

Wayne Conservation District

648 Park Street

Honesdale PA 18431

(570) 253-0930 Fax (570) 253-9741

Project Information

Project Name: _____ Municipality: _____

Site Location: _____ Tax Parcel #: _____

Total Acres: _____ Total Cumulative Disturbed Acres Over Project Life: _____

Receiving Stream: _____

Applicant Information

Plan Preparer

Applicant: _____

Name: _____

Firm: _____

Firm: _____

Address: _____

Address: _____

City: _____

City: _____

Zip Code: _____ Phone: _____

Zip Code: _____ Phone: _____

Fax: _____ email: _____

Fax: _____ email: _____

Erosion and Sedimentation Control Plan Information

(Please use this plan submittal checklist – check all that apply)

Attached Fees _____

Written Narrative _____

E&SC Calculations _____

Complete Set of Drawings _____

Stormwater – pre/post _____

Timber Harvesting/Stone Harvesting Action Packet _____

E&S Control Plan Technical Review Checklist _____

Residential: #of lots or units _____

Commercial, Industrial, Non-Residential: # of Disturbed Acres _____

Permits Required

NPDES General _____

NPDES Individual _____

General Permit _____

Water Encroachment _____

Fees

E&SC Fees: \$ _____ Check Payable to the Wayne Conservation District

Revision Fees: \$ _____ 50% of original submission, Check Payable to the Wayne Conservation District

NPDES Fees: \$ _____ Check Payable to the Wayne Conservation District (Clean Water Fund)

The Applicant agrees to comply with all requirements of Title 25 Chapter 102 Erosion and Sediment 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 above referenced project.

Note: Applications will be date stamped upon receipts. Within 35 calendar days from the date of acceptance of an administratively complete application, the district technical review of the Erosion and Sediment Control plan will be completed. If revisions are necessary revised plans will also be date stamped upon receipt and reviewed within 35 calendar days.

Applicant's Signature

Date

For District Use Only

Application # _____ Required review fee \$ _____ Check # _____ NPDES fee \$ _____ Check # _____

Date Accepted: _____ Administratively Complete: _____ Inadequate: _____

Review Fee Schedule

The Wayne Conservation District will charge the following fees for Erosion and Sediment Control Plan (E&SCP) reviews and NPDES Permit filing, as authorized by Act 217 – The Conservation District Law, as amended. These fees are effective **January 1, 2010**. Plans cannot be accepted for review without the appropriate fee and application form. Contact the Wayne Conservation District if assistance is required. Initial fee covers the first and second review. Any further reviews will be charged in accordance to the Plan Review Rules and Guidelines.

Residential Development: Initial fee of \$250.00 plus \$20.00/lot or unit

Larger Single-Family Residential Development: Initial fee of \$75 plus \$95/disturbed acre

Commercial, Industrial, Institutional: Initial fee of \$125.00 plus \$95.00/disturbed acre

Timber Harvesting/Stone Harvesting: Initial fee of \$50.00 plus \$15.00/disturbed acre

Small Projects and General Permits: These projects are deemed to be less than one disturbed acre with less than 10% slopes. Initial fee of \$50.00

NPDES Permit Minor Modifications: Initial fee of \$100.00

Other Land Developments: These projects will be assigned to the proper category by staff and charged accordingly.

Erosion and Sediment Control Plan Review extension approvals \$25.00

Third and subsequent reviews – 50% of original fee

** Disturbed acreage calculations should be actual acres disturbed during the life of the project – NO Rounding

** Pre-submittal meetings are strongly encouraged

Permit Filing Fees

This schedule does not include permit-filing fees. Refer to the permit application instructions for the correct filing fee and submit as a separate check.

Wayne Conservation District Erosion and Sediment Control Plan Review Rules and Guidelines

I. Authority and Applicability

- A. The Wayne Conservation District (WCD) is delegated the responsibility to administer the Commonwealth's Erosion and Sediment Control (E&SC) Program and portions of the National Pollutant Discharge Elimination System (NPDES) Program under the PA Clean Streams Law.
- The Conservation District Law (sec. 9) provides the WCD with the authority to accept the responsibility to administer programs and to collect fees for services performed.
- B. The review fees shall apply to all plans that are submitted to the WCD requesting determination of Erosion and Sediment control adequacy except as noted within these Rules and guidelines.
- C. Waiver of Fees – fees will not be charged for the following submittals to the WCD:
1. Projects submitted under the name of any city, borough, township, county, state department, or school district engaged in Best Management Practice (BMP) implementation projects. This exemption does not supersede DEP Title 25, Chapter 102 Erosion and Sediment Control Rules and Regulations.
- D. Agricultural Operations: Review fees shall not be applicable to agricultural operations engaged in normal farming activities, and documented in a WCD approved conservation plan. When agricultural Best Management Practices (BMP's) are to be installed and no conservation plan has been approved by the WCD or when site disturbance occurs that is not part of the approved conservation plan, such as an earth disturbance for a building, the review fee schedule is applicable.

II. Fees

- A. Review Fee Schedule – The WCD will charge the review fees found on the back of the E&SC Plan "Application Form", which accompanies this set of Rules and Guidelines.
- B. Terms and Conditions – The following guidelines are to be utilized in determining the appropriate fee:
1. Residential Developments – Fees charged in this category shall be based on the initial fee plus the total number of building lots or individual units; which ever is greater. This shall include house lots, apartment units and townhouse units.
 2. Larger Single-Family Residential Development – Fees charged in this category shall be based on the initial fee plus the total disturbed project acres. This shall include all residential development not covered by residential development (category #1 – subdivision and housing unit development) or small project E&SCP's (category #5).
 3. Industrial, commercial, Institutional and other Land Development – Fees charged in this category shall be based on the initial fee plus the total disturbed project acres. This shall include office buildings, retail stores, restaurants, hotels/motels, manufacturing, warehouses, churches and other non-profits.
 4. Timber Harvesting – Fees charged in this category shall be based on the initial fee plus the total number of disturbed acres.
 5. Small Project E&SC Plans and General Permits – A \$50.00 fee will be charged for a single residential lot project of one (1) acre or less of disturbance on less than 10% slope.

6. Initial and Revision Submissions – The review fee is intended to cover the initial and second E&SC Plan review. If after the second review the plan is not adequate and additional reviews are necessary each resubmission will be assessed a fee of 50% of the original review fee.
 7. Phased Development Projects – For phased projects, the fee shall be based on either the total disturbed acres/lots/units included in all phases of work or on the disturbed acres/lots/units within the phase that is being reviewed for immediate development. Exceptions and conditions to this are as noted below.
 - a). On phased projects where an E&SC Plan adequacy determination has been granted for the entire project and any of the phases have not been initiated within two years from the date of adequacy determination, the District reserves the right to require a new plan and upgraded controls in accordance with IIC below.
 8. The District has no provisions for the expedited review of E&SC Plans. All reviews will be handled in the order they are received and reviewed within 35 days for initial determinations.
- C. Additional Fees – the WCD reserves the right to impose additional plan review fees of 50% of the initial review fee for plan reviews in accordance with the conditions listed herein:
1. When design of an E&SC Plan, which has been submitted and reviewed, is revised to the point that the previous E&SC Plan is not applicable, the WCD shall require an additional initial plan review fee at the cost as indicated above and a 50% revision fee shall be required for each submittal after second review until adequacy has been determined.
- D. Special Conditions – The WCD reserves the right to adjust fees in accordance with the special conditions list herein:
1. Change of project – a submission of a different project on the same site shall be considered as a new project and shall be subject to a new review fee.
 2. Letters of adequacy issued by the WCD are valid for three (3) years from the date of issuance. Failure to initiate earth disturbance within three (3) years of the issuance of the adequate review letter will invalidate the review and require a resubmission, which is subject to an additional fee, not to exceed the review fee schedule in effect at the time of the re-submittal.

III. Administration

- A. A project will be considered administratively complete and eligible for review when the WCD receives a completed application form, a check or money order made payable to the Wayne Conservation District in the amount of the appropriate fee and the drawings, narrative, etc. as required to define the proposed activity. E&SC Plan submissions shall be made directly to the WCD and not to the local municipality.
 1. Use of the E&S Control Plan Technical Review Checklist and Standard Worksheets 1-23, found in the current E&S Pollution Control Manual is required for plan development.
- B. The WCD will review the E&SC Plan solely to determine whether it is adequate to satisfy the requirements of Title 25 PA Code subsection 102.4 (PA DEP E&SC Rules and Regulations). By determining that an E&SC Plan is adequate to meet those requirements, neither the WCD nor the County of Wayne assumes any responsibility for the implementation of the plan or the proper construction and operation of the BMP's contained in the plan. The design, structural integrity and installation of the control measures are the responsibility of the landowner and/or the earthmover. 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.

- C. Construction activities proposing to disturb one (1) to five (5) acres with a point source discharge to surface waters of the Commonwealth or a total disturbance of five (5) or more acres of land, over the life of the project, are required to obtain an NPDES Permit for discharges of storm water from construction activities. PA DEP's NPDES regulations (Title 25, Chapter 92) provide for two types of permits: 1). A General NPDES Permit 2). An Individual NPDES Permit. The applicant should contact the WCD to determine which permit is applicable and to obtain an application package. Permit fees are General NPDES Permit - \$250, Individual NPDES Permit - \$500. For permitted projects, two (2) checks shall be submitted with the applications. The first check shall be made payable to Wayne Conservation District – Clean Water Fund in the amount of the appropriate NPDES permit fee and the second check shall be made payable to the Wayne Conservation District in accordance with these Rules and Guidelines.

IV: **Withdrawal of Projects**

- A. Withdrawal of Projects – The following requirements shall be applicable to the withdrawal of projects and request for refund of E&SC Plan review fees.
1. A request for withdrawal of an E&SC Plan and refund of the submitted review fee must be in writing, stating intentions and/or reasons for the withdrawal.
 2. Decisions on refund will be made on a case by case basis at the discretion of the WCD Board of Directors. The WCD Board's decision shall be communicated in writing to the applicant within five (5) days of the Board's decision, made at an advertised monthly meeting.
 3. A minimum refund of \$25.00 will be granted if approved; higher amounts will be dependent upon stage of review.
 4. If the E&SC Plan review has been completed by the District prior to the request for refund, the request will be denied.
 5. If earth disturbance activities have been initiated on the project site, the request will be denied.

“Be it resolved this 1st day of June, 2004 that the Wayne Conservation District does hereby agree to charge a fee for the review of all Erosion and Sediment Control Plans, as authorized by the Commonwealth of Pennsylvania Act #217 approved May 15, 1945, as amended,” in accordance with the attached schedule of charges.
Approved by Wayne Conservation District Board of Directors May 12, 2004.

Revised and approved by Wayne Conservation District Board of Directors December 9, 2009, effective date of revised schedule, January 1, 2010.

E & S CONTROL PLAN TECHNICAL REVIEW CHECKLIST

Project: _____

Project Location: _____

Date: _____

Item Location: D = E&S Drawings, N = E&S Narrative, D&N = Drawings & Narrative
Please Supply Page/Sheet Number(s) In Blank Line

102.4(b)(3) “The Erosion and Sediment Control Plan shall be prepared by a person trained and experienced in erosion and sediment control methods and techniques, and shall be designed to minimize the potential for accelerated erosion and sedimentation”.

Name _____ Address _____ Telephone No. _____ D&N
Qualifications _____ N

102.4(b)(5)(i) “The existing topographic features of the project site and the immediate surrounding area.”

_____	Legible mapping	D
_____	Existing contours	D
_____	Existing improvements, i.e. roads, buildings, utilities , etc.	D
_____	Existing streams, wetlands, receiving watercourses, etc.	D
_____	Sufficient surrounding area	D
_____	Location map, i.e. USGS	D or N

102.4(b)(5)(ii) “The types, depth, slope, locations and limitations of the soils”

_____	Types, slopes, & locations of soil types	D
_____	Soil type use limitations and resolutions	N
_____	Hydric soils	N

102.4(b)(5)(iii) “The characteristics of the earth disturbance activity, including the past, present, and proposed land uses and the proposed alteration to the project site.”

_____	Proposed NPDES boundary and limits of construction	D
_____	Proposed contours/grades	D
_____	Proposed waterways & stormwater management facilities	D
_____	Proposed improvements, i.e., roads, buildings, utilities, etc.	D
_____	Complete mapping symbols legend and north arrow	D
_____	Past, present and proposed land uses	N

102.4(b)(5)(iv) “The amount of runoff from the project area and its upstream watershed area.”

_____	Maximum during construction drainage areas	D
_____	Offsite drainage area(s) on USGS quadrangle map	N
_____	Peak flow calculations for all channels	N

102.4(b)(5)(v) “The location of waters of the Commonwealth which may receive runoff within or from the project site and their classification pursuant to Chapter 93 of this title.”

_____	Existing streams, wetlands, floodplains, etc.	D
_____	Receiving watercourses	D
_____	Chapter 93 classification of streams or other waterbodies	N

102.4(b)(5)(vi) “A written depiction of the location and type of perimeter and on site BMPs used before, during, and after the earth disturbance activity.”

102.4(b)(5)(vii) “A sequence of BMP installation and removal in relation to the scheduling of earth disturbance activities, prior to, during and after earth disturbance activities”.

_____	Complete and site specific sequence of BMPs installation	D
_____	Activities planned to limit exposed areas	D&N
_____	Removal of temporary BMPs	D&N

102.4(b)(5)(viii) “Supporting calculations”

102.4(b)(5)(ix) “Plan Drawings”

Channels

_____	Locations _____ Contours or Grades _____ Complete details	D
_____	Capacity & freeboard calculations	N
_____	Protective lining calculations	N

Sediment Basins

_____	Locations _____ Contours	D
_____	Complete berm & outlet details _____ Cleanout information	D&N
_____	Capacity info _____ Discharge calculations	N
_____	Dewatering calculations	N
_____	Discharge to waters of the Commonwealth or approved alternative	D
_____	Structurally sound	D&N

Sediment Traps

_____	Locations _____ Contours	D
_____	Complete berm & outlet details _____ Cleanout information	D&N
_____	Capacity information _____ Discharge calculations	N
_____	Discharge to waters of the Commonwealth or approved alternative	D

Silt Fencing and Rock Filter Outlet

_____	Locations _____ Complete Details	D
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Outlet Protection

_____	Locations _____ Complete Details	D
_____	Design Calculations	N

Other BMPs (specify) _____
 _____ Locations _____ Complete Details D
 _____ Design Calculations N

Other BMPs (specify) _____
 _____ Locations _____ Complete Details D
 _____ Design Calculations N

Other BMPs (specify) _____
 _____ Locations _____ Complete Details D
 _____ Design Calculations N

Other BMPs (specify) _____
 _____ Locations _____ Complete Details D
 _____ Design Calculations N

Temporary Stabilization

	Seed	Lime	Fertilizer	Mulch	Others	
Types	_____	_____	_____	_____	_____	D
Rates	_____	_____	_____	_____	_____	D

Permanent Stabilization

	Seed	Lime	Fertilizer	Mulch	Others	
Types	_____	_____	_____	_____	_____	D
Rates	_____	_____	_____	_____	_____	D

102.4(b)(5)(x) “A maintenance program which provides for inspection of BMPs on a weekly basis and after each measurable rainfall event, including the repair of the BMPs to ensure effective and efficient operation.”

_____	Inspection schedule	D
_____	Maximum sediment storage elevation/level in BMPs	D
_____	Time frames for completing specific maintenance & repairs for each type of BMP proposed.	D
_____	Site stabilization repair parameters & directions	D
_____	Disposal directions for sediment removed from BMPs	D

102.4(b)(5)(xi) “Procedures which ensure that the proper measures for the recycling or disposal of materials associated with or from the project site will be undertaken in accordance with Department regulations.”

_____	Project construction wastes are identified	N
_____	Directions for recycling/disposal of construction wastes	D
_____	Soil/rock disposal areas provided with BMPs	D&N