



**Official Use Only**

Date Received \_\_\_\_\_

PR# \_\_\_\_\_

**Erosion and Sedimentation Pollution Control Plan Review Application**

*Application Instructions on Back of Form*

Revised March 7, 2013

**Project Information**

Project Name: \_\_\_\_\_ Type of Activity: \_\_\_\_\_

Project Site Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

Project Acres: \_\_\_\_\_ Disturbed Acres: \_\_\_\_\_

Receiving Stream: \_\_\_\_\_ Chapter 93 Designation: \_\_\_\_\_

**Applicant Information**

Applicant (Responsible Official): \_\_\_\_\_ Plan Preparer's Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Plan Preparer's Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Identify and Attach ALL Permits Required for Project**

Chapter 105 GP  NPDES Individual  NPDES General  Water Encroachment  ESCP  ESCGP   
(No E&S Plan Review Fee)

**Attach ALL Checks Required for Project**

E&S Plan "Review Fee" Check Payable To: **Jefferson Conservation District** \$ \_\_\_\_\_  
\* \$125 per Disturbed Acre  
\* No E&S Plan review fees are charged with Chapter 105 Permit Applications

NPDES/ESCGP-1/Chapter 105 "Permit Fee" Check Payable To: **Jefferson County Clean Water Fund** \$ \_\_\_\_\_  
General NPDES/ESCGP-1 = \$500 Individual NPDES = \$1500  
Chapter 105 Permit Fees (Refer to Permit Application)

NPDES "DEP Disturbed Acre Fee" Check Payable To: **Commonwealth of PA Clean Water Fund** \$ \_\_\_\_\_  
\$100 per Disturbed Acre

This application must be completed by the applicant or his agent and submitted along with the required plan information and the required fee. Incomplete submissions will not be accepted for review.

The applicant agrees to comply with all requirements of the Pennsylvania Department of Environment Protection's Title 25, Chapter 102, Erosion and Sedimentation Pollution Control Rules and Regulations, and further agrees to obtain all necessary federal, state, county, and local permits associated with the above project.

\_\_\_\_\_  
Signature of Applicant or Agent

\_\_\_\_\_  
Date



**EROSION AND SEDIMENT POLLUTION CONTROL PLAN REVIEW FEE  
POLICIES AND PROCEDURES**

Revised March 7, 2013

**PROCEDURES:**

- A. The Erosion and Sediment Pollution Control Plan (E&S Plan) Review Fee equals: \$125 per Disturbed Acre (minimum \$125 per project). \*\* 2.6 ac. X \$125 = \$325
- B. Checks or money orders are made payable to the “**Jefferson Conservation District**”.
- C. One (1) copy of the completed review application form and two (2) copies of the E & S Plan must be submitted with review fee.
- D. The E & S Plan Review Fee cannot be combined with any other state, county, or municipal fee.
- E. The cancelled check will be the applicant’s receipt.
- F. Projects that require permits in addition to the E&S Plan must submit permit applications and permit fees. These fees are separate and in addition to the E & S Plan Review fee.
- G. A \$50.00 charge will be assessed for any check refused by the bank due to insufficient funds, and the entire application package will be returned to the applicant without the reviews being performed.
- H. The Jefferson County Conservation District reviews plan submittals in the order that they are received.
- I. The maximum review time will be thirty days from the date of receipt of a complete submission.
- J. Letters indicating adequacy of E & S Plans are valid for two (2) years after issuance. Should project construction fail to commence before two years have elapsed, a resubmission of the plan is required.
- K. The Jefferson County Conservation District reviews an E & S Plan solely to determine whether it is adequate to satisfy the requirements of Title 25, PA Code Section 102 et. seq., the Erosion Control Regulations of the Department of Environmental Protection. By a determination that the plan is adequate to meet these requirements, neither the Conservation District nor the County assumes any responsibility for the implementation of the plan or proper construction and operation of the facilities contained in the plan.
- L. The design, structure integrity, and installation of the control measures are the *responsibility* of the *landowner/earthmover*.
- M. Before any construction or earthmoving may begin, the appropriate and necessary local, state, and federal permits must be secured from the agency having specific permitting authority (i.e. jurisdictional Wetland Determination, Highway Occupancy Permits, Building Permits, etc.)
- N. The District encourages a pre-plan development meeting with District staff. There is **no fee** for this initial meeting.

**PROJECT DELINEATION:**

The entire parcel controlled by the applicant will represent the project area. The disturbed portion of the total project area identified on the plan shall represent the basis used for the fee schedule. Open Space area shall be included in the total project area. Acreage covered by a Department of Environmental Protection permit will be considered as the project area.

**APPLICABILITY:**

- A. The Jefferson County Conservation District is delegated with the responsibility to administer the Commonwealths’ Erosion and Sediment Control Program under the Pennsylvania Clean Streams Law, Chapter 102 Erosion Control Rules & Regulations, Chapter 105 Dam Safety and Waterway Management and Chapter 92 National Pollution Discharge Elimination System – Permit requirements for Stormwater discharge from Construction Activities.
- B. The fee schedule will apply whenever the application and the Erosion and Sediment Pollution Control Plan are submitted for an adequacy determination, or environmental review. Each submission of a different project on the same tract of land will be charged according to the fee schedule.
- C. Plans resubmitted for a second review will not be assessed an additional fee. All plans resubmitted for third and subsequent reviews will be charged half (1/2) the original fee.
- D. Any plan for the same tract resubmitted more than two (2) years after the last review of the tract will be charged a new fee.
- E. The District can request to review a plan if a problem is perceived on site. The fee schedule will apply for such reviews.
- F. The review fee for state projects is waived by regulation.
- G. Agricultural Operations – Erosion and Sediment Pollution Control Plan Review fees will not be applicable to agricultural operations such as plowing and tilling and agricultural conservation practices completed in accordance with a conservation plan. When site disturbance occurs that is not an agricultural practice such as earth disturbances for a large building, the fee schedule for plan review would be applicable.
- H. The District Manager shall have the ability to waive fees for plan reviews on a case by case basis. To be considered for this provision, a cover letter must be included outlining the extent of the project and the reasoning for the requested fee waiver.

**PLAN WITHDRAWAL POLICY:**

Upon written request by the applicant and approval by the District Board of Directors, a portion of the review fee may be refunded if the applicant withdraws the plan prior to approval. No fees are refundable after District approval.

*The Jefferson County Conservation District, by authority of Act 217 (Conservation District Law), hereby adopts the Jefferson County Conservation District Fee Schedule for Erosion and Sediment Pollution Control Plan Review.*