

WCD Administrative Process for Plan Reviews

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District Operations Update

- WCD staff schedules are limited & work locations vary
 - WCD Office
 - Home office
 - Field
 - Furlough (not working)
- WCD staff can be contacted by email or phone.
- Please contact our office if you would like to arrange a virtual meeting (preferred) or face-to face meeting.
- Plans can be mailed to our office (US Mail, FedEx, UPS) or can be personally delivered to our office.
- WCD staff will do their best to ensure that plans & permits are reviewed & issued in an efficient & timely manner.
- <https://westmorelandconservation.org/district-operations-update>

Plan Review Submissions

- Please be sure to include the WCD Application for Plan Review & all appropriate fees with your submission.
 - <https://westmorelandconservation.org/permits/>
- For permit submissions, use the most current forms & follow DEP checklists.
 - <https://westmorelandconservation.org/chapter-102/> for Chapter 102
 - <http://www.depgreenport.state.pa.us/elibrary/GetFolder?FolderID=4050> for Chapter 105
- You can check the status of your plan at any time on our website.

WCD Application for Plan Review



J. Roy Houston Conservation Center
218 Donohoe Road
Greensburg, PA 15601-9217
Phone: 724-837-5271
Fax: 724-837-4127
Email: wcd@wcdpa.com
Website: www.wcdpa.com

APPLICATION FOR PLAN REVIEW

Project Name _____

The following items are included in this application: Check all that apply.

☐ **NPDES Permit** (Complete component checklist included with the NPDES permit application package)

\$500 for General, \$1500 for Individual

Payable to Westmoreland Clean Water Fund, Amount _____

\$100 per disturbed acre rounded to the nearest whole acre (this check will be forwarded to SW PA DEP by WCD)

Payable to Commonwealth of PA Clean Water Fund, Amount _____

☐ **ESCGP-3 Permit** (Complete component checklist included with the ESCGP-3 permit application package)

\$500 permit fee

Payable to Westmoreland Clean Water Fund, Amount _____

\$100 per disturbed acre rounded to the nearest whole acre (this check will be forwarded to SW PA DEP by WCD)

Payable to Commonwealth of PA Clean Water Fund, Amount _____

☐ **Erosion & Sediment Control Plan** (Complete component checklist on pages 355-356 of the DEP E&S Manual)

See WCD E&S Fee Schedule

Payable to Westmoreland Conservation District, Amount _____

☐ **Stormwater Management Plan** (Complete checklist below)

See WCD Stormwater Management Fee Schedule

Payable to Westmoreland Conservation District, Amount _____

- ☐ Detailed plan narrative
- ☐ Site plans, location map, and topographical information
- ☐ Design consideration of Stormwater velocity & volume
- ☐ Consideration of downstream effects of released water
- ☐ Methods of runoff calculations
- ☐ Precipitation and stormwater data
- ☐ Location and type of stormwater controls
- ☐ Drainage areas worksheets and supporting calculations

☐ **Stream Encroachment General Permit (GPs 1-9)** (Complete component checklist included with the General Permit application package)

See DEP Chapter 105 Fee Calculation Worksheet

Payable to Westmoreland Clean Water Fund, Amount _____

See WCD Stream Encroachment Fee Schedule

Payable to Westmoreland Conservation District, Amount _____

General Permit Number(s) _____ Stream Encroachment Length (linear feet) _____

☐ Non-Reporting ☐ Reporting to Army Corp ☐ 8LLA ☐ Yes ☐ No

Project Name _____

Site Location/Address _____

Brief Project Description _____

Receiving Water(s) _____ Chapter 93 Classification(s) _____

Latitude _____ degrees _____ minutes _____ seconds

Longitude _____ degrees _____ minutes _____ seconds

Municipality Name	Total Project Acres	Total Disturbed Acres
Totals		

Project Applicant _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact person _____ Email _____

Plan Preparer _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Contact person _____ Email _____

Project Classification: Check all that apply.

- | | | | |
|--------------------------------------------------|--------------------------------------------------|-------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Residential Subdivision | <input type="checkbox"/> Forestry/Silviculture | <input type="checkbox"/> Utility | <input type="checkbox"/> Oil/Gas Development |
| <input type="checkbox"/> Commercial/Industrial | <input type="checkbox"/> Institutional (school) | <input type="checkbox"/> Facility/Transmission | <input type="checkbox"/> Public Road |
| <input type="checkbox"/> Recreational | <input type="checkbox"/> Waste/Borrow Area | <input type="checkbox"/> Highway Construction | <input type="checkbox"/> Sewerage/Water System |
| <input type="checkbox"/> Agricultural Activities | <input type="checkbox"/> Remediation/Restoration | <input type="checkbox"/> Private Road/Residence | <input type="checkbox"/> Government Facility |

☐ **Riparian Forest Buffer or Equivalency Included**

*Please note: Plans will not be reviewed until all components are submitted and administratively complete.

Plan Review Process

- Preliminary Administrative Check
 - Technical Programs Secretary (Tammy)
- Completeness Check
 - E&S (Chelsea or Chris)
 - PCSM (Jim)
- Technical Review
 - E&S (Chelsea or Chris)
 - PCSM (Jim)
- Permit Issuance
 - Plans & Permits Coordinator (Christie)

Permit Renewals

- Fill out the following sections on the NOI
 - General Information
 - Applicant Information
 - Eligibility Information
 - Compliance History
 - Certification for PAG-02
- Attach a letter (signed by the permittee) specifying that the previously approved E&S and PCSM Plans have not been revised, an indication of what work has been completed and what work remains on the project site, and verification that the permittee remains eligible for coverage under the General Permit.
- \$500 permit fee made payable to the Westmoreland Clean Water Fund
- Please visit Page 11 of the NOI Instructions for more information

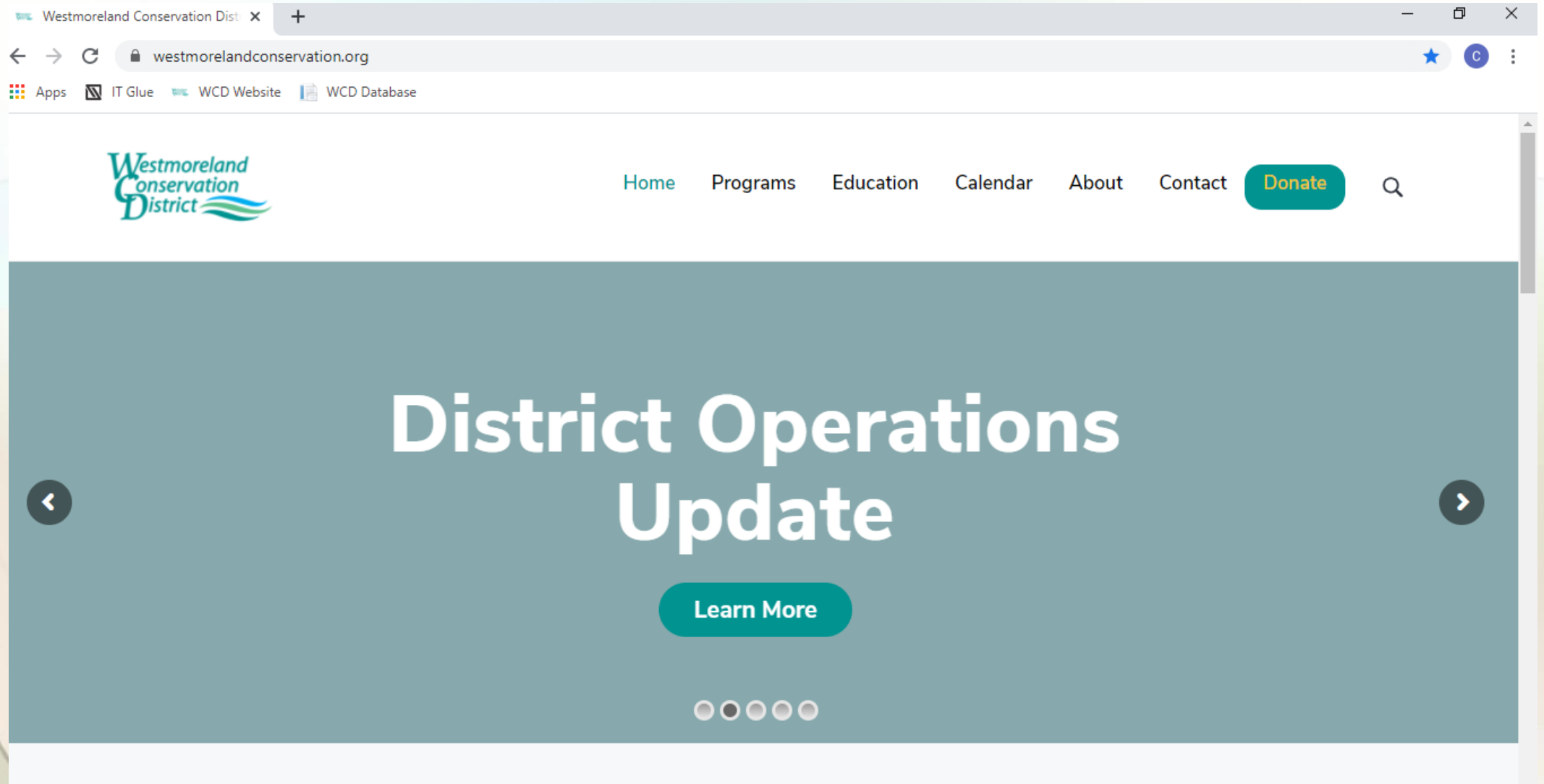
Major & Minor Amendments

- For an NOI Type of Major Amendment, the entire NOI must be completed in accordance with the instructions and any new or updated information must be in bold text or otherwise highlighted for the reviewer. The proposed change(s) should be described in the Project Description field.
 - \$500 permit fee
 - District review fees (see section 4 on page 3 of WCD fee schedule)
 - Disturbed acre fee (if adding additional disturbed acres)
- For an NOI Type of Minor Amendment, the General Information, Applicant Information, Eligibility Information, Compliance History, and the Certification for PAG-02 Applicants sections must be completed, at a minimum. Additionally, any other section of the NOI must be completed if the information contained within that section has been updated as part of the amendment, and the updated information must be in bold text or otherwise highlighted for the reviewer. The proposed change(s) should be described in the Project Description field.
 - District review fees (see section 4 on page 3 of WCD fee schedule)
 - Disturbed acre fee (if adding additional disturbed acres)
- Please visit Page 11 of the NOI Instructions
- For more information, visit DEP's FAQ on Chapter 102 Permit Amendments at [http://files.dep.state.pa.us/Water/BNPNSM/StormwaterManagement/ConstructionStormwater/Chapter_102_Permits_FAQ.pdf](http://files.dep.state.pa.us/Water/BNPNSM/StormwaterManagement/ConstructionStormwater/Chapter_102_Permits/Chapter_102_Permits_FAQ.pdf)

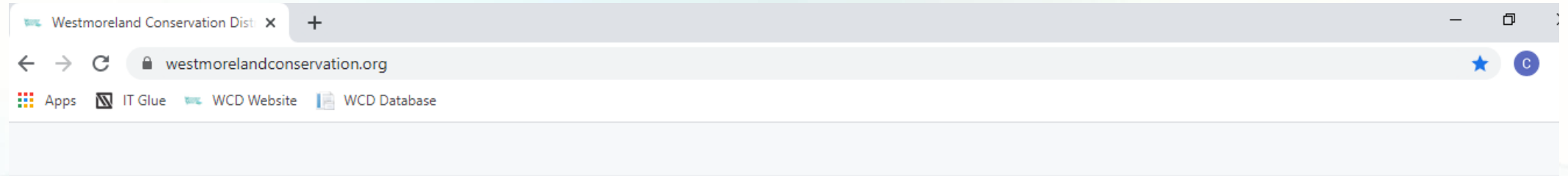
westmorelandconservation.org

**PLEASE ANSWER THE
POLL QUESTION &
CLICK SUBMIT**

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Contact

J. Roy Houston Conservation Center
218 Donohoe Road
Greensburg, PA 15601

(724) 837-5271

Office Hours:
Monday – Friday
8:00 a.m. – 4:00 p.m.

Closed for Lunch
Noon – 1:00 p.m.



Quick Links

[Plans + Permits](#)

[Check Plan Status](#)

[Open Records Request Form](#)

[Conservation Partnership Agreements \(CPA\)](#)

[Act 167 Plan + Model Stormwater Ordinance \(IWRP\)](#)

Subscribe for updates

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By submitting this form, you are consenting to receive marketing emails from: Westmoreland Conservation District, J. Roy Houston Conservation Center, Greensburg, PA, 15601, <http://www.wcdpa.com>. You can revoke your consent to receive emails at any time by using the SafeUnsubscribe® link, found at the bottom of every email. Emails are serviced by Constant

Thank you!

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