



Helping People Use
Resources Wisely
Since 1949

J. Roy Houston Conservation Center • 218 Donohoe Road, Greensburg, PA 15601-9217 • 724-837-5271
wcd@wcdpa.com • westmorelandconservation.org

Pre-Submission Meeting

A Pre-Submission Meeting (Pre-Sub) is an option for potential applicants prior to submitting a permit to Westmoreland Conservation District (WCD). Applicants desiring the Pre-Sub should contact WCD to set up the meeting; at this time they would be informed of the fee and procedures. The purpose of the Pre-Sub is to improve permit documents and plans prior to submission. The goal is to increase coordination and reduce delays in the plan review process, not to provide an immediate approval of a permit.

The Pre-Sub will occur in person at the WCD office with the applicant and/or their designer, WCD stormwater staff, E&S staff, and administrative staff. The municipality will be invited to attend. The applicant/designer will bring all necessary copies of the permit paperwork and the plan as well as the Pre-Sub fee. The proposed permit will be preliminarily reviewed for completeness and technical deficiencies during the meeting.

The Pre-Sub fee would be determined by the projects disturbed acres: 1-4.99 acres -- \$125; 5 acres or more -- \$250. The meeting time will be a maximum of one hour.

The completion of a Pre-Sub does not exempt the applicant/owner from service fees. All permit and service fees must be paid at time of permit submittal. The Pre-Sub is not a guarantee that the permit/plans will be approved when submitted for review.

For inquiries or to schedule a meeting, please email Tammy Woodward at tammy@wcdpa.com or call 724-837-5271. The meeting will be scheduled within two weeks of the request.