



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

District Administrative Procedures

Westmoreland Conservation District Technical Administrative Staff

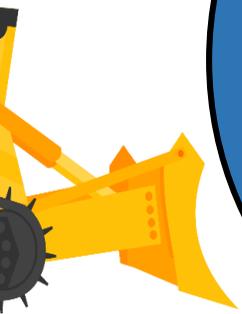


Tammy Woodward
Technical Program Secretary



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.

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

**CH-105
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**

Enclose all necessary checks, along with the
Application for Plan Review & hardcopies
To Attn: Tammy Woodward

John Hancock Engineering Group, Inc. Blueprint Lane Living Life, PA 12345		1936
		3/20/2026 DATE
PAY TO THE ORDER OF	Westmoreland Conservation District	\$ 2,880.00
Two Thousand, eight hundred and eighty dollars even		DOLLARS  Security Features Details on back
102 fee = \$1,680 SW fee = \$1,200		
FOR	Project Name	
⑆000000186⑆ 000000529⑆ 1000		

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, a withdrawn letter will be sent to the applicant.



(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

Admin. Processing = **5** business days

Completeness Review GP = **15** & IP = **22** business days

Technical review NPDES General = **22** business days

Technical review NPDES Individual = **47** business days

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

MAJOR MODIFICATIONS = **22** business days

MINOR MODIFICATIONS = **22** business days

GP & IP NPDES RENEWALS = **22** business days

CH-105 = **24** calendar days

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



N.O.I. – Notice of Intent – pg. 1

Look for the most recent revision date

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.

3800-PM-BCW0405b Rev. 6/2025
PAG-02 NOI
Pennsylvania Department of Environmental Protection

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF ENVIRONMENTAL PROTECTION
BUREAU OF CLEAN WATER

PAG-02
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
GENERAL PERMIT OR 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 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. 6/2025
PAG-02 NOI

CERTIFICATION FOR PAG-02 APPLICANTS	
<p>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.</p>	
<p>For applicants that are individuals or sole proprietors, check the box below and proceed to the signature section.</p> <p><input type="checkbox"/> Individual / Sole Proprietor</p>	
<p>For all other applicants, select the applicable box after reviewing the certification below.</p> <p>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.</p>	
<p><input type="checkbox"/> Corporation/Company: I am the <input type="checkbox"/> Responsible Corporate Officer <input type="checkbox"/> President <input type="checkbox"/> Vice President <input type="checkbox"/> Secretary <input type="checkbox"/> Treasurer <input type="checkbox"/> Other: _____ for (Entity Name) _____</p>	
<p><input type="checkbox"/> 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.</p>	
<p><input type="checkbox"/> Partnership: I am a general partner of (Entity Name) _____ <input type="checkbox"/> Partnership <input type="checkbox"/> LP <input type="checkbox"/> LLP</p>	
<p><input type="checkbox"/> Government: I am the principal executive officer or ranking elected official of (Entity Name) _____ <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Municipal <input type="checkbox"/> Other</p>	
<p><input type="checkbox"/> Power of Attorney / delegation of contractual authority (documentation supporting delegation of contracting authority must be provided) for (Entity Name) _____</p>	
<p>_____ Name (type or print legibly)</p>	<p>_____ Title</p>
<p>_____ Signature</p>	<p>_____ Date Signed</p>

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

Major or Minor Amendments Submissions Must include

The chart below identifies the NOI and application requirements associated with Major and Minor Amendments and provides guidance on completing the PAG-02 NOI checklist (3800-PM-BCW0405c) and the individual NPDES permit application checklist (3800-PM-BCW0408c). The applicable checklist should be completed and submitted with the NOI or application.

Requirement	Major Amendment	Minor Amendment
Fully completed and properly signed Application or NOI Form	Always	Always
Administrative Filing Fee (\$500 for GP, \$1,500 for IP)	Always	N/A
Disturbed Acreage Fee	New earth disturbance only	New earth disturbance only
Municipal and County Notification Forms (and proof of receipt if applicable)	New earth disturbance only	New earth disturbance only
PNDI receipt and clearances	New earth disturbance or expired receipt	New earth disturbance or expired receipt
Revised E&S Plan Drawings	Only when revisions to the E&S Plan are made	Only when revisions to the E&S Plan are made
Revised E&S Module 1	Only when revisions to Module 1 are made	Only when revisions to Module 1 are made
Revised PCSM Plan Drawings	Only when revisions to the PCSM Plan are made	Only when revisions to the PCSM Plan are made
Revised PCSM Module 2	Only when revisions to Module 2 are made	Only when revisions to Module 2 are made
Other accompanying PCSM information (e.g., PCSM Spreadsheet)	Only when revisions to the PCSM Plan are made	Only when revisions to the PCSM Plan are made
Revised Antidegradation Module 3 and Riparian Buffer Module 4	Only for IP, when necessary	Only for IP, when necessary
PHMC Coordination Letter / Clearance (with 1) a project with an individual permit with at least 10 acres of disturbance, and 2) any activity which may affect Historic Resources on the National Register of Historic Places, regardless of amount of earth disturbance)	New earth disturbance only	New earth disturbance only

FEES FOR AMENDMENTS

D E P	Permit Type	Amendment Type	Administrative (NPDES) 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	INDIVIDUAL OR GENERAL PERMIT		MAJOR AMENDMENT	MINOR AMENDMENT
	102 District fee (New earth disturbance only &/or area of review)		100% of current fee sheet	50% of current fee sheet
	PCSM District fee (New earth disturbance only &/or area of review)		100% of current fee sheet	50% of current fee sheet
	Cover Letter and Blue Print explaining & showing Amendment Boundary		Always	Always
	WCD Application For Plan Review (completely filled out)		Always	Always

(N.O.T)

Notice of Termination

3800-PM-BCW0229b Rev. 9/2025

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 ✓ If Included	Check ✓ 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"/>

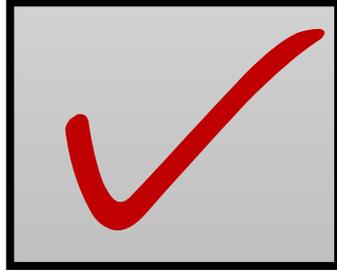
WHY DID I GET AN INCOMPLETENESS LETTER?



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



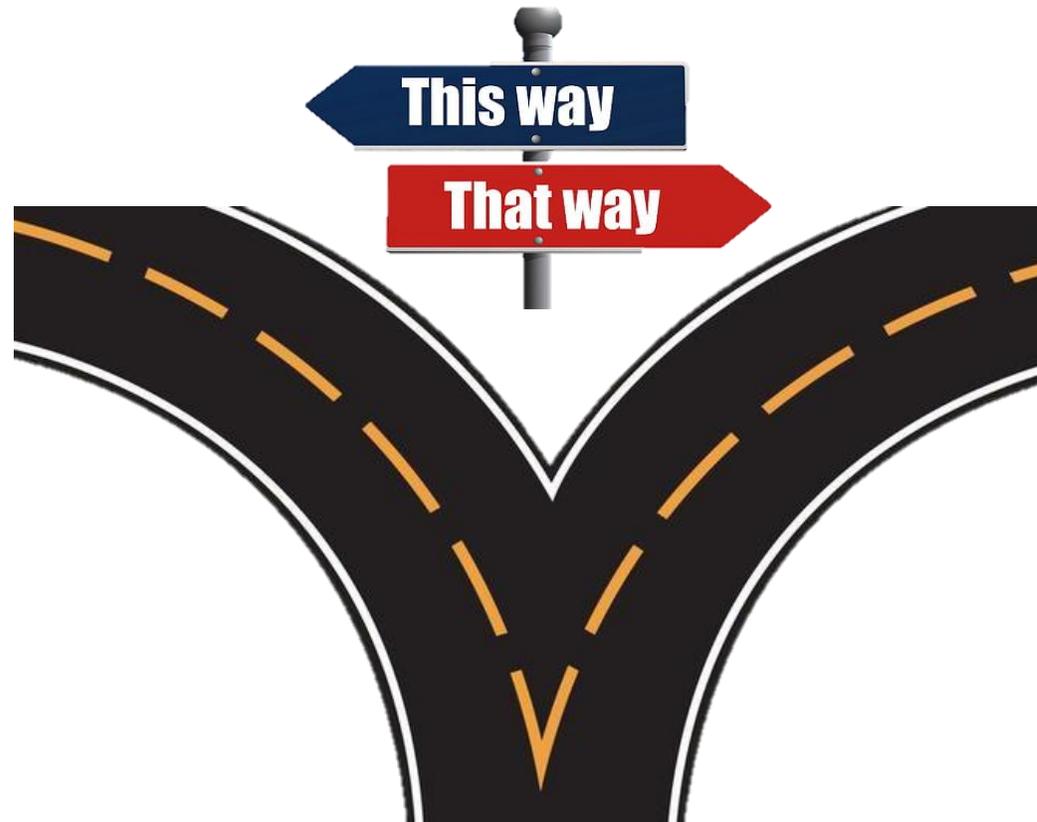
County & Municipal
Notifications or
proof of delivery.



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.



Perfect Project Name

Names should be concise and distinct from previously submitted projects

Example:

Unrelated solar farm projects should not share the same name.

Residential developments should be consistent with the development name but include specific lot numbers or phases to distinguish between them.



Make sure you are always using the **SAME project Name** throughout your submission



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**



WESTMORELAND COUNTY
Conservation Directory

People, Organizations and Agencies Dedicated to the
Conservation, Restoration and Wise Use of Our County's Natural Resources



Can be found at
the registration
table out front.

THANK YOU!

Tammy Woodward tammy@wcdpa.com

Christie Sebek christie@wcdpa.com



***Westmoreland
Conservation
District***



**Helping People Use
Resources Wisely
Since 1949**