



Tammy Woodward, Technical Programs Secretary  
Christie Sebek, Technical Programs Administrator

# District Administrative Procedures

# Westmoreland Conservation District Technical Administrative Staff




**Tammy Woodward**  
Technical Program Secretary



**Christie Sebek**  
Technical Program Administrator

# WAYS TO SUBMIT...



Regular Mail,  
Fed-EX,  
UPS

**Walk-in**  
Open M-F  
8AM to 4PM

Closed for lunch  
12-1 PM

ePermitting  
CH105

# The WCD Website

<http://westmorelandconservation.org/>

# Website Helps in Locating Paperwork

Get Forms

Fees

Download

Check Plan Status

- On the Home Page, click on Quick Links, then **Plans + Permits**
- Download, Print & Fill out Application for **Plan Review & Fee Schedule**
- Check Plan Status by either **Project Name, File # or Engineering Co.**
- Get Linked into the **DEP website for Chapter 102 & Chapter 105 forms**

# Conservation Partnership Agreements (CPA)

This is an agreement between the Municipality and the District.

The Municipality must be listed as the applicant.

Municipalities that have a CPA are waived of District review fees.

(includes E&S review fee, SW review fee, & 105 review fee)

# Pre-Application Meetings

- It's  It's **FREE!**
- We ask that the Pre-Application form be filled out and emailed before the meeting.
- This is a preliminary talk where questions can be answered before you begin the project.
- For all **IP NPDES Pre-App** request. **The applicant must go through scheduling with DEP first.** We only ask that we be invited to the DEP meeting once the date & time is set.

# (APCC) Assisted Plan Consistency Check



 Only for NPDES request

This is a great avenue to speed up the review process. You will leave our office with either a completeness letter or incompleteness letter.

APCC FEE is determined by the projects disturbed acres:

1 – 4.99 = \$250

5 acres or more = \$500



# WCD APPLICATION FOR PLAN REVIEW

FILL ✨  
OUT the  
FORM ✨



J. Roy Houston Conservation Center  
 218 Donohoe Road  
 Greensburg, PA 15801-9217  
 Phone: 724-837-5271  
 Fax: 724-837-4127  
 Email: wcd@wcdpa.com  
 Website: westmorelandconservation.org

### APPLICATION FOR PLAN REVIEW

Project Name \_\_\_\_\_

Check here if this permit was submitted through DEP's ePermit system

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 Plan Review Fee Schedule  
 Payable to Westmoreland Conservation District \_\_\_\_\_ Amount \_\_\_\_\_

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

See WCD Stormwater Management Plan Review 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 E&S Plan Review Fee Schedule  
 Payable to Westmoreland Conservation District \_\_\_\_\_ Amount \_\_\_\_\_

General Permit Number(s) \_\_\_\_\_ Stream Encroachment Length (linear feet) \_\_\_\_\_

Non-Reporting  Reporting to Army Corp  SLLA  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.*

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

**Riparian Forest Buffer or Equivalency included**

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

**KEY:**

NPDES = Permit application + Disturbed acreage + E&S + SW Fee's

E&S = Erosion & Sediment Control Plan Fee

PCSM = Stormwater Management Plan Fee

CH105 = DEP 105 application + WCD Stream Encroachment Fee's

**ePermit submission**

**CH 105 GP-1 thru 9**

**Needed so that the E&S team can find the site.**

**Applicant, Client**

**Engineer, Surveyor Consultant**

**Check with the Municipality**

# WHAT ARE THE REVIEW TIMES FOR PERMITS & PLANS



# NPDES Preliminary Processing

Administrative check-in is within **5** calendar days.

Request must have Correct Fees, WCD Plan Application, & a N.O.I.



Original Signatures

- If not adequate, a response back is a 60 day limit.
- If not met, plan will be returned to applicant.



Enclose all necessary checks, along with the Application for Plan Review and 2 full copies of the required paperwork to Attn: Tammy Woodward

John Hancock Engineering Group, Inc. 1936  
Blueprint Lane  
Living Life, PA 12345

3/20/2025  
DATE

PAY TO THE ORDER OF Westmoreland Conservation District \$ 2,880.00


Two Thousand, eight hundred and eighty dollars even DOLLARS

102 fee = \$1,680 SW fee = \$1,200

FOR Project Name

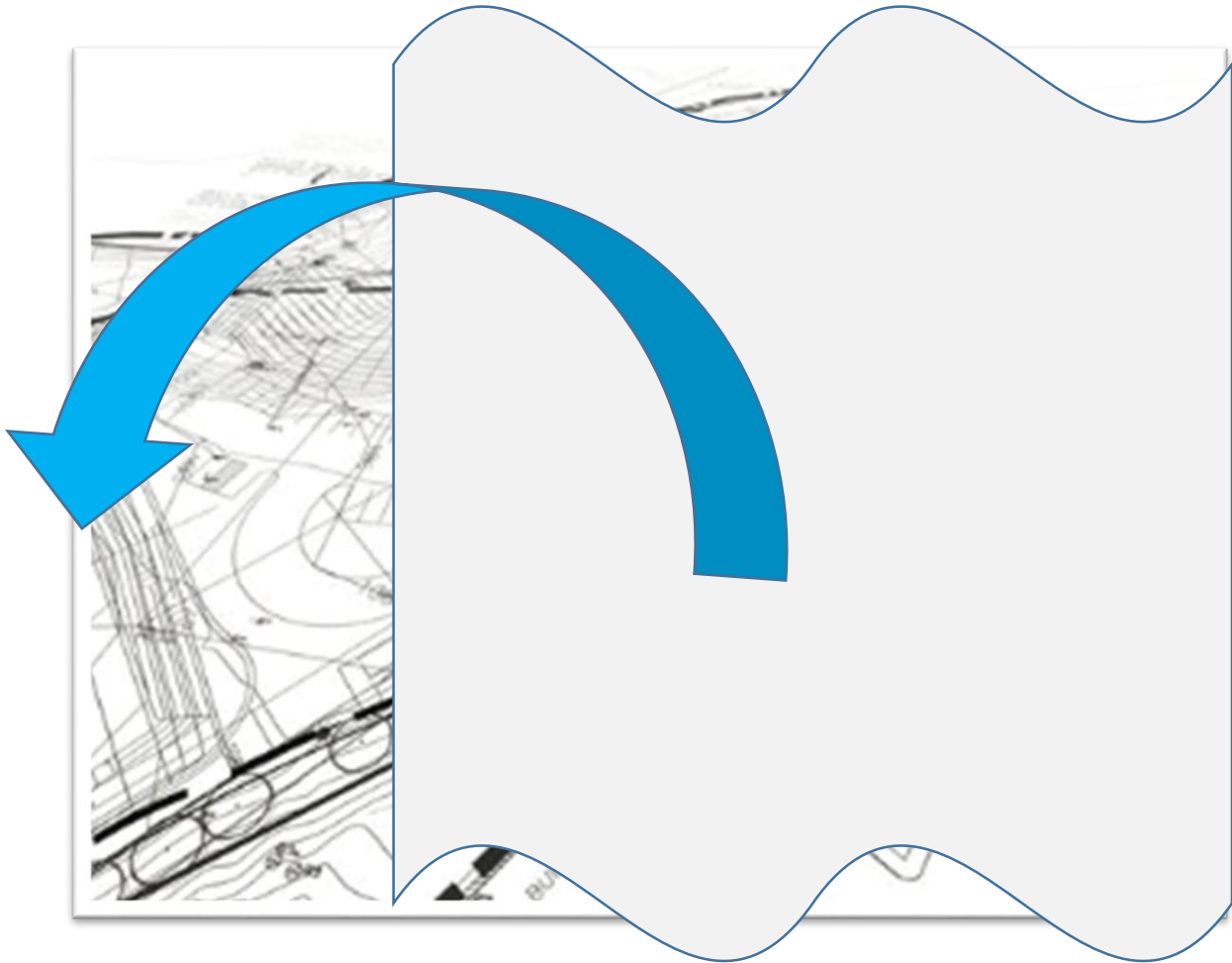
0000000186 000000529 1000

Security Features Details on back





Blueprints should be folded if possible.



# (PAG-02 & IP) NPDES Completeness Review



- E&S / SW Completeness Review is within **15** business days.
  - The Completeness Checklist submitted with the permit application will be used to complete the review.
- Letter is sent to Applicant, Plan Preparer, Municipality & DEP
  - A Completeness letter = Moves into Technical Review
  - An Incompleteness letter = 60 Calendar Days to Respond

# Technical Review

NPDES General = **22** business days

NPDES Individual = **47** business days

E&S(102), PCSM, Timber Harvest Plans = **35** calendar days

E&S(102) & PCSM revisions = **17** business days

GPs (105) = **30** calendar days

ESCGP = **18** business days

ESCGP revisions = **10** business days

MAJOR MODIFICATIONS = **22** business days

MINOR MODIFICATIONS = **22** business days

IP RENEWALS = **22** business days





# N.O.I. – Notice of Intent – pg. 1

3800-PM-BCW0405b Rev. 11/2024



COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF CLEAN WATER

Look for this to say:  
General or Individual

If any changes to the E&S and/or PCSM Plans are proposed, the applicant must check the box on the PAG-02 NOI for a Major or Minor Amendment.

**PAG-02**  
**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)**  
**GENERAL PERMIT FOR DISCHARGES OF**  
**STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITIES**  
**NOTICE OF INTENT (NOI)**

DEP / CCD USE ONLY	
Date Received: _____	Permit ID: _____
<input type="checkbox"/> Project Eligible <input type="checkbox"/> NOI Complete	Date of: <input type="checkbox"/> Return <input type="checkbox"/> Withdrawal <input type="checkbox"/> Denial
Date Resubmission Received: _____	_____
Date Determined Complete: _____	Issuance Date: _____
Coverage Effective Date: _____	Coverage Expiration Date: _____
GENERAL INFORMATION	
1. NOI Type: <input type="checkbox"/> New <input checked="" type="checkbox"/> Major Amendment <input type="checkbox"/> Minor Amendment	Permit No. PA _____
2. Project Type: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Utilities	
<input type="checkbox"/> Roadways <input type="checkbox"/> Redevelopment <input type="checkbox"/> Site Restoration <input type="checkbox"/> Other	
3. Project Site Name: _____	4. Primary NAICS Code: _____
5. Project Description: _____	
6. <input type="checkbox"/> Common Plan of Development or Sale	No. phases: _____ No. phases complete: _____
7. Anticipated Earth Disturbance Start Date: _____	Earth Disturbance End Date: _____

# Pg. 1- Applicant Information Needs Completely Filled out.

APPLICANT INFORMATION	
1. Applicant Type:	a. <input type="checkbox"/> Individual      b. <input type="checkbox"/> Non-Government
	c. <input type="checkbox"/> Private Business <i>(Attach to the NOI documentation identifying the names of each current owner, member, etc.)</i>
	Structure: <input type="checkbox"/> LLC <input type="checkbox"/> SP <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> Other: _____
	<input type="checkbox"/> Registered with PA Department of State      File No.:
d. <input type="checkbox"/> Government:	<input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Municipal <input type="checkbox"/> School District
2. Applicant Name	3. Contact Name
4. Applicant Mailing Address Line 1	5. Applicant Contact Title
Applicant Mailing Address Line 2	6. Applicant Contact Phone No.
7. Applicant Mailing Address City, State, and ZIP	8. Applicant Contact Email
9. <input type="checkbox"/> There are co-applicants for this NOI	<i>(If checked, attach a separate page 1 and certification for each co-applicant)</i>

# N.O.I. – Eligibility Info. – pg. 2

ELIGIBILITY INFORMATION		
1. Stormwater discharges from the project site will not drain to surface waters, including wetlands, that are classified for special protection.	<input type="checkbox"/> True	<input checked="" type="checkbox"/> False
2. The applicant is not in violation of any DEP or EPA enforceable document, including any permit, schedule of compliance, consent assessment of civil penalty, or order at the project site or other sites or facilities owned or operated by the applicant in Pennsylvania, and has not shown a lack of ability or intention to comply with laws administered by DEP or EPA as indicated by past or continuing violations.	<input checked="" type="checkbox"/> True	<input type="checkbox"/> False
3. The PNDI receipt indicates either 1) "No Impact", or 2) "Conservation Measures", or 3) "Avoidance Measures" that have been agreed to by the applicant, or 4) "Potential Impact" or "Avoidance Measures" not agreed to by the applicant but clearance letters from jurisdictional agencies are attached to the NOI or otherwise will be submitted prior to General Permit coverage.	<input checked="" type="checkbox"/> True	<input type="checkbox"/> False
4. Soils in the area of the earth disturbance are not contaminated at levels exceeding residential or non-residential medium-specific concentrations (MSCs) in 25 Pa. Code Chapter 250 at residential or non-residential construction sites, respectively, unless a site-specific standard has been met or evidence is provided that the contamination is naturally occurring or the result of widespread atmospheric deposition.	<input checked="" type="checkbox"/> True	<input type="checkbox"/> False
5. Stormwater will not be discharged to MS4 or CSO systems or will be discharged to MS4 or CSO systems with no net change in volume, rate or water quality or will be discharged to MS4 or CSO systems with a net change (increase) and written consent of the MS4 or CSO permittee.	<input checked="" type="checkbox"/> True	<input type="checkbox"/> False
6. All fill material imported to the project site will be clean fill or will be regulated fill that has been authorized for use on the project site by DEP's Waste Management Program or will be used on an Act 2 site in accordance with standards established by DEP's Land Recycling and Environmental Remediation Standards Program.	<input checked="" type="checkbox"/> True	<input type="checkbox"/> False
7. Stormwater discharges will not occur that would contain toxic or hazardous pollutants as defined in sections 307 and 311 of the Clean Water Act (33 U.S.C. §§ 1317 and 1321) or any other substance that – because of its quantity, concentration, or physical, chemical or infectious characteristics – may cause or contribute to an increase in mortality or morbidity in either an individual or the total population, or pose a substantial present or future hazard to human health or the environment when discharged into surface waters.	<input checked="" type="checkbox"/> True	<input type="checkbox"/> False
8. Stormwater will not be discharged to impaired waters caused by siltation, suspended solids, turbidity, water/flow variability, flow modifications/alterations, or nutrients, or stormwater will be discharged to impaired waters but the applicant will implement non-discharge alternative(s) or ABACT BMPs.	<input type="checkbox"/> True	<input checked="" type="checkbox"/> False
9. Stormwater will not be discharged to waters with an EPA-approved or established TMDL for siltation, suspended solids, or nutrients, or will be discharged to TMDL waters (including the Chesapeake Bay) but the applicant will implement non-discharge alternative(s) or ABACT BMPs and any applicable wasteload allocation (WLA) will be achieved.	<input checked="" type="checkbox"/> True	<input type="checkbox"/> False

← #1 If you choose FALSE – Means you are working in a HQ Watershed. Your NPDES Permit now just turned from a General permit to a IP permit.

← #8 If this was FALSE – You would need to submit for an IP permit.

# N.O.I. – Eligibility Info. – pg. 2

EXISTING PERMITS			
Identify all environmental permits issued by DEP/CCD or EPA or are pending for this facility/project site within the past 5 years.			
Type of Permit	Permit No.	Date Issued	Issued By
█	█	█	█
█	█	█	█
█	█	█	█
█	█	█	█

**CALL US IF YOU DON'T KNOW THE TYPE OF PERMIT, PERMIT NO. ,  
DATE ISSUED OR WHO ISSUED IT.**

# N.O.I. – Earth Disturbance – pg. 3

3800-PM-BCW0405b Rev. 11/2024  
PAG-02 NOI

PROJECT SITE AND EARTH DISTURBANCE INFORMATION			
Project Site		Earth Disturbance	
1. Total Area (acres):			
2. Pre-Construction Impervious Area (acres):			
3. Post-Construction Impervious Area (acres):			
4. Project Site Pre-Construction Land Uses:		5. Project Site Post-Construction Land Uses:	
Land Use	% of Total	Land Use	% of Total

Check & make sure it matches the Application for Plan Review.

# N.O.I. – Compliance History – pg. 4

If it's No ...  
Then you're  
good to go!

COMPLIANCE HISTORY			
Was/Is the applicant, facility owner or operator in violation of any DEP regulation, permit, order, or schedule of compliance at this or any other facility or project site within the <u>past 5 years</u> ?			
		<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If "Yes," list each permit, order or schedule of compliance and provide current compliance status. Use additional sheets to provide information on all permits.			
Permit Program:	<input type="text"/>	Permit No.:	<input type="text"/>
Brief Description of Non-Compliance:	<input type="text"/>		
Steps Taken to Achieve Compliance		Date(s) Compliance Achieved	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	
Current Compliance Status:	<input type="checkbox"/> In Compliance	<input type="checkbox"/> In Non-Compliance	



# N.O.I. — Certification for PAG-02 Applicants — pg. 6

3800-PM-BCW405b Rev. 11/2024  
PAG-02 NOI

## CERTIFICATION FOR PAG-02 APPLICANTS

I certify under penalty of law that this application and all related attachments were prepared by me or under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my own knowledge and on inquiry of the person or persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. The responsible official's signature also verifies: that the activity is eligible for coverage under the PAG-02 General Permit; that BMPs, SCMs, E&S Plan, PPC Plan, PCSM Plan, and other controls are being or will be, implemented to ensure that water quality standards and effluent limits are attained; and that I will submit a Notice of Termination (NOT) to DEP/CCD upon final stabilization of the project site if I am the permittee or co-permittee at that time. I grant permission to DEP/CCD and EPA to enter the project site for inspection purposes. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment or both for knowing violations pursuant to Section 309(c)(4) of the Clean Water Act and 18 Pa. C.S.A. § 4904.

For applicants that are individuals or sole proprietors, check the box below and proceed to the signature section.

**Individual / Sole Proprietor**

For all other applicants, select the applicable box after reviewing the certification below.

I hereby certify that I am the signatory pursuant to 25 Pa. Code § 92a.22 and 40 CFR § 122.22 and that I am the person who is responsible for decision-making regarding environmental compliance functions for the entity named below, the manager of one or more manufacturing, production, or operating facilities of the applicant and am authorized to make management decisions which govern the operation of regulated facility including having explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure the applicant's long-term environmental compliance with environmental laws and regulations, and I am responsible for ensuring that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements.

**Corporation/Company:** I am the  Responsible Corporate Officer  President  Vice President  
 Secretary  Treasurer  Other: \_\_\_\_\_ for **( Entity Name )**

**LLC:** I am a person either holding a position designated or individually listed on a "Certificate of Limited Liability Company Authority" filed with the Pennsylvania Department of State as a position/person with the authority to bind the company OR the person listed in the LLC's most current and active operating agreement as having the authority to bind the company. **Attach the applicable "Certificate of Limited Liability Company Authority" or operating agreement.** If the operating agreement is attached, identify the page and paragraph containing the applicable information.

**Partnership:** I am a general partner of **( Entity Name )**  
 Partnership  LP  LLP

**Government:** I am the principal executive officer or ranking elected official of **( Entity Name )**  
 Federal  State  Municipal  Other

**Power of Attorney / delegation of contractual authority** (documentation supporting delegation of contracting authority must be provided) for **( Entity Name )**

The person who is responsible for the decision-making needs to check the appropriate box and sign as the applicant.



\_\_\_\_\_  
**Name** (type or print legibly)

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date Signed**

Please make sure the APPLICANT signs & dates

\* **Completeness check item!**





# Chapter 102 Permit Amendments (FAQ)

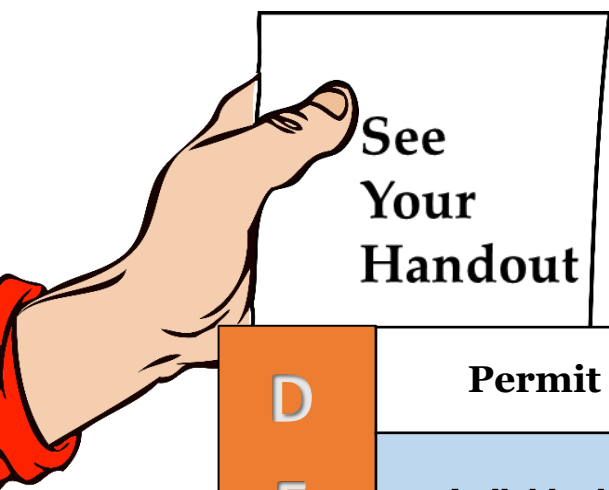
[https://files.dep.state.pa.us/water/bpnpsm/StormwaterManagement/ConstructionStormwater/Chapter\\_102\\_Permit\\_Amendments\\_FAQ.pdf](https://files.dep.state.pa.us/water/bpnpsm/StormwaterManagement/ConstructionStormwater/Chapter_102_Permit_Amendments_FAQ.pdf)



# Major or Minor Amendments

## Submissions Must Include

- A fully completed & properly signed NOI with any change to the original information presented in **bold text**.
- Administrative Filing Fee (\$500 for GP, \$1,500 for IP) ← **NOT FOR** : Minor Amendments
- Disturbed Acreage Fee (new earth disturbance only) ← For both Minor & Major Amendments
- Municipal & County Notification Forms, along with time stamps (on new disturbance only)
- PNDI receipt & clearances (on new disturbance only)
- Revised E&S / PCSM Plan Drawings (only when revisions to E&S &/or PCSM are made)
- Revised E&S Module 1, PCSM Module 2 (only when revisions to E&S &/or PCSM are made)
- Other accompanying PCSM information
- Revised Antidegradation Module 3 (only for IP)
- Revised Riparian Buffer Module 4 (only for IP)



# FEES FOR AMENDMENTS

D E P	Permit Type	Amendment Type	Administrative Filing Fee	Disturbed Acreage Fee
	Individual Permit	Minor Amendment	\$0	\$100 per acre (new disturbance only)
		Major Amendment	\$1,500	
	General Permit	Minor Amendment	\$0	\$100 per acre (new disturbance only)
		Major Amendment	\$500	
All Types	Field Changes	\$0	Not Applicable	

W C D	On New disturbance only					
	Individual Permit	Minor Amendment	When changes to E&S are made on a Gen. or IP NPDES	When changes to SW are made on a Gen. or IP NPDES	Ck. E&S/SW Fee Schedule (50% of current fee schedule is due)	
		Major Amendment			Ck. E&S/SW Fee Schedule (100% of current fee schedule is due)	
	General Permit	Minor Amendment			Ck. E&S/SW Fee Schedule (50% of current fee schedule is due)	
		Major Amendment			Ck. E&S/SW Fee Schedule (100% of current fee schedule is due)	
All Types	Field Changes	Not Applicable	Not Applicable	\$0		



No More PAG-02  
Renewals until  
2029 !!!

**This does not apply to Individual NPDES permits.**

# FOR IP RENEWALS with NO CHANGES

## Submit :

- NPDES FEE is required. IP = \$1,500
- Application for Plan Review
- A letter explaining that there are NO CHANGES to the project and explain what is completed and what remains to be done on the project.
- A NEW N.O.I. is needed  
Pg. 1- General info., Pg. 2- Applicant info., Pg. 4- Eligibility Info., and Compliance History. All item areas need filled out completely.
- No PNDI is needed.



# FOR IP RENEWALS with CHANGES

## Submit :

- NPDES FEE, Disturbed acre fee, E&S and PCSM fee are required on the added acreage of disturbance.
- Application for Plan Review
- **A letter** explaining that there are CHANGES to the project and explain the changes, what is completed and what remains to be done on the project.
- A NEW N.O.I. is needed. Marking the Minor or Major Amendment boxes.
- New GIF
- PNDI if original is 2 years old.

# FEES FOR RENEWALS

**CHANGES or NO CHANGES require the NPDES Fee**

IP = \$ 1,500



**NO CHANGE** – No E&S and PCSM fees

**MAKING CHANGES** -  Major or Minor Amendment on N.O.I.  
Pay E&S fee & PCSM fee

E&S/SW District Review fee = calculated based on the area of disturbance  
where changes to the plan occur

NPDES Disturbed acre fee = based on additional disturbed acres

**(N.O.T)**

# Notice of Termination

**3800-PM-BCW0229b** Rev. 2/2025

Notice of Termination



Pennsylvania  
Department of  
Environmental Protection

**COMMONWEALTH OF PENNSYLVANIA  
DEPARTMENT OF ENVIRONMENTAL PROTECTION  
BUREAU OF CLEAN WATER**

**NOTICE OF TERMINATION (NOT)  
FOR CHAPTER 102 PERMITS**

# (N.O.T)

## Notice of Termination

- Turn in your N.O.T paperwork once the following have been achieved:
  - Permanent stabilization of earth disturbance is 70% uniform coverage.
  - Once permanent stabilization measures are in place, the BMPs can be removed while still meeting stabilization requirements.
- Even if your permit has expired, you are **still responsible** to do a N.O.T.
- If your project involves multiply counties, submit your N.O.T. to the CCD that has the greatest amount of disturbed acreage.
- Please Type or print clearly when completing the form.



# N.O.T. Checklist



## NOTICE OF TERMINATION (NOT) FOR CHAPTER 102 PERMITS CHECKLIST

Permittee Name:			
Project Site Name:			
Permit No.:			
<p>Place a checkmark in the box provided for all items completed and/or provided. Failure to provide all required information will delay the processing of the NOT. PLEASE REVIEW THE NOT INSTRUCTIONS (3800-PM-BCW0229a), PARTICULARLY TABLE 1 OF THE NOT INSTRUCTIONS, PRIOR TO COMPLETING THIS CHECKLIST. ENCLOSE THIS CHECKLIST WITH YOUR COMPLETED NOT FORM (3800-PM-BCW0229b).</p>			
NOT REQUIREMENTS		Check <input type="checkbox"/> If Included	Check <input type="checkbox"/> If Not Applicable
1.	One copy of the complete NOT form (3800-PM-BCW0229b)	<input type="checkbox"/>	
2.	One copy of the latest recorded instrument (for all property with PCSM SCMs) including all attachments, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
3.	One copy of the latest recorded HOA/planned community declaration (for PCSM SCMs to be maintained by a property owner's association), if applicable	<input type="checkbox"/>	<input type="checkbox"/>
4.	Proof that the instrument (#2) or declaration (#3) was recorded with the County Recorder of Deeds Office, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
5.	New Property Owner Notification Form(s), if property containing PCSM SCMs was transferred during permit coverage and the forms were not previously submitted	<input type="checkbox"/>	<input type="checkbox"/>
6.	O&M Agreements for any PCSM SCMs that will not be operated and maintained long-term by the permittee or landowner, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
7.	Record drawings depicting as-built site conditions, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
8.	Long-Term O&M Plan (as part of record drawings or separate), if applicable	<input type="checkbox"/>	<input type="checkbox"/>
9.	Power of attorney or delegation of authority (for Section 9, Permittee/Co-Permittee Certification), if applicable	<input type="checkbox"/>	<input type="checkbox"/>
10.	PAG-01-specific attachments, if applicable	<input type="checkbox"/>	<input type="checkbox"/>

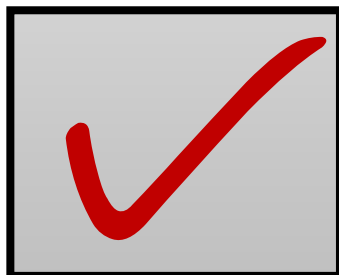
# WHY DID I GET AN INCOMPLETENESS LETTER?



# ALL FEES NEED TO BE IN HAND

Please write your project name on the check





## Make Sure you have Updated Forms and the Correct Paperwork

- Check the date on the paperwork. Look for the most updated revision date in the top left corner.

# NPDES Completeness Review

We are looking for these items:

- 1 original & 1 copy of the complete NOI form. Signed & dated.
- 2 copies of County & Municipal Notification. Signatures or proof of receipt
- 2 copies of the PNDI receipt. Signed & dated. Follow-up letter if it contains a hit.
- 1 original of E&S Module 1 & PCSM Module 2
- 1 original of PCSM Module 3 & PCSM Module 4 for IP NPDES Permits.
- 2 copies of the E&S plan drawing(s) & PCSM drawing(s)

If you follow PAG-02 NOI Instructions = Completeness Letter

Make sure the following documents have signatures:



N.O.I.



PNDI



E&S Module



SW Module



County & Municipal  
Notifications or  
proof of delivery.

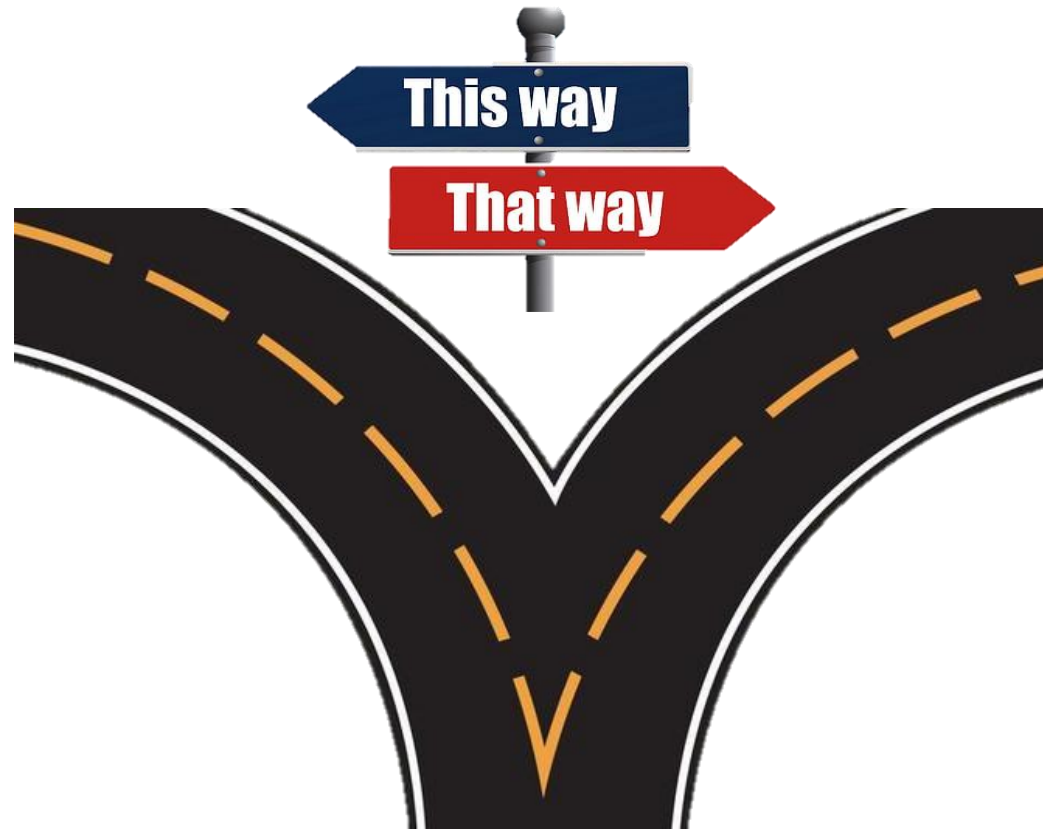




# ITEMS TO KEEP IN MIND



When filling out the **N.O.I** and the **WCD Application for Plain Review** please make sure the correct address location of the project is written.





Make sure you are always using the **SAME project Name** on the



WCD application



NPDES N.O.I. application



CH105 General Permit application

**Be consistent with Project Names on new Plans, Renewals, and Amendments.**

# IF REVISIONS ARE REQUESTED

You have up to **30** Calendar days to respond with updated materials and revision fees.

- ★ Look and see if there is a revision fee that is to be paid.
- ★ Please put the revision date on your drawings.

Once your plan is approved, you will receive an email notification, followed by a hard copy of the approval letters & permits by mail.

It is the permittee's responsibility to ensure that copies of the approved versions of the plans are located on site and adhered to.



**Do NOT START construction  
without an approval**



# THANK YOU!

Tammy Woodward [tammy@wcdpa.com](mailto:tammy@wcdpa.com)

Christie Sebek [christie@wcdpa.com](mailto:christie@wcdpa.com)





*Westmoreland  
Conservation  
District*  

**75** YEARS  
1949-2024





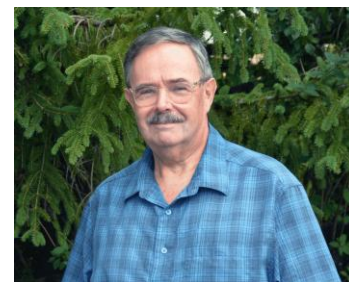
**Rob Cronauer**  
District Manager/CEO



**Laura Guskiewicz**  
Accounting & HRA



**Tammy Marsh**  
Administrative Assistant



**Mark Jackson**  
Visual Communications



**Janette Novak**  
Ed. Program Coordinator



**Chelsea Gross**  
Non-Point Source Manager



**Allie Shreffler**  
AG. Conservation Technician



**Jim Pillsbury**  
Hydraulic Engineer



**Hank Bradish**  
SW Program Technician



**Ryan Peckheiser**  
Erosion Control Specialist



**Chelsea Walker**  
Watershed Program Manager



**Kelly Brestensky**  
Water Resource Specialist



**Kylie Schultz**  
Watershed Specialist



**Chrissy Edwards-McCune**  
WNV Program /  
Conservation Technician



**Jared Meharey**  
Erosion Control Specialist

**Jacob Levendosky**  
AmeriCorps Member



**Christie Sebek**  
Technical Programs  
Administrator



**Tammy Woodward**  
Technical Programs  
Secretary

