



Northampton County Conservation District
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UPDATED NPDES PERMIT APPLICATION FEE POLICY

Northampton County Conservation District Board of Directors' adopted a procedure regarding resubmittal fees for administratively incomplete NPDES Permit Applications effective for all NPDES applications received after 12/1/07.

A person submitting an administratively incomplete permit application will receive a letter of administrative incompleteness with the missing or incomplete items noted. This missing or incomplete information must be received within 60 calendar days from the date of this letter and must be complete and correct. If all application deficiencies are received and are considered correct within this allotted time frame, no additional filing fee will be required. However, if no response is received or the submitted materials are not complete and correct, the District will retain the original filing fee and a new administrative permit filing fee will be required.

TIPS for NPDES Permit Applications

The new NOI application and associated checklist dated 5/2007 should be used for all NPDES permit applications. The form is posted on the District's webpage in the Plan Designer's Corner: www.northamptoncd.org, and is listed on DEP's website as DEP Document # 3930-PM-WM0035.

- **Application Checklist:** (3 complete copies required.)
 - Location of items should be provided where indicated on the checklist, locations should not be changed. All items listed on the checklist should be found in every application unless otherwise stated.
 - Accurate and specific location page numbers should be provided for all sections, i.e. appendix page number should be provided if more than one item is located within the appendix, etc.
 - Please number the pages of the E&S and PCSM narratives, including Appendices, in order to provide accurate page number locations on the checklist.
 - Only the first page number where the information is found needs to be provided.
 - Items 2a.iv (General) and 3a.iv (Individual) are referencing the location of the supporting peak flow calculations for the proposed channels (as these are the only BMPs that are designed based on peak flow for E&S) (i.e. worksheet 18, etc.)
 - Items 2a.v (General) and 3a.v (Individual) are referencing the location of the supporting calculations associated with the downstream analysis for discharge points from the site. (re: pg. 2 of the E&S Manual)
 - Items 2a.vi.G & H (General) and 3a.vi G & H (Individual): only E&S BMPs should be listed here.
 - The PCSM plan drawing & narrative should be titled as such and E&S information should be provided separate from PCSM material. (NOTE: some information should be provided in both plans)
 - Stormwater worksheets should be provided in the PCSM Narrative (per the application checklist items 7b (General) and 9b (Individual), (if you provided them in the narrative you do not need to provide them separately as well). Stormwater worksheets 1-5 are required for all applications including Renewal Applications.

- 3 copies of the Act 167 and/or Municipal stormwater ordinance letters of consistency are required prior to permit issuance. It is best to provide the letters with the original application as they aid in DEP's review of the PCSM plan for individual permits.
 - Infiltration/Geotechnical report and soil infiltration test pit results should be provided in the PCSM narrative and the testing locations should be provided on the PCSM drawing if any type of infiltration is proposed.
 - Stormwater Manual Worksheet 10 is required if you are using CG-1; Worksheets 11-13 are required if you are not using CG-1 or you do not meet Nitrate requirements from worksheet 10.
 - A worksheet 13 (if not meeting CG-1) should be provided for each PCSM BMP proposed.
 - Be sure to include a complete detail on the PCSM drawing for the construction of each PCSM BMP listed on the NOI pg. 6.
 - The Operation and Maintenance procedure for PCSM BMPs should be provided on the PCSM Drawing; a responsible party must also be named on the PCSM drawing, i.e. applicant's name, contractor's name, etc.
 - The NPDES boundary should be provided on the PCSM plan drawing.
 - Separate Land Use Questions (Appendix B) are required for General permit applications but not for Individual permit application as they are already provided in the GIF (Item 11 on the checklist is a typo)
 - Subsequent phases of a project or minor modification to an NPDES permit should submit the following items for modification of an existing permit (required if original plan did not take this specific phase/lot into account for PCSM): 1) An estimated time frame for the phases build-out, 2) Complete E&S plan for the specific phase, 3) A new Section C of the NOI and a complete PCSM plan (drawing and narrative) for the specific phase, and 4) Consistency letter from municipal or county engineer prior to permit modification issuance for the PCSM plan of this phase.
- **Notice of Intent (NOI):** (3 total – 1 original, 2 copies)
 - If you are directly or indirectly affecting a wetland on-site or near the site, you should research to see if the wetland is considered an Exceptional Value (EV) Wetland per Chapter 105. If the wetland is considered EV an Individual NPDES permit is required, PA DEP NERO should be contacted prior to application submission to ensure protective design measures are taken, etc.
 - Section B.1 – The Project Name should be consistent with the project/site name on the GIF and the project name on the NCCD Application.
 - Section B.3 – The Total Project Area should be consistent throughout the application, i.e. should be equal to the Total Project Acreage on the NCCD application, the NPDES boundary on the E&S/PCSM plan drawings, Site Area on the stormwater worksheets, etc.
 - Section B.4 – The project's physical address should be provided if it is available, (try referencing www.ncpub.org to find address)
 - Section B.6 – The Latitude and Longitude should be taken from the center of the project area, should be within 15 seconds from the center of the project area (use the coordinates provided on the PNDI receipt).
 - Section B.8 – The existing and previous land use descriptions should always be provided, previous land use should address at least 50 years past (if potential contaminants are known to exist or have existed prior to 50 years, it should be noted), and existing land use should address from 5 years past to current.
 - Section B.9 – The Site analysis should be consistent with Stormwater worksheets 2 & 3.

- Section B.12 – The Total Disturbed Area should be consistent through the application, i.e. should be equal to the Disturbed Acres on the NCCD application, the Limit of Disturbance on the E&S plan drawings, etc.
 - Section B.14 – The estimated time table should only be completed for Phased Projects.
 - If the project drains to more than one watershed, multiple Section C’s and Stormwater Worksheets 1-5 should be provided.
 - Section C.1 – The Act 167 plan name and dated adopted should be provided on pg. 3. The date adopted should be consistent with the plan referenced in the consistency letter.
 - Section C.1 – The Municipal Stormwater Ordinance name and number should be provided on pg. 4.
 - The Act 167 consistency letter and/or municipal stormwater ordinance consistency letters should be provided prior to General or Individual NPDES permit issuance.
 - If the Act 167 plan for which the project was reviewed predates 2005, CG-1 should be used to design the PCSM plan.
 - If the “other design method” is checked on pg. 4, an explanation should be provided and will be subject to review by DEP for both General and Individual Permit applications.
 - Be sure to provide the Stormwater Methodology used associated with the Summary table on pg. 6 of the NOI
 - Section C.2 - Management of the net increase in stormwater runoff volume resulting from the 2-year/24-hour frequency storm involves both peak attenuation and volume reduction to pre-construction conditions (e.g. boxes 8 and 11 should be zero or negative), if this cannot be met; consider additional structural or non-structural BMPs, another design method with explanation, SEJ, or contact DEP NERO for guidance.
 - Stormwater worksheets 4 & 5 should be directly related to the summary table in section C of the NOI, i.e. boxes 4, 5, & 6 should be consistent with Worksheet 4, box 8 should be consistent with Worksheet 5, etc.
 - Section C.3 – All proposed PCSM BMPs should be addressed on pg. 6; they should be consistent with Stormwater worksheets 3, 5, 10, etc.; PCSM plan; etc.
 - Section C.4 – Off-site discharges can be considered any discharge to areas other than Chapter 93 classified streams.
 - Section C.5 – The first question should address how the design avoids thermal impacts to stormwater; how does the design not allow the water to heat? The second question should describe how the thermal impacts are minimized; how does the design cool the water?
 - Section D – Only required for Individual permit applications. You should provide an explanation for each item not checked off in Part 1. If you have a net increase in stormwater volume or rate you cannot check off that the ABACT BMPs selected are sufficient – should proceed to Part 3.
 - Section E – The engineer’s seal should be provided on pg. 9 in the space provided to the right of ‘Consulting Firm’ for expedited PCSM reviews.
 - Section G – 3 copies of the 537 Plan DEP approval letter should be provided upon receipt.
- **Stormwater Worksheets 1-5 & 10:** (3 copies –located within the PCSM Narrative, separate copies are not required if provided in narrative)
 - The Total Area/Site Area referenced on the Stormwater Worksheets should be equal to the Total Project Area on the NOI; protected areas & areas not to be disturbed are subtracted out on worksheet 3.

- A Sensitive Resources Map should be provided if areas are being protected per Worksheet 2; these areas should be shown as protected during all phases of construction, i.e. show them outside Limit of Disturbance on the E&S plan, etc.
 - Worksheets 2 & 3 – Credit can only be taken once for protected areas,
 - Examples:
 - If woodlands are protected on Worksheet 2, than credit for protecting existing trees cannot be taken on Worksheet 3 in section 3.3; as the area was already subtracted from the required stormwater management area in the above section 1.1 on Worksheet 3.
 - If the area is subtracted as an area of minimum disturbance/reduced grading on Worksheet 3 (Protected: section 3.1), credit cannot be taken for the same area as an area of minimum compaction on Worksheet 3 (Volume: section 3.1)as it was already subtracted from the required stormwater management area in the above section.
 - Stormwater worksheets 4 & 5 should be directly related to the summary table in section C of the NOI, i.e. boxes 4, 5, & 6 should be consistent with Worksheet 4, box 8 should be consistent with Worksheet 5, etc.
 - Stormwater worksheet 5 – No more than 25% of the volume reduction may be met through non-structural BMPs credits
- **Renewal of NPDES applications**
 - Permit renewal applications should address the percentage of how much of the overall project is completed to date as the PCSM plan should be updated to meet current regulations if possible (PA DEP NERO should be contacted to determine if a revision is required).
 - A plan drawing indicating the completed work should be provided with the application to support to above.
 - Permit renewals are still required to submit the PNDI review receipt and resolutions with the application. This is a typo on the application checklists.