

Application Arrangement Guidelines

A: Introduction

Disclaimer: Please note that the following is a suggestion from SWRO on how to organize a submission package. Nothing in this document is a requirement. However, the reviewers in the region believe that using this guidance will allow for quicker review periods for permits.

Often it has been noted in reviews that information is scattered throughout a submission package. Even the best organized submissions sometimes lack naming which makes sense to the reviewer or anyone outside of the organization who created it. Please note that internal naming conventions don't always translate well beyond in-house file management. Knowing where the information is located in a submission package will help both the reviewer, consultants, and contractors for both permitting and construction purposes.

ePermitting sort of has some of this idea built into it by virtue of "modules". And any potential future submission platforms by DEP will likely utilize similar concepts to those you will see here. As such, there's really not much downside to using this method.

B: Naming Convention

Put simply, the method to be applied uses a numerical value, followed by a dash, followed by the document name, and then the revision date in parenthesis. The rev date is (YYMMDD).

Example 1

30-PCSM Dwgs(240701)

This would indicate item 30 in the document order. Item 30 then being the PCSM Plan Drawings. The latest revision date would be July, 1 of 2024.

C: Order of Documents

The following numbering scheme should not be altered. The numbers will keep the submission in a very particular order. It is recognized that some of these documents will not apply to every project. However, the numbering should remain static. Essentially, there are 3 document levels.

Level 0: Auxiliary Documents

This is the level of documents which will include all typical submission documents pertaining to administrative tasks, some pre-development site characterization information, and coordination

documents. Numbers 13-19 can be used for other documents which do not fit under the standard headings. These numbers should be used to separate documents. *i.e. 13-Other Aux Doc A, 14-Other Aux Doc B, 15-Other Aux Doc C, etc.* Similarly, if multiple iterations of documents exist then it is appropriate to use the document number and then a letter. For example, if there were two Phase 2 assessments done on a site you may use 8a and 8b to denote that they are different documents under the same classification.

Level 20: E&S Documents

All E&S Documents will fall within the range of 20-29. Numbers 23-29 can be used for other documents which do not fit under the standard headings. These numbers should be used to separate documents. *i.e. 23-Other E&S Doc A, 24-Other E&S Doc B, 25-Other E&S Doc C, etc.*

Level 30: PCSM Documents

All PCSM Documents will fall within the range of 30-39. Numbers 34-39 can be used for other documents which do not fit under the standard headings. These numbers should be used to separate documents. *i.e. 34-Other PCSM Doc A, 35-Other PCSM Doc B, 36-Other PCSM Doc C, etc.*

Exhibit 1 – Full List of Documents and Names

0-Aux Docs

- 1-NOI/CCD Application
- 2-GIF
- 3- Municipal Notifications
- 4-PNDI (including agency responses)
- 5-PHMC information
- 6-Location Map
- 7-Resource Evaluation (all waterbodies/watercourses)
- 8-Geotechnical Evaluation
- 9-Site Contaminant Evaluation (Phase 1, 2, 3, any Act 2 clearances, mining info, etc)
- 10-Soil Management Plan
- 11-Other agency coordination
- 12-MS4/CSS form
- 13-Other Auxiliary Documents

20-E&S Documents

- 20-E&S Plan Drawings
- 21-Module 1
- 22-E&S Narrative (including calculations)
***See next section (Section D:) regarding order of narrative.*
- 23-Other E&S Documents

30-PCSM Documents

30-PCSM Plan Drawings

31-Module 2-POI 1 (2, 3, 4...)

32-Module 3-POI 1 (2, 3, 4...)

33-Module 4-POI 1 (2, 3, 4...)

34-PCSM Narrative

***See next section (Section D:) regarding order of narrative.*

D: Narrative Organization

This is a suggested order for narrative information. Please note that it is very helpful to have full unaltered documents and exhibits.

For instance, the routing software output should be provided in full and in the order that the software prints it. However, if you have multiple basins and require pieces of information to demonstrate the accuracy of certain values, you can add an exhibit for each basin which pulls a particular sheet in that report that is marked up to show where values input into the PCSM Spreadsheet came from.

As another example, if a project is large and has 20 channels. Having an overall drainage area (DA) map is helpful. However, it would be best if an exhibit is included for each channel “zooming in” or focusing on the specific DA for each channel. This could accompany the calculations/WS’s for each particular channel.

22-E&S Narrative

1-Table of Contents

2-Methodology, Data, Special Concerns and Logical Resolutions

3-Soil Information

4-Calculations

a-Standard WS(s)

b-DA Maps (exhibits if necessary)

c-Data showing dimensions, etc

d-Calculations for any values reported on WS(s)

***Submit 4a-4d for every BMP used. For example, if CFS and two sediment traps are used: include 4a-4d for CFS then a new 4a-4d for a Sediment Trap 1 and then a new 4a-4d for Sediment Trap 2*

5-Offsite Discharge Analysis (ODA), Erosion Potential Analysis (EPA)

6-Other pertinent information

34-PCSM Narrative

1-Table of Contents

2-Methodology, Data, Special Concerns and Logical Resolutions

***** The following sections (3-14) should be split into POI's/Watersheds. Each POI/Watershed should have its own version of all of these sections (3-14). Please review the SWM Manual and Spreadsheet Instructions for determining Watersheds, POI's, and DPs. Generally, each stream (including small headwater UNT's) should be considered a POI. There may be multiple DP's in a single stream.**

3-PCSM Spreadsheet

***FULL COMPLETE SPREADSHEET IN ORDER. Followed by calculations for any BMP's requiring calcs outside of those listed in the spreadsheet. Calculations can/should include Inflow Vol for BMPs, Infiltration Period calcs, stage storage tables or other Storage Volume verification/calcs, calcs for "Other (attach calculations) BMPs used, etc.*

4-Pre-development Analysis DA Map

5-Pre-development Routing Diagram

6-Pre-development Analysis Rate Calculations

***Keep this in the order the software prints them. Rearranging them does not make the submission easier to review. This should be the full report.*

7-Post-development Drainage Area Map

8-Post-development Routing Diagram

9-Post-development Rate Calculations

10-MRC Info

a-Summary Sheet

b-Any special MRC calc sheets or information needed to verify values on Summary Sheet

***These can be copies of the information in the full report provided in other sections. For example, you can provide a basin configuration by copying the page from the full report into this section and then highlighting values you use. DO NOT REMOVE PAGES FROM THE FULL REPORT TO POPULATE THIS OR ANY OTHER SECTION!*

11-Special Calculations for other PCSM BMPs

**Stage storage calcs when custom data entered into model, freeboard, etc*

12-Other BMP Calculations

**Aprons, channels, level spreaders, etc*

13-Inlet DA Map

14-Storm Sewer Calculations

E: Number of PDF's used

Method 1

The amount of individual pdfs should be at least three (3). The submission should contain at least the following 3 sections:

- 0-Aux Docs
- 20-E&S Docs
- 30-PCSM Docs

If using this method please bookmark the individual sections in each pdf.

****Helpful tip: Using Styles when developing documents in Word will build a Navigation Pane in the Word document which will then be used to create bookmarks when the document is converted to a pdf.

Method 2 (preferred)

The preferred method is to provide individual pdfs of all of the documents listed in Exhibit 1.

It is still highly suggested that bookmarks be created in these individual pdfs. For example, the Narratives could be bookmarked at locations as suggested by section D: Narrative Organization.

F: Resubmissions after Deficiency Letters

If using this document to develop an organizational scheme for submissions, the resubmission process can be simplified. The documents which need to be resubmitted are only those that change due to plan revisions. This can look one of two ways:

1. Resubmission of individual pdfs which change.

This would be best used when using Method 2 above as pdfs are already separated into individual sections. However, this can be used with Method 1 as well.

2. Resubmission of individual sections which change.

It is preferred that pdf's are at least bookmarked if submitting individual section submission.

****This should not be broken down any further than the sections listed in Exhibit 1. Whole sections listed in Exhibit 1 should be resubmitted. Pieces broken down further than this will only complicate the process and make permitting and review slower. However, if a pdf is properly bookmarked and an individual section of that pdf can be easily accessed for replacement, that single section may be considered.**

G: Other Helpful Tips

Again, these suggestions are intended to provide guidance which we in SW believe will decrease the time a plan is in review. This should translate to faster permitting. However, please note that a well-organized submission can still contain technical deficiencies. It is highly suggested that guidance be reviewed prior to submissions to assure that methodologies are understood and that BMPs are designed properly.

- a. Consistently Name BMPs between all documents.
- b. Provide an existing conditions plan in your E&S Drawing Package
- c. Provide a Phased E&S Plan that shows the sequence visually and any interim steps needed to allow BMPs to function properly. It is suggested that at least 2 drawings be used for most plans: Existing conditions with initial E&S BMPs shown and Final conditions with E&S BMP configuration shown. However, it may be necessary on complicated plans or plans requiring extensive grading to add interim sheets.
- d. Do not alter the order of a rate analysis output or PCSM Spreadsheet
- e. Provide stage storage, stage discharge, or hydrograph tables from your routing analysis to demonstrate volumes, elevations, and discharge rates. The graphs are not precise and thus tables are easier to use.
- f. Provide info on DA maps including cover types, Tc flow path including where flow type changes, etc.
- g. Names of catchments and BMPs in the routing analysis should match the DA maps. All DA's should be easily discernable between the DA maps and calculations.
- h. It is helpful to provide mapping for some specific soil traits from Websoil Survey rather than the large list. For example, HSG (or any trait really) can be shown as a color map.
- i. Provide all documents associated with contamination on sites. A narrative is not sufficient. Include study information, testing methods, test logs, bore logs,
- j. Common acronyms/abbreviations
 - a. POI – Point of Interest
 - b. DP – Discharge Point
 - c. Tc – Time of Concentration
 - d. DA – Drainage Area
 - e. Aux – Auxiliary
 - f. Doc – Document
 - g. WS – Worksheet
 - h. Dwg – Drawing
 - i. HSG – Hydrologic Soil Group
 - j. Ex – Existing
 - k. Pr – Proposed
 - l. Rev-Revision
 - m. CoC-Contaminant of Concern
 - n. SMP-Soil Management Plan