



Northampton County Conservation District

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Northampton County Conservation District Erosion & Sediment Pollution Control Plan Expedited Review Policy

At the request of, and to improve service to, the District's customers, the Northampton County Conservation District has established a process for expedited review of Erosion and Sediment Pollution Control plans. The following policies and procedures shall apply:

1. A limit of four requests per calendar month will be accepted on a first come, first served basis. One request per week will be accepted. Acceptance into the procedure will be subject to staff availability. In order not to adversely impact the normal review rotation, expedited reviews will be conducted outside of normal working hours.
2. The expedited review fee will be 3 times the regular fee, in addition to the regular fee.
3. Any agencies exempt from paying a review fee, i.e. Commonwealth departments, will not be eligible for an expedited review.
4. Entrance into the procedure will be limited to plans which disturb less than 100 acres.
5. Any given applicant may submit only one plan per calendar month for expedited review. For purposes of this procedure, an applicant is defined as a project owner/developer, not an engineering or consulting firm. **At least two weeks prior to submission, the owner/developer and the plan designer must attend a pre-application meeting with District staff. If a general or earthmoving contractor has already been engaged, he/she shall also attend the meeting.**
6. Applicant must submit a request in writing for an expedited review, along with a separate check for the expedited fee (3 times the regular fee) in addition to the check for the regular fee. This request must include a statement that the plan is complete and represents a professional standard of work. **The applicant shall include a letter from the appropriate municipality stating at what stage of the municipal review process the project stands.**
7. Complete PADEP "Erosion And Sediment Pollution Control Program Manual" technical review checklist must be filled out (corresponding plan and narrative page numbers referenced) and included with a complete submission.
8. Any projects disturbing 1 acre to less than 5 acres with a point source discharge, or 5 acres or larger, must simultaneously submit an administratively complete NPDES permit application. An incomplete permit application will be sufficient cause for denial of an expedited review. NOTE: an adequate E&S review is not approval to commence the project and the applicant must wait for NPDES permit issuance.

9. The application will undergo an initial check for completeness within 5 working days of receipt. The applicant and consultant will be notified via fax and standard mail of acceptance or denial into the expedited review system.

10. If accepted, the plan **for a project disturbing 0-50 acres** will be reviewed within 10 working days of receipt. **A plan disturbing 50-100 acres** will be reviewed within 15 working days of receipt.

11. To qualify for a follow-up review, a response letter detailing the revisions made, with reference to plan and page, and plan sets with the changes highlighted must be provided. Expedited review letters will be faxed to the applicant and engineer and will be deemed received as of that date. Expedited review letters will also be sent via standard mail. The District will commit to reviewing the revisions within twice the number of days it takes for the revisions to be submitted, with a minimum of 3 working days (i.e. the District will have six working days in which to review revisions submitted within three working days of receipt of review letter).

12. If, after the initial review, a meeting with the reviewer is requested, the District will hold said meeting within 5 working days of request, based on staff availability. The meeting will be held outside of normal conservation district office hours.

13. The expedited review process may be initiated after any review is completed with the submission of a fee equal to three (3) times the original fee.

14. Projects on which an expedited review is requested should be far enough along that E&S review is one of the final steps in the approval process – repeated submissions of the same project because of design changes are unacceptable. Once a plan has been deemed adequate, it will not be accepted a second time for expedited review.

15. The expedited fee will cover an initial review plus two follow-up reviews, if needed. There will be no additional fee for these subsequent reviews. If a third follow-up review is needed, it will be outside of the expedited review system and will require an additional fee based on 25% of the regular fee.

16. Requests for expedited reviews must be made in conjunction with plan submittals. Once a plan has been submitted to this office (1st, 2nd, 3rd review) and it has been entered into the database for a standard review, it may not be switched to an expedited review until it has been returned to the District for the next subsequent review.

Adopted by the Northampton County Conservation District Board on May 12, 2009.
Adopted by Northampton County Council on June 4, 2009 (Resolution 49-2009).