industrial/Commercial/Institutional category above]				

◆ TIER II FEE: 1+ ACRE DISTURBED [Major Amendments-Tier II (if applicable) waived if paid originally]

Check all that apply on page 1		\$1,000.00	\$1,000.00	\$
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◆ NPDES PERMIT FEE: 1+ ACRE DISTURBED [New Projects, Major Amendments, & Renewals]

General Permit		\$500.00	\$500.00	\$
Individual Permit		N/A	\$1,500.00	\$

◆ NPDES DISTURBED ACREAGE FEE: 1+ AC DISTURBED [Amendments–new disturbed acreage only] [ePermit submission-pay fee via ePermit system]

# Disturbed Acres (rounded to nearest whole (round down .49 or less round up .50 or more)) Multiply by Fee		X \$100.00	X \$100.00	\$
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◆ DISTRICT SERVICE FEE: CHAPTER 105 E&S REVIEW / POND/STREAM WORK

Chapter 105 E&S Review / Pond/Stream Work		\$275.00	N/A	\$
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MISCELLANEOUS

◆ DISTRICT SERVICE FEE: MINOR AMENDMENT [Also include NPDES Disturbed Acreage Fee above for any new disturbance.]

Minor Amendment		\$650.00	\$1,300.00	\$
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◆ DISTRICT SERVICE FEE: OTHER

Plan Stamping		\$85.00	\$85.00	\$
Field Change		\$85.00	\$85.00	\$
Corrective Action Plan		\$ Call for fee	\$ Call for fee	\$

◆ DISTRICT SERVICE FEE: 2ND / 3RD TECHNICAL REVIEW

25% of Original District Service Fee		Original District Service Fee \$	÷ 4	\$
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◆ NPDES PERMIT RENEWAL FEES*: [*Permit renewal must include both 25% District Service Fee and NPDES Permit Fee above.]

25% of Original District Service Fee (Please call to confirm original fee paid)		Original District Service Fee \$	÷ 4	\$
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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” unless paid through Chapter 102 ePermit system

Payments can also be made electronically via **MunicipiPAY** on our [website](#).

PROJECT FEES TO INCLUDE

See the Fee Schedule on page 2 for the actual fee amounts.

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: Amendment-for NEW earth disturbance only)
 - (NOTE: N/A if paid through Chapter 102 ePermit system)

SUBMITTED PROJECT (prior to adequacy)

- 2nd Technical Review of plans from prior inadequate submission
 - ▶ **FEE TO INCLUDE:**
 - 25% of original District Service Fee
- 3rd Technical 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)
 - (NOTE: N/A if paid through Chapter 102 ePermit system)
- 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 (Please call to confirm original fee paid.)
 - NPDES Permit Fee

OTHER

- Plan Stamping
 - ▶ **FEE TO INCLUDE:**
 - Flat District Service Fee
- Field Change
 - ▶ **FEE TO INCLUDE:**
 - Flat District Service Fee
- Corrective Action Plan
 - ▶ **FEE TO INCLUDE:**
 - Flat District Service Fee

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 each 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 February 17, 2022 and made effective on April 4, 2022.

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 CCCD 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. CCCD 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 or the Plan Designer/Engineer (an electronic signature is acceptable).

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 **National Pollutant Discharge Elimination System (NPDES) Permit for Discharges of Stormwater Associated with Construction Activities**, unless specifically exempt by the regulations pursuant to Chapter 102.5. Information on types of permits, forms, guidance documents, training, and other resources can be found on PA DEP’s E&S Resources [website](#).

NPDES Construction Stormwater permits are valid until the expiration date noted on the permit or until a Notice of Termination (NOT) is acknowledged.

- 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 (Corrective Action Plan) which are at the discretion of the District.

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 CCCD 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 required 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.
- Standard technical reviews will typically be conducted solely by a CCCD Urban Resource Conservationist or Urban Team Leader. **See the explanation below for when a Professional Engineering (PE) Review may be required.*
- 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 based on the area subject to the Major Amendment. For example, if the area subject to the Major Amendment covers 1 acre of the 1.79 total disturbed project area for the approved project, the fee is calculated based on the 1 acre plus any additional disturbance not captured in the existing permit. Otherwise, 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. If an area subject to a Major Amendment meets a Tier II criteria and the Tier II fee was not paid upon initial submission, then the Tier II fee would be due with the Major Amendment Application.

Tier II Categories:

- Projects that disturb slopes of 9% or 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.

***Professional Engineering (PE) Review:** The following NPDES applications/NOIs require a Professional Engineering (PE) Review of the PCSM Plans.

- Individual NPDES Permit Applications require a PE review of the PCSM Plan for all new projects, major amendments, and when there are PCSM changes for minor amendments.
- Projects otherwise eligible for coverage under the PAG-02 General Permit or the General Permit (ESCGP) for Oil and Gas Activities may require a PE review if any of the following are true. CCCD will discuss the PE review determination at the Pre-Application Meeting. This would apply to new submissions, major amendments, and when there are PCSM changes for minor amendments.
 - Projects utilizing the Managed Release Concept (MRC) BMP
 - The impervious area will increase by 50 acres or more from pre-construction condition to post-construction condition, or by 25 acres or more if the receiving surface water is impaired for water/flow variability or flow modifications/alterations.
 - The post-construction runoff volume for the 2-year/24-hour storm event exceeds 250,000 cubic feet (cf).
 - The difference (post-construction minus pre-construction) in runoff volume for the 2-year/24-hour storm event exceeds 500% of the pre-construction runoff volume.
 - There is an increase (post-construction minus pre-construction) in runoff volume for the 2-year/24-hour storm event that is being managed solely using BMPS that will not collect and manage stormwater in a dedicated storage area (i.e. riparian forest buffer, soil amendments) -or- if the proposed infiltration BMPs do not rely solely on gravity.

FEE ADJUSTMENTS:

- In accordance with 25 Pa. Code § 102.6(b)(4), any federal or state agency or independent state commission that provides funding for program administration by DEP through the terms and conditions of a mutual agreement may be exempt from the application fees identified above. At this time, DEP, EPA, the Pennsylvania Fish and Boat Commission (PFBC), the Department of Conservation and Natural Resources (DCNR), and the Pennsylvania Department of Transportation (PennDOT) are agencies that meet this requirement. DEP, EPA, PFBC, DCNR, and PennDOT are exempt from the District Service Chapter 102 Plan Review fee, NPDES Permit Application fee, and the Disturbed Acreage Fee. These agencies 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.

For more information on CCCD's Erosion & Sedimentation Program, including our Emergency Review Procedure and the Best Management Practices (BMP) Incentive Program, can be found on our website at www.chesco.org/conservation under Applications / Forms / Payments.