

# 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 \$250.00 plus \$95.00/disturbed acre

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

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

**General Permits:** There is no review fee for General Permits GP-1 through GP-9.

**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

**Revision to approved Erosion and Sediment Control Plan:** 50% of original fee

**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; whichever 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 – 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 the 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.
  2. When the design of an E&SC Plan, which has been found adequate, is revised, the WCD shall require a revision fee of 50% of the initial plan review fee 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 earth disturbance 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) acre over the life of the project, are required to obtain an NPDES Permit for discharges of stormwater 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. For permitted projects, three (3) checks shall be submitted with the application. The first check shall be made payable to Wayne Conservation District – Clean Water Fund in the amount of the appropriate NPDES permit administrative fee (\$500 for General or \$1500 for Individual). The second check shall be made payable to the DEP – Clean Water Fund in the amount of the \$100 per disturbed acreage (rounded to the nearest whole acre). The third check shall be made payable to the Wayne Conservation District in accordance with these Rules and Guidelines for the E&SC plan review.

#### 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 1<sup>st</sup> 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 January 13, 2016, effective date of revised schedule, January 13, 2016.***

## E & S CONTROL PLAN TECHNICAL REVIEW CHECKLIST

Project: \_\_\_\_\_ NPDES/Project No. \_\_\_\_\_

Project Location: \_\_\_\_\_ Date: \_\_\_\_\_

Check-off: c = Complies, d = Deficient, na = Not applicable, np = not provided, p = provided

Item Location: D = E&S Drawings, N = E&S Narrative, D&N = Drawings and Narrative

**Please Supply Page/Sheet Number(s) in Blank Line.**

**“The E&S Plan shall be prepared by a person trained and experienced in E&S control methods and techniques applicable to the size and scope of the project being designed”**

Name \_\_\_\_\_ Address \_\_\_\_\_ Telephone No. \_\_\_\_\_ D&N

**“The existing topographic features of the project site and the immediate surrounding area”**

_____	Legible mapping	D
_____	Existing contours	D
_____	Type of cover	D
_____	Existing improvements, i.e. roads, buildings, utilities, etc.	D
_____	Sufficient surrounding area	D
_____	Complete mapping symbols legend, north arrow, and graphic scale	D
_____	Location map, i.e. USGS	D or N

**“The types, depth, slope, locations and limitations of the soils”**

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

**“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 and stormwater management facilities	D
_____	Proposed improvements, i.e., roads, buildings, utilities, etc.	D
_____	Past, present and proposed land uses	N

**“The volume and rate 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
_____	Discharge analysis provided for non-surface water discharges	N
_____	Stream stability analysis provided for stream flows increased by 10% or more	N

**The location of all surface waters of this Commonwealth which may receive runoff within or from the project site and their classification under Chapter 93”**

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

**“A narrative description of the location and type of perimeter and onsite BMPs used before, during and after the earth disturbance activity”**

_____	Description provided in the narrative	N
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**“A sequence of BMP installation and removal in relation to the scheduling of earth disturbance activities, prior to, during and after earth disturbance activities that ensure the proper functioning of all BMPs”**

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

**“Supporting calculations and measurements” and “Plan Drawings”**

**Stabilized Construction Entrance**

_____	Locations	_____	Complete Details	D
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**Silt Fencing**

_____	Locations	_____	Slope Length	_____	Complete Details	D
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**Rock Filter Outlet**

_____	Locations	_____	Slope Length	_____	Complete Details	D
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**Channels**

_____	Locations	_____	Drainage Areas	_____	D
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_____	Contours and Grades	_____	Complete details	D
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_____	Peak flow calculations	_____	Capacity and freeboard calculations	N
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_____	Protective lining calculations	N
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**Sediment Basins**

_____	Locations	_____	Contours	_____	Drainage Areas	D
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_____	Complete berm & outlet details	_____	Cleanout information
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D&N

_____	Discharge to surface waters or approved alternative	D
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_____	Structurally sound	D&N
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_____	Capacity calculations	_____	Discharge calculations	N
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_____	Dewatering calculations	N
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**Sediment Traps**

_____	Locations	_____	Contours	_____	Drainage Areas	D
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_____	Complete berm & outlet details	_____	Cleanout information
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D&N

_____	Discharge to surface waters or approved alternative	D
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_____	Capacity information	_____	Discharge calculations	N
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**Outlet Protection**

_____	Locations	_____	Complete Details	D
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_____	Design Calculations	N
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**Inlet Protection**

_____	Locations	_____	Complete Details	D
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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

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

**“A maintenance program, which provides for the operation and maintenance of BMPs and the inspection of BMPs on a weekly basis and after each stormwater event, including the repair or replacement of BMPs to ensure effective and efficient operation. The program must provide for completion of a written report documenting each inspection and all BMP repair, or replacement and maintenance activities”**

_____	Inspection schedule						D
_____	Maximum sediment storage elevation/level in BMPs						D
_____	Time frames for completing specific maintenance and repairs for each type of BMP proposed.						D
_____	Site stabilization repair parameters and directions						D
_____	Disposal directions for sediment removed from BMPs						D
_____	Note provided requiring written documentation of inspection & repair/replacement of BMPs by contractor						D

**“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 this title”**

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

**“Identification of natural occurring geologic formations or soil conditions that may have the potential to cause pollution during earth disturbance activities and include BMPs to avoid or minimize potential pollution and its impacts from the formations”**

_____	Potential for geologic or soil conditions to cause pollution during construction is addressed	N
_____	Instructions for proper handling and/or disposal of all materials which could cause pollution are provided	D
_____	Typical details are provided for proper handling and/or disposal of all such materials	D
_____	The locations of all such materials are clearly shown on the plan maps	D

**“Identification of the potential thermal impacts to surface waters of this Commonwealth from the earth disturbance activity including BMPs to avoid, minimize or mitigate potential pollution from thermal impacts”**

_____	Analysis of how thermal impacts associated with the project will be avoided is provided	N
_____	If impacts cannot be avoided, impacts are minimized and BMPs provided to mitigate impacts and protect and maintain surface water quality	D&N

**“The E & S Plan shall be planned, designed, and implemented to be consistent with the PCSM Plan under § 102.8 (relating to PCSM requirements). Unless otherwise approved by the Department, the E&S Plan must be separate from the PCSM Plan and labeled “E&S” or “Erosion and Sediment Control Plan” and be the final plan for construction”**

_____	Overall plan supports the managing of stormwater for erosion and sediment control during earth disturbance activities	D&N
_____	BMPs are compatible with and can be integrated into structural and non-structural PCSM practices	D&N

**“Identification of existing and proposed riparian forest buffers”**

_____	Existing and/or proposed buffers are shown on the plan drawings.	D
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