NPDES

ADMINISTRATIVE REVIEW

Kristina Henderson, Montgomery County Conservation District

DISTRICT APPLICATION

PROJECT INFORMATION:

PROJECT NAME: _____ MUNICIPALITY: _____

SITE LOCATION: _____ Tax Parcel # _____

PROJECT ACRES: _____ CUMULATIVE DISTURBED ACRES: _____

(Project Acres is the total acreage of the planned project including support areas such as staging, borrow, or spoil areas).

WATERSHED: _____ RECEIVING STREAM: _____ Distance _____

APPLICANT INFORMATION

NAME: _____
o(Responsible Official – Print or Type)

_____

ADDRESS: _____

CITY: _____ STATE: _____

ZIP CODE: _____ PHONE: _____

PLAN PREPARER

NAME: _____

FIRM: _____

ADDRESS: _____

CITY: _____STATE:_____

ZIP CODE: _____PHONE: _____

APPLICATIONS ARE CONSIDERED ADMINISTRATIVELY INCOMPLETE UNLESS ALL APPLICABLE INFORMATION IS PROVIDED AND THE APPLICANT SIGNS THIS FORM.

_____ _____

Applicant Signature Date

WHAT IS A POINT SOURCE?

- Point source is defined in Chapter 92 Section 92.1 as any discernible, confined and discrete conveyance, including, but not limited to, any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, CAFO, landfill leachate collection system, or vessel or other floating craft, from which pollutants are or may be discharged.

NOTICE OF INTENT

- 1 acre to less than 5 acres of disturbance with a point source discharge
- 5 acres or larger disturbance

- CHECK APPROPRIATE BOX
  - GENERAL
  - INDIVIDUAL

APPLICATION TYPE

- **NEW** - A new application for a project that has not yet been permitted

- **RENEWAL** - An application to renew an existing permit that is nearing expiration. An expired permit cannot be renewed.

- **MAJOR MODIFICATION** - An application that will modify an existing permit, which could include such activities such as: expanding the total disturbed area, adding a new point source discharge, etc.

- **PHASED** - An application where an additional phase of construction is being added to an already existing permit that was established as a phased project at the time of original permit issuance.

SECTION A

- Applicant's Information
  - Ensure Applicant is same as on district application
  - Please provide E-mail Address
  - Current phone number
  - Provide a physical mailing address

SECTION B

- Project Information
  - Provide a “unique” project name
    - Avoid names such as “Proposed Office Building”
  - Provide Project Description and mark applicable corresponding box

SECTION B CONTINUED

- Total Project Area
  - Limits of Disturbance vs. Property Boundary Line
- Latitude and Longitude
  - Mark all applicable boxes as they pertain to collection method
- USGS
  - Ensure applicable quad map is listed
- Existing Land Use – dominate land use for last 5 years
- Previous Land Use – actual land use for last 50 years

SECTION B CONTINUED

- Site Analysis
  - Describe how Natural Resources features on the site (Worksheets 2 and 3 referenced in the PA stormwater BMP manual) were considered in the project design and location, E&S Plan Design and PCSM Plan Design.

SECTION B CONTINUED

Potential Toxic of Hazardous Pollutants

- Submit the data necessary if soil contamination, geology or past or present land use provides a potential for contamination runoff from the project site.
- If release of pollutants, other than sediment, may occur from proposed actives then Individual Permit approval may be required.

SECTION B CONTINUED

- Check one box
  - Import Fill
  - Export Fill
  - Balance Cut
- Total Disturbed Acres
  - This is only for proposed activities
  - For Phased Projects – only the current TDA for that phase will be permitted
- Provide all information for stormwater discharges during construction
  - Waters of the Commonwealth
  - Municipal Separate Storm Sewer
  - Private Storm Sewer
  - Non Surface Waters
  - Fill in boxes as they are applicable

SECTION C

- Provide a brief summary of proposed BMPs and their performance to manage E&S for the project.
- If E&S BMPs do not follow the guidelines referenced in the PA Erosion and Sediment Pollution Control Program Manual, provide documentation to demonstrate equivalent performance.
  - ENSURE E&S IS PUT IN THIS SECTION!

SECTION C CONTINUED

- ACT 167 Plan
  - Ensure the proposed activities are or are not within an area covered under an Act 167 Plan

Reference List In Packet

- MS4 – Municipal Separate Storm Sewer System
  - Complete as section pertains to location of proposal
  - A Consistency Letter will be required prior to permit being issued

Reference List in Packet

SECTION C CONTINUED

- Meeting CG1 Requirements
  - Complete
    - Worksheet 10
- Not Meeting CG1 Requirements
  - Complete
    - Worksheet 11
    - Worksheet 12
    - Worksheet 13

SECTION C CONTINUED

- Summary Table for Supporting Calculation and Measurement Data
  - Ensure table is filled out for ALL proposals. All boxes are applicable to all projects.

- Summary Description of Post Construction Stormwater BMPs
  - Ensure table is filled out completely and accurately as it pertains to the proposal. Information should be consistent on worksheets and tables throughout.

SECTION C CONTINUED

- Thermal Impacts Analysis
  - Explain how thermal impacts associated with this project were avoided
  - If thermal impacts cannot be avoided, describe how impacts were minimized.

SECTION D

- Antidegradation Analysis Module – this is for Special Protection Watershed Only (HQ/EV and EV Wetlands)
  - Check off the environmentally sound non-discharge BMPs listed to be used.
  - For BMPs not checked, provide an explanation of why they were NOT utilized.

SECTION E

- Consultant for Project
  - Ensure all current contact information is provided for the Project Consultant

SECTION F

- Compliance History Review
  - Violation of any permits issued by DEP or regulated activities for the past 5 years – Yes or No
  - If yes, provide compliance steps
  - Current Compliance Status – Yes or No

SECTION G

- Check Yes or No to all questions. If yes, provide necessary information.
- 537 – PUT STATUS
  - Construction activities will not be able to begin until obtained

SECTION H

- Provide a complete and notarized certification

ADMINISTRATIVE GENERAL CHECKLIST

EROSION AND SEDIMENT CONTROL NARRATIVE

- Delineated USGS Map
- Delineated Soils Map
- Soils Information
- Supporting calculations to show anticipated peak flows for the design storms
- Analysis of the impact – this is a written analysis, not a graph or chart
- E & S BMP Controls
  - Provide Supporting Calculations
  - Provide Standard Worksheets
  - Narrative description

EROSION AND SEDIMENT CONTROL PLANS

- Complete Legend
- Topographic Features
- Soil Types and locations
- Resolutions to soil limitations
- Delineate NPDES Boundary and LOD
- Proposed improvements and proposed contours
- Maximum during construction drainage areas to hydraulic BMP's
- Provide receiving water Chapter 93 classification
- Construction details for proposed E&S
- Provide Standard Recycling Note
- Maintenance Program
- Provide Standard Due Diligence/Clean Fill Note

POST CONSTRUCTION NARRATIVE

Must be a completely separate and stand alone document
Ensure all checklist items are included

- Site description and analysis
- Soil types and descriptions
- Pre-development and Post-development drainage area runoff calculations for each drainage area
- Routing analysis to demonstrate peak control for the 1-year through 100-year storm events
- Calculations for permanent stormwater BMP's
- Curve Numbers and/or land use coefficients

POST CONSTRUCTION NARRATIVE

- Infiltration Geotechnical report and soil infiltration
  - If infiltration is proposed, a site specific report will be necessary
  - May not be needed for projects such as water line installation
  - Justification may be needed if not proposing infiltration

WORKSHEETS

- Worksheet 10
  - Needed if CG1 is being met
  - Utilize the checklist in Chapter 8 of the BMP Manual
  - The natural features indicated should be delineated on the Plans
- Worksheets 11, 12, and 13
  - Needed if CG1 is not being met
- Worksheet 6
  - Small site/small impervious area

POST CONSTRUCTION PLAN

- Construction Details of Permanent Stormwater BMPs
- BMPs showing Final contours
- Delineate Soils
- Location and depths of test pits
- Ownership, Operations, Maintenance procedures
  - List responsible party

OTHER CHECKLIST ITEMS

- Consistency Letter will be required prior to issuance of permit.
- Ensure a copy of the Land Use Questions is provided
- Complete Required Worksheets 1 through 5
- Municipal notifications and proof of receipt

PENNSYLVANIA NATURAL DIVERSITY INVENTORY - PNDI

- The PNDI results are only valid for one year from date of search.
- PNDI Clearance letters are only valid for one year from date of clearance or by time frame indicated in jurisdictional letter
- The potential PNDI impacts must receive clearance prior to being deemed administratively complete
- The PNDI ID# must be consistent with the jurisdictional letter(s)
- Some projects may require clearance from all Jurisdictional Agencies

CHECKLIST ITEMS - INDIVIDUAL

- Include all components as required for a General NPDES, in addition to the following:
  - Fully Completed General Information Form
  - Copy of Cultural Resource Notice including PHMC reply or certified mail receipt for project disturbing ten acres or more.

RENEWAL OF PERMIT

- Encourage client to check expiration date of permit
- An EXPIRED permit cannot be renewed
- Leave at least 90 days to renew a permit (additional time if PNDI hits exist)
- A new administratively complete application is required
  - This includes PCSM plans and narratives – regardless if they were originally warranted.

WHERE INDIVIDUAL STANDARDS MAY APPLY TO A GENERAL PERMIT

- It may be NEEDED if:
  - Near a public water supply
  - Bog turtle habitat
  - Wild trout
  - Scenic river
  - EV wetlands
- What additional information may need to be met
  - Complete and meet compliance with the antidegradation (Section D) of the NOI
  - And additional standards or requirements as deemed applicable

WHAT YOU NEED TO SUBMIT !!

- District Application
  - Applicable Fees
- Complete NOI
  - Checklist
  - Municipality Notifications and receipts
  - PNDI-with applicable review letters
  - Clean Water Fund Fee
  - GIF – Individual Only
  - Cultural Resources Notice –Individual Only
- E&S Narratives
- E&S Plans
- PCSM Narratives
  - Required for ALL projects*
- PCSM Plans
  - Required for ALL projects*

*this includes renewals and linear projects such as sewer lines.

KEY POINTS

- **Contact the perspective Conservation District to find out how many copies of narratives and plans are needed**
- Ensure page numbers are provided and that they are accurate.
- Double check – Make sure things are where they are suppose to be and information is CONSISTENT.

QUESTIONS?