



# Pike County Municipal Resource Guide



Pike County  
Conservation District



Municipal Resource Guide, 2024 Edition

Municipal Officials:

The Pike County Conservation District and the Pike County Planning & Mapping Office have developed a Municipal Resource Guide to provide tools for your offices and residents of Pike County in understanding where to go for questions or concerns about a variety of topics. The Pike County Commissioners office provides a complete list of contact information for each municipality each year. Contact the Commissioners’ office each February for an updated list for each municipality.

Sincerely,

**Tara Burnham**  
District Manager  
*Pike County Conservation District*

**Mike Mrozinski**  
Planning & Mapping Director  
*Pike County Planning & Mapping Office*

<p align="center"><b>Pike County Conservation District</b></p> <p align="center">556 Route 402 Hawley, PA 18428</p> <p align="center">570-226-8220</p> <p align="center"><a href="mailto:pikecd@pikepa.org">pikecd@pikepa.org</a> <a href="http://pikeconservation.org">pikeconservation.org</a></p>	<p align="center"><b>Pike County Planning &amp; Mapping Office</b></p> <p align="center">Pike County Administration Building 506 Broad Street Milford, PA 18337</p> <p align="center">570-296-3500</p> <p align="center"><a href="mailto:planning@pikepa.org">planning@pikepa.org</a> <a href="mailto:mapping@pikepa.org">mapping@pikepa.org</a> <a href="http://pikepa.org/planning">pikepa.org/planning</a></p>
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## TABLE OF CONTENTS

### **Introduction**

“How Do I” FAQs .....	3
“Who Do I Call For...” FAQs .....	4

### **Planning & Mapping Office**

Municipal Zoning, Subdivision, and Land Developments .....	6
<a href="#">Procedures for Submitting &amp; Recording Subdivisions or Land Development Plans</a> .....	7
<a href="#">Pike County Planning and Mapping Review Application and Fee Schedule</a> .....	8

### **Conservation District**

<a href="#">Erosion and Sediment Control Plans and Permits</a> .....	11
<a href="#">Waterways and Wetlands Management Plans and Permits</a> .....	12
<a href="#">Dirt, Gravel, and Low Volume Roads (DGLVR) Program</a> .....	13
<a href="#">Basic Checklist for Permit &amp; Plan Requirements Related to Earth Disturbance</a> .....	14
<a href="#">Pike County Conservation District Project Application and Fee Schedule</a> .....	16
<a href="#">Pike County Conservation District PNDI Information Sheet</a> .....	20
<a href="#">Pike County Erosion and Sediment Control Small Projects Guide</a> .....	22
Explanation of PCCD and PA DEP Letters .....	31
Recent PCCD Memos .....	34

### **Additional Resources** .....

Stay Up to Date .....	39
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# HOW DO I...?



## PLAN TO BUILD A HOUSE OR ADDITION?

- A written Erosion & Sediment Control (E&S) Plan must be implemented and available on site. The District's E&S Small Projects Guide walks through how to develop a plan; contact the **Conservation District** for guidance.
- If your site has over 1 acre of earth disturbance, contact the **Conservation District** for an NPDES permit application.\*
- Contact your **municipality** (and **community association**, if applicable) for the needed permits associated with your project, including any building and zoning permits.



## GIVE FEEDBACK ON A CONSTRUCTION PROJECT NEAR ME?

- Before a project is approved for an Individual NPDES stormwater permit and can begin earth disturbance, **PA Department of Environmental Protection (DEP)** accepts public feedback on the project's draft permit for a 30-day public comment period online at [dep.pa.gov/CWPublicNotice](http://dep.pa.gov/CWPublicNotice).
- If sediment pollution or erosion on a project site is suspected after a permit is issued by DEP and construction begins, complaints can be filed with the **Conservation District** for investigation.



## REDUCE STORMWATER POOLING IN MY YARD?

- Consider planting a rain garden or bioswale or installing a rain barrel.
- Contact the **Conservation District** for resources that can help provide solutions for stormwater management.



## PLAN TO BUILD A DECK?

- Contact your **municipality** to determine if a building permit is required.
- A written Erosion & Sediment Control (E&S) Plan must be implemented and available on site. The District's E&S Small Projects Guide walks through how to develop a plan; contact the **Conservation District** for guidance.



## GET A PERMIT TO INSTALL A SMALL DOCK OR BOAT LAUNCH?

- Contact the **Conservation District** to determine the permits required.
- Contact your **municipality** (and **community association**, if applicable) to determine if there are any local ordinances in place.
- Note that when proposing any waterway impacts, including culvert replacements and streambank stabilization, permits may be required to stay in compliance with Chapter 105 of PA Code. Contact the **Conservation District** for more information.

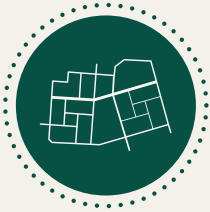


## PLAN TO INSTALL A SHED?

- Contact your **municipality** for a building permit.
- A written Erosion & Sediment Control (E&S) Plan must be implemented and available on site. The District's E&S Small Projects Guide walks through how to develop a plan; contact the **Conservation District** for guidance.
- Contact the **Conservation District**, your **municipality**, & your **community association**, if applicable, to see if your site requires an E&S Control Plan or other documentation to be submitted for review.

\*Under the Federal Clean Water Act, projects that have 1 acre or more of earth disturbance over the life of the project or are part of a common plan of development may require an NPDES Permit for Stormwater Discharges Associated with Construction Activities.

# WHO DO I CALL FOR...?



## SUBDIVISIONS & LAND DEVELOPMENTS

Contact your **municipality** (township or borough).



## EROSION & SEDIMENT PLANS, NPDES PERMITS, WATERWAYS & WETLAND MANAGEMENT PERMITS

Contact the **Conservation District** at 570-226-8220 or [pikecd@pikepa.org](mailto:pikecd@pikepa.org)



## BUILDING PERMITS FOR LESS THAN 1 ACRE OF DISTURBED LAND\*

Contact your **municipality** for a building permit and complete an E&S Control Plan-- Contact the **Conservation District** for assistance at 570-226-8220.



## BUILDING PERMITS FOR 1 ACRE OR MORE OF DISTURBED LAND\*

Contact your **municipality** for a building permit and the **Conservation District** for an NPDES stormwater permit at 570-226-8220.



## FLOODPLAIN DEVELOPMENT

Contact your **municipality** for the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) to determine floodplain delineation and check out [msc.fema.gov](http://msc.fema.gov).



## WILDLIFE CONCERNS

Contact the **PA Game Commission** Northeast Region at 833-742-4868 or 833-742-9453.



## STORMWATER MANAGEMENT PLANS FOR LESS THAN 1 ACRE OF DISTURBED LAND\*

Contact your **municipality** for a management plan and complete an E&S Control Plan-- Contact the **Conservation District** for assistance at 570-226-8220.



## STORMWATER MANAGEMENT PLANS FOR 1 ACRE OR MORE OF DISTURBED LAND\*

Contact your **municipality** for a management plan & the **Conservation District** for an NPDES permit at 570-226-8220.

\*Under the Federal Clean Water Act, projects that have 1 acre or more of earth disturbance over the life of the project or are part of a common plan of development may require an NPDES Permit for Stormwater Discharges Associated with Construction Activities.



Pike County Planning & Mapping Office is the County Department that comprehensively addresses county-wide planning issues and initiatives. The Planning & Mapping Office responsibilities include development, management, and implementation of County planning initiatives and coordination and implementation of the Pike County Comprehensive Plan. Other core responsibilities of the Planning & Mapping Office are to provide professional technical planning assistance to municipal governments in such areas as municipal comprehensive planning, zoning, subdivision and land development, and to support and help facilitate local municipal and multi-municipal planning initiatives.

Pike County has been using GIS technology since the late 1980s. The tax maps were the first County feature to be digitized, and these maps have been maintained with GIS ever since. The County added more data layers throughout the 1990s and developed programs to provide access to the data. Today, Pike County has extended the use of GIS throughout County offices and has many data layers and information sources available.

Pike County Administration Building

506 Broad Street

Milford, PA 18337

570-296-3500

[planning@pikepa.org](mailto:planning@pikepa.org)

[mapping@pikepa.org](mailto:mapping@pikepa.org)

[pikepa.org/planning](http://pikepa.org/planning)

[gis.pikepa.org](http://gis.pikepa.org)

Open Monday-Friday 8:30am – 4:30pm

## MUNICIPAL ZONING, SUBDIVISION, AND LAND DEVELOPMENTS

### **What is zoning?**

Zoning is the designation of different areas for specific land use(s).

All 13 municipalities in Pike County have an adopted Subdivision & Land Development Ordinance (SALDO), and all but Greene Township have adopted local zoning ordinances. The County acts as an advisor to municipalities on all submitted subdivision and land development plans. The Pike County Planning & Mapping Office reviews subdivisions and land developments based upon the municipality's SALDO, zoning regulations, and other land use regulations. Land developments and subdivisions are also reviewed for their consistency with the goals and objectives identified in the County's Comprehensive Plan and also for appropriate "best management practices".

You can find information for how to submit an application, plan requirements, and the approval process for each municipality on their respective websites. **\*Please check with each municipality for the most up-to-date zoning information as this changes frequently.\***

*Bolded municipality names are hyperlinked to their respective websites.*

**[Blooming Grove Township](#)**

**[Delaware Township](#)**

**[Dingman Township](#)**

**[Greene Township](#)**

**[Lackawaxen Township](#)**

**[Lehman Township](#)**

**[Matamoras Borough](#)**

**[Milford Borough](#)**

**[Milford Township](#)**

**[Palmyra Township](#)**

**[Porter Township](#)**

**[Shohola Township](#)**

**[Westfall Township](#)**



# Pike County Planning & Mapping

506 Broad Street  
Milford, PA 18337  
570-296-3500  
[planning@pikepa.org](mailto:planning@pikepa.org)

## PROCEDURES FOR SUBMITTING & RECORDING SUBDIVISIONS OR LAND DEVELOPMENT PLANS

*The following information is intended to assist municipalities/ applicants through the plan submission→review→approval→recording process to obtain the necessary endorsements enabling recording of the plan.*

### 1. SUBMIT PLAN(S) TO MUNICIPALITY

- ✓ Applicant submits copies of plans to the municipal secretary with the required municipal application and fees.
  - *Contact the municipal office for information on the required copies and the most updated fee schedule*

### 2. SUBMIT PLAN TO COUNTY

- ✓ One copy of the plan and applicable supporting documents shall be forwarded by the municipality/applicant to the Pike County Planning & Mapping Office for review and report with the appropriate review fee and County application.
  - *Plans will not be accepted at the County Planning Office without required review fees*
  - *Check with your municipality to determine who is responsible for submitting plan to County Planning Office (per municipal ordinance)*

### 3. COUNTY CONCURRENT REVIEW

- ✓ As per the Municipalities Planning Code, the County Planning office has thirty (30) days to complete the review and provide a letter of comment to the municipality.
  - *...Municipalities shall not approve such applications until the county report is received or until the expiration of 30 days from the date the application was forwarded to the county.” (MPC §502.b)*
  - *Revised plans must be resubmitted to the County for review prior to municipal approvals*

### 4. FINAL PLAN ENDORSEMENTS

- ✓ Upon municipal approval of a lot combination, lot improvement, subdivision or land development, the applicant must provide a minimum of 4 (four) ink-signed plans (blue ink recommended) to Pike County Planning & Mapping for our official stamp and signature
  - *The Pike County Recorder of Deeds office will not record the plan unless the Pike County Office of Planning & Mapping has had the opportunity to review the plan and any revisions prior to municipal approval and have affixed our stamp and signature to verify compliance with State law*

### 5. RECORDING THE APPROVED PLAN

- ✓ Within 90 days of municipal signature/approval and County Planning stamp and signature, the applicant must record such plan in the Pike County Recorder of Deeds office
- ✓ The Recorder of Deeds will not accept any plan for recording unless the dated municipal signatures and County stamp and signature are included. (MPC Section §513.a.)
- ✓ Exceeding the 90-day time limit will require resubmission of the plan to the municipality
  - *All copies of the approved plans are required to have the original signatures of the governing body, the date which the plan was approved by the municipality, and the original signature and date of the County Planning office*

**Pike County Planning & Mapping**  
506 Broad Street  
Milford, PA 18337  
570-296-3500  
[mmrozinski@pikepa.org](mailto:mmrozinski@pikepa.org)

**Pike County Recorder of Deeds**  
506 Broad Street  
Milford, PA 18337  
570-296-3508  
[sshroeder@pikepa.org](mailto:sshroeder@pikepa.org)



# PIKE CO PLANNING COMMISSION REVIEW APPLICATION

This application must be completed and submitted by the municipality/applicant to the address at right, along with one copy of the plan & accompanying documents and the required fee (see fee schedule on back).



PIKE COUNTY  
 PLANNING & MAPPING  
 506 Broad Street  
 Milford, PA 18337  
 (P) 570-296-3500  
 planning@pikepa.org

## To Be Completed By Municipality

Date: \_\_\_\_\_

Municipality: \_\_\_\_\_

Official's Name: \_\_\_\_\_

Municipal Official's Signature: \_\_\_\_\_

### MEETING DATES:

Planning \_\_\_\_\_ Supervisors/  
 Commission \_\_\_\_\_ Council \_\_\_\_\_

## PCPC Use Only

Tracking # :	_____
Review Fee: \$	_____
Fee Received:	<input type="checkbox"/>

## To Be Completed By Applicant

PLAN NAME: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Surveyor/Engineer Name: \_\_\_\_\_ Phone: \_\_\_\_\_

REVIEW TYPE (Check all appropriate boxes)	PLAN TYPE	SUBMISSION TYPE
<input type="checkbox"/> Lot Combination <input type="checkbox"/> Lot Improvement <input type="checkbox"/> Minor Subdivision <input type="checkbox"/> Major Subdivision <input type="checkbox"/> Land Development	<input type="checkbox"/> Comprehensive Plan <input type="checkbox"/> Zoning Ordinance <input type="checkbox"/> SALDO Ordinance <input type="checkbox"/> Other: _____  <input type="checkbox"/> Unofficial Sketch <input type="checkbox"/> Preliminary <input type="checkbox"/> Final  <i>Please submit electronic copy in addition to paper copy</i>	<input type="checkbox"/> New Proposal <input type="checkbox"/> Revision to Prior (1 or more years prior requires complete new submission) <input type="checkbox"/> Phase of Prior Proposal

## PLAN INFORMATION

Water Supply	Sewage	Zoning	Parcel Information
<input type="checkbox"/> Public <input type="checkbox"/> Community on-site <input type="checkbox"/> Individual on-lot	<input type="checkbox"/> Public <input type="checkbox"/> Community on-site <input type="checkbox"/> Individual on-lot <input type="checkbox"/> Non-Building Waiver	<input type="checkbox"/> Existing District _____ <input type="checkbox"/> Proposed District _____ Conditional Use Granted <input type="checkbox"/> Yes <input type="checkbox"/> No Variance Granted <input type="checkbox"/> Yes <input type="checkbox"/> No	Tax Parcel #: _____  Total Area (acres): _____

## ADDITIONAL INFORMATION

<b>Ownership of Roads:</b> <input type="checkbox"/> Public <input type="checkbox"/> Private	Is the property enrolled in Clean & Green? <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>This Plan has been submitted to:</b> <input type="checkbox"/> PennDOT Date: _____ <input type="checkbox"/> Conservation District Date: _____ <input type="checkbox"/> PA DEP Date: _____ <input type="checkbox"/> Other Date: _____
	Is the property in an Agricultural Security Area? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Does the property have easements/Deed Restrictions? <input type="checkbox"/> Yes <input type="checkbox"/> No (if so, please provide)		

I/We authorize the Pike County Planning & Mapping Office and any authorized agent of the Office to visit/enter this property between 8am and 4pm at their own risk while this Plan is being reviewed.

Landowner Signature \_\_\_\_\_

Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

(If the Applicant is different than the Landowner, the Applicant must sign above)

**REQUESTS FOR COPIES OF REVIEW LETTER** - Copies of the Pike County Planning review of this proposal will be sent to the Municipality and Surveyor/Engineer. If you wish to have a copy emailed to another person, please list name and email:

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**MEETINGS WITH THE STAFF** of the Pike County Planning & Mapping to discuss applications prior to or during the application process are encouraged and free of charge. Appointments can be made by contacting 570-296-3500.

**SIGNING OF PLANS FOR RECORDING** - We retain 1 paper copy of a final plan with municipal signatures when plans are brought in for signing. Recorder of Deeds requires 2 original signed copies as well.

### FEE SCHEDULE

*Effective January 1, 2011 pursuant to Pike County Resolution #10-35*

*The following fees will be charged by the Pike County Office of Community Planning for subdivision and land development reviews as authorized by the Pennsylvania Municipalities Planning Code. Plans will not be accepted for review without the appropriate fee and completed application form. If you need assistance in calculating application fee(s), please call us at 570-296-3500.*

**LOT COMBINATIONS**

*A subdivision which involves the combinations of existing contiguous lots of record shown on a map on file with the Pike County Recorder of Deeds and which does not involve the creation of any new lot lines.*

**LOT IMPROVEMENTS**

*The realignment of lot lines or the transfer of land to increase the size of an existing lot provided the grantor's remaining parcel complies with all provisions of the municipal ordinance AND no new resulting lots are created.*

**TOTAL REVIEW FEE:** \$ 30.00

**SUBDIVISIONS**

*This includes all subdivisions except Lot Consolidations/Improvements as defined above.*

**BASE REVIEW FEE**

*for subdivisions with nine (9) or less newly created lots (not including parent parcel) \$150.00* \$ \_\_\_\_\_  
*for subdivisions with ten (10) or more newly created lots (not including parent parcel) \$250.00*

**PLUS**

\$10.00 for each newly created lot # new lots \_\_\_\_\_ x \$10 + \$ \_\_\_\_\_

**TOTAL REVIEW FEE:** = \$ \_\_\_\_\_

**LAND DEVELOPMENTS**

**BASE REVIEW FEE** \$ 100.00

**PLUS**

\$10 for every 1,000 sq. foot of new building footprint + \$ \_\_\_\_\_

**TOTAL REVIEW FEE:** = \$ \_\_\_\_\_

**IMPORTANT:** "Revised plans" as per our procedures must be submitted for review. The 3<sup>rd</sup> review of the original submission or any review submitted more than 1 year from the original date of submission will be subject to a new review fee. **MAKE CHECKS PAYABLE TO: PIKE COUNTY PLANNING**

PCPC USE ONLY	REVIEW CHRONOLOGY			
	Map Date	Date Rec'd	Review Letter Date	PCPC Reviewer
Original	_____	_____	_____	_____
Rev. 1	_____	_____	_____	_____
Rev. 2	_____	_____	_____	_____
		Date Map Stamped: _____		



## Pike County Conservation District

The Pike County Conservation District is a legal subdivision of state government established under Pennsylvania's Conservation District Law (Act 217). The District is responsible for conservation work within the county's boundaries. This includes conservation of soil, water, and other natural resources. The District was established in 1956 by the Pike County Commissioners. The District has worked throughout its history to conserve soil, water, and other natural resources. The District is governed by a volunteer Board of Directors. Members make policy decisions, plan programs, and coordinate efforts of other agencies in providing conservation assistance in Pike County. District staff expertise includes: natural resource conservation, watershed protection, grant writing, education, outreach, and program administration.

556 Route 402

Hawley, PA 18428

570-226-8220

[pikecd@pikepa.org](mailto:pikecd@pikepa.org)

[pikeconservation.org](http://pikeconservation.org)

Open Monday-Friday 8:00am – 4:30pm

## EROSION AND SEDIMENT CONTROL PLANS AND PERMITS

Did you know that sediment is the #1 pollutant in PA waterways?

Chapter 102 requires that persons proposing or conducting earth disturbance develop, implement, and maintain Erosion and Sediment (E&S) Control Best Management Practices (BMP's) to minimize erosion and the potential for pollution to water resources. In addition, under the Federal Clean Water Act, projects that have 1 acre or more of earth disturbance over the life of the project or part of a common plan of development may require an NPDES Permit for Stormwater Discharges Associated with Construction Activities. Examples of earth disturbance activities include, but are not limited to, commercial and residential development, timber harvesting, utility line installation, road maintenance and drainage improvements, and the moving and stockpiling of soil, rock, and earth materials

The Conservation District administers both Chapter 102 and NPDES programs in Pike County, including permit application and plan reviews, site inspections, complaint investigations and technical assistance. The District strongly recommends pre-application meetings early on during a project's concept plan stage — before detailed plans are developed — in order to determine whether an NPDES permit is required and to expedite the permit and plan review process. Be sure to contact your municipality and/or your community association to check on any local ordinances or other restrictions that may apply to your project.

For more information or to apply for a permit, contact the District at 570-226-8220 or visit [our website](#).

\*The public can comment on individual NPDES permit applications before the permit is submitted, during review of the application, and after the permit is issued. To learn more, find the [Opportunities for Public Input on the Individual NPDES brochure](#) on the District's website.\*

## WATERWAYS AND WETLANDS MANAGEMENT PLANS AND PERMITS

The Chapter 105 program regulates work in and around streams, wetlands, and other water bodies with a focus on avoiding or minimizing impacts on water quality, flooding frequency and riparian habitats. Under a Delegation Agreement, the District administers DEP General Permits for various types of work in waterways, including wetlands and stream crossings, streambank stabilization, boat ramp and dock installation, intake and outfall structures and utility line crossings. District staff inspect permitted sites, investigate complaints, and provide regulatory and permitting assistance.

The Department of Environmental Protection has launched [e-permitting for Chapter 105 Wetland and Waterway Obstruction and Encroachment General Permits](#) to make application submission and review more efficient and to enable faster responses to applicants. DEP has developed instructions, videos, and user guides for the new e-permitting system which are available on their website [here](#).

For more information or to apply for a permit, contact the District at 570-226-8220 or visit [our website](#).

## DIRT, GRAVEL, AND LOW VOLUME ROAD (DGLVR) PROGRAM

The Dirt, Gravel, and Low Volume Road Program began in 1997 from an initiative by Trout Unlimited in conjunction with Penn State University's Center for Dirt and Gravel Roads, the State Conservation Commission, and local Conservation Districts. The goal of the program is to reduce pollution in nearby streams while improving the rural road network.

One of the qualification requirements of the Program is to direct funding to "worksites" where road runoff is affecting the water quality of the nearby stream.

Public entities that own public roads in Pennsylvania that are open to public vehicle traffic are eligible to apply to districts for Program funding. Eligible entities include municipalities, PA Department of Transportation (PennDOT), PA Game Commission, PA Fish and Boat Commission, County and other Government entities and the Department of Conservation and Natural Resources (DCNR).

The person who is in charge of the work plan development, as well as project implementation from the entity that applied for funds, must have attended environmentally sensitive maintenance (ESM) training within the past five calendar years to become ESM certified.

For more information, contact the District at 570-226-8220, visit [our website](#), or visit the [Penn State Center for Dirt and Gravel Road Studies website](#).



# Pike County Conservation District

556 Route 402, Hawley, PA 18428 (570) 226-8220  
pikeconservation.org [pikecd@pikepa.org](mailto:pikecd@pikepa.org)

## **BASIC CHECKLIST FOR PUBLIC INFORMATION REGARDING PERMIT & PLAN REQUIREMENTS RELATED TO EARTH DISTURBANCE ACTIVITIES & WATER OBSTRUCTION & ENCROACHMENTS IN PENNSYLVANIA**

*Earth disturbance activities are regulated by the PA Department of Environmental Protection (DEP) and administered in Pike County by the Conservation District (PCCD). Implementation of Best Management Practices (BMPs) to prevent erosion and sediment pollution, written plan, and permit requirements can be assessed utilizing the questionnaire below, or by contacting the Conservation District directly at 570-226-8220.*

1. Will the project involve an earth disturbance activity? (circle one) YES NO

**If YES, continue:**

2. What is the approximate area of the proposed earth disturbance activity? \_\_\_\_\_ Sq. Ft.

3. Is the earth disturbance activity greater than or equal to 5000 square feet? YES NO

4. Is the earth disturbance activity in a Special Protection Watershed? (*regardless of acreage*) YES NO

5. Is there a municipal requirement for PCCD approval of Erosion and Sediment Control Plan (E&S) (i.e., timber harvest, zoning requirement etc.) YES NO

**If YES to 3, 4 or 5, a written E&S Plan is required to be prepared and to be onsite during construction. If 5 is yes, contact PCCD for instructions and continue to question 6 through 9 below.**

6. Are there contiguous or adjacent lots (within ¼ mile; including offsite support areas) under construction, or proposed for construction, that are owned or operated by a common individual/developer/contractor, or is the construction part of an approved subdivision? YES NO

7. Is a road, driveway or common utility proposed to service multiple lots or has been built for the proposed construction? YES NO

8. Is the earth disturbance activity currently covered under an NPDES permit or was historically part of an approved NPDES? YES NO

9. Is the earth disturbance activity greater than or equal to one (1) acre (43,560 sq.ft.) over life of the project (total of *all* disturbance activities)? YES NO

**If YES, an NPDES Stormwater Permit for Stormwater Discharges Associated with Construction Activities may be required. (Contact the Conservation District to set up a pre-application meeting).**

10. Is the earth disturbance activity in, along or across Waters of the Commonwealth? YES NO

11. Are any other water obstructions or encroachments proposed in, along or across Waters of the Commonwealth? YES NO

**If YES, contact the Conservation District for Chapter 105 Permit requirements.**

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**Definitions** – Taken from the 25 Pa Code Chapter 102, 105, & 93 (Erosion and Sediment Control regulations):

**Earth disturbance activity** – Construction or other human activity which disturbs the surface of the land, including but not limited to; clearing and grubbing, grading, excavations, embankments, land development, agricultural plowing or tilling, timber harvesting activities, road maintenance activities, mineral extraction, and the moving, depositing, stockpiling, or storing of soil, rock or earth materials.

**Encroachment** - A structure or activity which changes, expands, or diminishes the course, current or cross section of a watercourse, floodway or body of water.

**E&S Plan—Erosion and Sediment Control Plan** — A site-specific plan consisting of both drawings and a narrative that identifies BMPs to minimize accelerated erosion and sedimentation before, during and after earth disturbance activities.

**Special Protection Watershed** – High Quality (HQ) and Exceptional Value (EV) Surface waters as described in 25 Pa Code Chapter 93. Please refer to <http://www.depgis.state.pa.us/wave/> or <http://www.depgis.state.pa.us/emappa/> for water classifications.

**Water obstruction—**

(i) A dike, bridge, culvert, wall, wingwall, fill, pier, wharf, embankment, abutment or other structure located in, along or across or projecting into a watercourse, floodway or body of water.

(ii) In the case of ponds, lakes and reservoirs, a water obstruction is considered to be in or along the body of water if, at normal pool elevation, the water obstruction is either in the water or adjacent to and abutting the water's edge.

**Waters of the Commonwealth** - Rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, wetlands, ponds, springs, and other bodies or channels of conveyance of surface and underground water, or parts thereof, whether natural or artificial, within or on the boundaries of this Commonwealth.

**Your signature signifies that the municipality has provided you with this Basic Checklist. This checklist was prepared by the Pike County Conservation District (District) to bring public awareness to the basic permit and plan requirements pertaining to earth disturbance activities in Pennsylvania.**

**Please note that the Conservation District has legal authority to enter upon properties to perform inspections of earth disturbance activities.**

**Property Address:** \_\_\_\_\_

**County Parcel #** \_\_\_\_\_

**Print name:** \_\_\_\_\_

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

**Witnessed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**The municipality should provide the applicant a copy of the signed document.**





**Pike County  
Conservation District**

556 Route 402  
Hawley, PA 18428  
Phone: 570-226-8220  
E-mail: [pikecd@pikepa.org](mailto:pikecd@pikepa.org)

**PROJECT APPLICATION**

APPLICATION TYPE (check all that apply)    New     Renewal     Revision     Subsequent Revision     Amendment

Project Name: \_\_\_\_\_ Municipality: \_\_\_\_\_

Site Location/Street Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_ Tax Parcel # \_\_\_\_\_

Total Project Area (acres): \_\_\_\_\_ Total Disturbed Area(ac): \_\_\_\_\_ Lat   °   '   "   Long   °   '   "

Receiving Water/Watershed Name: \_\_\_\_\_ Chapter 93 Classification: \_\_\_\_\_

**APPLICANT INFORMATION**

Applicant's Last Name	First Name	Phone	
		E-mail	
Organization Name or Registered Fictitious Name		Phone	
		E-mail	
Mailing Address	City	State	ZIP + 4

**CONSULTANT INFORMATION**

n/a

Last Name (license, certifications)	First Name	Consulting Firm	
Mailing Address	City	State	ZIP+4
E-mail	Phone		Ext

**PLAN INFORMATION**

**Permits Required:**

- Non-NPDES Application (ex. Small project E&S Plan)
- NPDES General
- NPDES Individual
- 105 Water Encroachment (GP)
- E&SC Permit (only for ≥25 acres of disturbance for Timber Harvests or Road Maintenance Activities)
- ESCGP (for oil and gas activities ≥5 acres of disturbance)

**Enclosed Fees (All Checks Payable to PCCD Unless Otherwise Stated)**

Plan Review Fee \$ _____	NPDES Permit Fee \$ _____ (payable to PCCD Clean Water Fund)
Revision/Amendment/Other Fee \$ _____	NPDES Disturbed Acre Fee \$ _____ (payable to Commonwealth of PA Clean Water Fund)
	Ch. 105 Permit Fee \$ _____ (payable to PCCD Clean Water Fund)

**NOTE:** A pre-application meeting is **strongly recommended** prior to submitting the permit application materials.  
Each fee must be on a separate check – DO NOT COMBINE fees.

**For District Use Only: Date Received: \_\_\_\_\_**

Plan Review Fee	\$	Ck#	Additional Revision Fee	\$	Ck#
NPDES Permit Fee	\$	Ck#	Additional Revision Fee	\$	Ck#
DEP Disturbed Acre Fee	\$	Ck#		\$	Ck#
105 Permit Fee	\$	Ck#		\$	Ck#

**PIKE COUNTY CONSERVATION DISTRICT (PCCD)  
Fee Schedule for Services**

All fees must be paid at the time of the plan submission. Any modifications to an approved Erosion & Sediment Pollution Control Plan requiring a technical review will be subject to permit and review fees.

**Based on the project, there may be 3 different fees that must be paid upon initial application submission:**

1. **Plan Review Fee** – made payable to “Pike County Conservation District.”
2. **Permit Fee** – made payable to “PCCD Clean Water Fund.”
3. **Department of Environmental Protection (DEP Disturbed) Acre Fee** – made payable to “Commonwealth of PA Clean Water Fund.” If a Chapter 102 permit is required, this DEP Fee is also required; the check is forwarded to DEP by PCCD.

1. PLAN REVIEW FEES – make check payable to “PCCD”				
RESIDENTIAL, INDUSTRIAL, COMMERCIAL & UTILITY PROJECTS				
Check One	Disturbed Project Acres	Enter # of Disturbed Acres (round to the nearest whole acre) “D”	Base Fee plus (disturbed acres “D” is multiplied by the fee per disturbed acre)	Review Fee Submitted
<input type="checkbox"/>	Under 1 acre	N/A	\$150	
<input type="checkbox"/>	1+ acres		D x \$500	
TIMBER HARVESTING PROJECTS				
Check	Enter # of Disturbed Acres (round to the nearest whole acre) “D”		Review Fee	E&S Review Fee Submitted
<input type="checkbox"/>			\$150 + (D x \$10)	
2. PERMIT FEES – make check payable to “PCCD Clean Water Fund”				
Chapter 102				
Check One	Type of Permit	Description		Permit Fee Submitted
<input type="checkbox"/>	General: \$500	Example: No portion of disturbance in HQ or EV watershed		
<input type="checkbox"/>	Individual: \$1,500	Example: Portion or all of disturbance in HQ or EV watershed		
<input type="checkbox"/>	E&SC Permit: \$1,500	Road Maintenance Activities or Timber harvest ≥ 25 acres of disturbance		
<input type="checkbox"/>	ESCGP: \$500	Oil and gas activities ≥ 5 acres of disturbance		
CHAPTER 105				
Check	Type of General Permit	See Chapter 105 Fee Calculation Worksheet		Permit Fee Submitted
<input type="checkbox"/>		See Chapter 105 Fee Calculation Worksheet		
<input type="checkbox"/>		See Chapter 105 Fee Calculation Worksheet		
3. DEP DISTURBED ACRE FEE – make check payable to “Commonwealth of PA Clean Water Fund”				
Check	Enter # of Disturbed Acres (round to the nearest whole acre) “D”	DEP Per Disturbed Acre Fee		DEP Fee Submitted
<input type="checkbox"/>		D x \$100		

**Pike County Conservation District  
Fee Schedule for Services  
Rules and Guidelines**

*(Adopted by Pike County Conservation District Board of Directors on February 28, 2022: August 21, 2023)*

This resolution is declared as the Pike County Conservation District (District or PCCD) Fee Schedule for Services. This resolution shall become effective for plans received by the PCCD after August 21, 2023, and shall remain in effect until modified, amended or rescinded by the Pike County Conservation District Board of Directors.

**I. Authority & Applicability**

The Pike County Conservation District (District) is delegated the responsibility to administer the Commonwealth's Erosion and Sediment Control (E&S) Program and the National Pollutant Discharge Elimination System (NPDES) Program under The PA Clean Streams Law. The Conservation District Law (Sec. 9) provides the District with the authority to accept the responsibility to administer programs and to collect fees for services performed.

The purpose of this Fee Schedule for Services is to help defray costs incurred by the District in its delegated administration of the Pennsylvania Department of Environmental Protection (DEP) Chapter 102 Erosion and Sediment (E&S) Control and Chapter 105 Dam Safety and Waterway Management and to promote complete and accurate plan submissions and efficient reviews.

**II. Fees**

**District Fee Schedule** – The District will charge the fees found on the schedule titled “Fee Schedule for Services” (page 2) which accompanies this set of Rules and Guidelines. District fees can be submitted electronically through the “*Municipay*” program located on the District website.

Plan Review Fee - established per the Fees Schedule for Services for the District to review the submitted applications. *Payable to Pike County Conservation District.*

Permit Fee - established by the DEP for General NPDES permits (\$500.00), Individual NPDES permit (\$1,500.00), Chapter 105 permits, *Payable to PCCD Clean Water Fund.*

Disturbed Acre Fee - established by the DEP at \$100.00 per acre of disturbance, associated with Chapter 102 permits. *Payable to Commonwealth of PA Clean Water Fund.*

Corrective Action Plan (CAP) - established per the Fee Schedule for Services for the District to review the submitted Corrective Action Plan for permitted and non-permitted sites. *Payable to Pike County Conservation District.*

Fees for PNDI Project Screening using PA Conservation Explorer - established to assist residents with implementation of PNDI environmental screenings for projects within Pike County, the District can complete screenings using the PA Conservation Explorer Tool created by PA DCNR. The District will charge a \$20 processing fee, in addition to a \$40 convenience fee due to PA DCNR, per project to use PA Conservation Explorer and get documentation for the permitting process. *Payable to Pike County Conservation District.*

**PLEASE NOTE:** The District will not take responsibility for clearance of potential impacts; property owners/consultants will be responsible for clearance of all potential impacts.

**III. General Terms and Conditions** – The following guidelines are to be utilized in determining the appropriate fee:

1. All plan review fees are based on acres of earth disturbance.
2. All fees will be at the District's discretion and must be received prior to the commencement of the review.
3. Submissions should be completed through the DEP E-permitting program with the instructions provided with applicable fees and one completed copy of the Districts Project Application form submitted to the District via email. For paper copies, the applicant shall submit one (1) completed copy of the District's Project Application Form, one (1) copy of the complete site plan(s), one (1) copy of the plan narrative(s) for review and applicable fees. The District will accept and stamp the application as received, only when all fees have been submitted. Applications delivered to the District office after 3:00 p.m. will be stamped as received the next business day.

4. For multi-county projects, the above fees apply only to disturbed acres within Pike County.
5. The 105 Water Obstruction and Encroachment General Permit fee is separate from the plan review fee. Federal, State, County, Municipal Agencies and Authorities are exempt from the permit fee (See DEP's 105 Fee Calculation Worksheet). An agency that is exempt from a 105 GP permit fee is not exempt from the PCCD review fee unless the review fee is waived by approval of the PCCD Board of Directors. For Chapter 105 General Permit-related E&S plans that are not part of a larger plan of development, there will be a standard District fee of \$150.
6. Initial and Revision Submissions – The Plan review fee is intended to cover the initial plan review. If additional reviews are required, each resubmission shall be assessed a fee of 50% of the original review fee.
7. Permit applications under review for NPDES, ESCGP, or ESCP projects which increase disturbance area acreage, that was not included in the original submission must submit a disturbed acreage fee equal to the difference between the original acreage and new acreage. An additional DEP Disturbed Acre Fee may be required. A minimum fee of \$500 would apply.
8. Letters of adequacy issued by the PCCD for non-permitted E&S plans are valid for two (2) years from the date of issuance. Failure to complete earth disturbance within two (2) years of the issuance of the adequate review letter will invalidate the review and will be considered a new project subject to the provisions of this fee schedule.
9. NPDES Renewals –
  - a. NPDES Permit renewals involving the same original scope of work/earth disturbance acreage there will be a charge of 25% of the original Fee for Services. A minimum of \$500 will apply.
  - b. NPDES Permit renewals involving a change in the original scope of work/earth disturbance acreage will be considered a new permit submittal.
10. For a Corrective Action Plan (CAP), the fee will be based on the fee schedule. If the CAP will be submitted as an amendment to an Existing Chapter 102 Permit, then contact PCCD for both Permit amendment requirements and applicable fees.
11. The District will charge additional fees for the following scenarios for permitted sites. Major and Minor amendment definitions would be determined by DEP guidance. An additional DEP Disturbed Acre Fee may be required. These fees are processed as review fees and checks can be made out to the "Pike County Conservation District".
  - a. Major Amendments to permit applications will require a review fee of \$250.
  - b. Minor Amendments to permit applications will require a review fee of \$100.
  - c. Any increase in earth disturbance will result in the applicable plan review fee (\$500/disturbed acre).
12. In cases where an additional 25% or 50% fee is believed to be excessive, a reduced fee may be granted with the District Manager's approval.
13. Withdrawal of Projects – It is the policy of the Pike County Conservation District to provide no refund of any fees unless required by Conservation District Law or other applicable statutes once the initial project application is processed.
14. A \$25.00 charge plus any bank fees charged to the District will be assessed for any check refused by the bank due to insufficient funds, and the entire application package will be returned to the applicant without the review being performed.

**Waiver of Review Fee** – Requests for waiver of the Review Fee will be subject to Board of Directors Executive Committee approval. Requests must be submitted in writing to the District Manager. The time period to review a plan will not start until the District Board Executive Committee decides on the waiver request unless the fee is paid in full. Permit Fees and Disturbed Acre Fees are required by DEP and not subject to waiver by the District. *Waiver of fees does not waive or otherwise affect the requirement for E&S Plan development and implementation or other permit or regulatory requirements.*



# Pike County Conservation District

## INFORMATION SHEET

### Related to Pennsylvania Natural Diversity Inventory (PNDI) Environmental Screenings Using PA Conservation Explorer

Pennsylvania Department of Conservation and Natural Resources (DCNR) has developed and administers a website for conservation planning and Pennsylvania Natural Diversity Inventory (PNDI) environmental reviews. **Pennsylvania Conservation Explorer** located at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us) provides conservation information on biological diversity, protected lands, streams and other natural resources for planning purposes and allows users to screen a project area for potential impacts to threatened, endangered, and special concern species once the user registers in the system.

**PA Conservation Explorer** can be used as a planning tool without charge; however, the Pennsylvania Department of Conservation and Natural Resources (DCNR), who administers the site, has implemented a \$40 convenience charge per project to use Conservation Explorer and get documentation for the permitting process.

As a further convenience and to assist local residents and permit applicants with implementation of PNDI screenings for projects within Pike County, the Pike County Conservation District (PCCD) can screen a proposed project area using the PA Conservation Explorer tool. PCCD has implemented a \$60 fee per project screen (see PCCD Fee Schedule for Services) which includes the \$40 convenience charge per project from DCNR plus a \$20 PCCD processing fee.

PLEASE NOTE: PCCD will not take responsibility for clearance of "hits" obtained as a result of the project environmental screening; property owners/consultants will be responsible for clearance of all potential impacts.

CHECKS MUST BE MADE PAYABLE to: **PIKE COUNTY CONSERVATION DISTRICT or PCCD.**

ALTERNATELY, Individuals wishing to complete their own PNDI screening have the following options:

1. Individuals without access to a computer or who do not wish to use the convenience option may submit their project for review directly in writing to each of the four jurisdictional agencies at no charge.  
Jurisdictional agencies are as follows:
  - PA Department of Conservation and Natural Resources (DCNR) --- plants;
  - Pennsylvania Game Commission (PGC) --- birds and mammals;
  - Pennsylvania Fish and Boat Commission (PFBC) --- fish, reptiles and amphibians;
  - U.S. Fish and Wildlife Service (USFW) ---- federally-listed species.
2. Individuals can run the screening search on-line themselves at [www.naturalheritage.state.pa.us](http://www.naturalheritage.state.pa.us) by entering all pertinent information and paying the \$40 convenience charge directly to PA DCNR via credit card at time of search. To access Pennsylvania Natural Diversity Inventory (PNDI) information for environmental review purposes, users will be required to register and login. After viewing information in their project area, users can screen their project for potential impacts to PNDI species and obtain a PNDI Receipt with conservation measures, avoidance measures and next steps.

5/1/2016 pccd

This form provides site information necessary to perform an Environmental Review for special concern species and resources listed under the Endangered Species Act of 1973, the Wild Resource Conservation Act, the Pennsylvania Fish and Boat Code or the Pennsylvania Game and Wildlife Code.

**Applicant Information**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Contact Person Information-if different from applicant**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**Project Information**

Project Name: \_\_\_\_\_  
Project Reference Point (center point of project):  
Latitude: \_\_\_\_\_ Longitude: \_\_\_\_\_ Datum: \_\_\_\_\_  
Municipality: \_\_\_\_\_ County: \_\_\_\_\_

**Project Description  
Proposed Project Activity**

Total Acres of Property: \_\_\_\_\_ Acreage to be Impacted: \_\_\_\_\_

1. Will the entire project occur in or on an existing building, parking lot, driveway, road, maintained road shoulder, street, runway, paved area, railroad bed, or maintained lawn? Yes  No
2. Are there any waterways or waterbodies (intermittent or perennial rivers, streams, creeks, tributaries, lakes or ponds) in or near the project area, or on the land parcel? Yes  No   
If so, how many feet away is the project? \_\_\_\_\_ Feet
3. Are wetlands located in or within 300 feet of the project area? Yes  No   
If No, is this the result of a wetland delineation? Yes  No
4. How many acres of tree removal, tree cutting or forest clearing will be necessary to implement all aspects of this project? \_\_\_\_\_ Acres

<b>For District Use Only</b>	<b>Date Received</b>
Check # _____	Project ID #: PNDI- _____
PA Explorer Order # _____	Date of Search: _____
Staff member completing search: _____	



# Pike County Conservation District

556 Route 402, Suite 1  
Hawley, PA 18428  
www.pikeconservation.org

Phone: 570-226-8220  
Fax 570-226-8222  
Email: pikecd@pikepa.org

## Erosion and Sediment Control Plan Worksheet

This worksheet is provided by the Pike County Conservation District (District) to help guide those unfamiliar with Erosion and Sediment Control regulations. This worksheet may not be acceptable for all projects. Contact the District to determine if this worksheet is appropriate for your project. The District may request further information beyond this worksheet prior to plan approval.

PLEASE PRINT. Please do not leave blank spaces. Incomplete information will cause a delay in processing and approval of paperwork. If you are unsure of specific information, please inquire with the District prior to submitting.

### Project Information

Project Name: \_\_\_\_\_  
Application Date: \_\_\_\_\_  
Project Type: \_\_\_\_\_  
Brief description of project: \_\_\_\_\_  
Receiving Stream(s): \_\_\_\_\_ Chapter 93 Classification\*: \_\_\_\_\_  
Total Project Area (Acres): \_\_\_\_\_ Total Disturbed Area (Acres)\*\*: \_\_\_\_\_

### Landowner Information

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Contact Person (If Different than Landowner)

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

### Contractor Information (If Known)

Company Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

\*Chapter 93 Classification – Exceptional Value (EV), High Quality (HQ), Cold Water Fishery (CWF), Warm Water Fishery (WWF), etc. This can be found on the web at: [www.pacode.com/secure/data/025/chapter93/s93.9l.html](http://www.pacode.com/secure/data/025/chapter93/s93.9l.html) or seek guidance from the District.

\*\* Use Page 2 to determine Total Disturbed Area

**Project Location**

Municipality: \_\_\_\_\_ Have you contacted the Municipality?  Yes  No

If yes, with whom did you speak with at the Municipality? \_\_\_\_\_

Give specific directions for locating the project site. Include distances, landmarks, or special features. Include a topographic map \*\*\*. Please make sure that property corners and proposed driveway entrance are marked on map

Please describe the past, present and proposed land uses: \_\_\_\_\_

Please describe your project and the extent of earthmoving: \_\_\_\_\_

Is this parcel part of any larger development?  Yes  No

If yes, please give name and phase of development: \_\_\_\_\_

**Project Specifics**

Estimated Dates for Project: Start \_\_\_\_\_ End \_\_\_\_\_

Are there slopes in excess of 10% within your project boundaries, or in the immediate area?  Yes  No

Is the earth disturbance in a mapped FEMA Floodway or within 50' of a Water of the Commonwealth\*\*\*\*?  Yes  No

**Total DISTURBED Area Calculation**

	Total Length (ft.)		Total Width (ft.)		Area (sq. ft.)
Access Road/ Driveway	_____	X	_____	=	_____
Foundation/ Building #1	_____	X	_____	=	_____
Foundation/ Building #2	_____	X	_____	=	_____
Lawn/ Landscape Area	_____	X	_____	=	_____
Water/Sewer/Septic	_____	X	_____	=	_____
Other	_____	X	_____	=	_____
			Total Area (sq. ft.)		_____
Total Area (sq. ft.)	_____ /		43,560	=	_____ Acres

\*\*\* Topographic maps can be obtained from [nationalmap.gov/ustopo/index.html](http://nationalmap.gov/ustopo/index.html).

\*\*\*\**Waters of this Commonwealth*: "Rivers, streams, creeks, rivulets, impoundments, ditches, watercourses, storm sewers, lakes, dammed water, wetlands, ponds, springs and other bodies or channels of conveyance of surface and underground water, or parts thereof, whether natural or artificial, within or on the boundaries of this Commonwealth."



Soil Identification/Resolutions/Limitations

Include a soil survey map identifying the types and locations for all soils in the project site.

Soil information can be found in the USDA NRCS Web Soil Survey at

<http://websoilsurvey.nrcs.usda.gov>

Identify all soil limitations :

Seasonal High Water Table

Poor Source of Topsoil

Acidic Soil (low pH)

Shallow Depth to Bedrock

Easily Erodable

\_\_\_\_\_

Address how these soil limitations will be managed during the project.

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**Earth Disturbance activities shall be planned and conducted to minimize the extent and duration of the disturbance. Please take this into account when planning and designing your earthmoving project.**

The implementation and maintenance of erosion and sediment BMP's (Best Management Practices) are required to minimize the potential for accelerated erosion and sedimentation, including those activities which disturb less than 5,000 square feet. This means regardless if a plan is reviewed by the Conservation District, BMP's (E&S controls) must be in place, operated properly, and maintained throughout the life of the project.

**Temporary BMP Controls**

This section details any and all temporary erosion control best management practices (BMPs) that will be implemented in your project. Check each temporary control that will be used and show it on the plan drawing on Page 6.

- |                          |                                  |                          |                                |
|--------------------------|----------------------------------|--------------------------|--------------------------------|
| <input type="checkbox"/> | Rock Construction Entrance       | <input type="checkbox"/> | Culvert                        |
| <input type="checkbox"/> | Filter Fabric Fence (Silt Fence) | <input type="checkbox"/> | Crowned Roadway                |
| <input type="checkbox"/> | Rock Filters                     | <input type="checkbox"/> | Roadside Ditch                 |
| <input type="checkbox"/> | Compost Filter Sock              | <input type="checkbox"/> | Ditch Relief Culvert           |
| <input type="checkbox"/> | Temporary Swale                  | <input type="checkbox"/> | Erosion Control Matting        |
| <input type="checkbox"/> | Vegetated Filter Strip           | <input type="checkbox"/> | Temporary Seeding and Mulching |
| <input type="checkbox"/> | Water Bar                        | <input type="checkbox"/> | Broad-based Dip                |

**Please check one of the following:**

- All items checked above will be implemented to specifications as detailed in the Erosion & Sediment Control Program Manual\*\*\*\*\*
- Alternative Controls and/or specifications are proposed and are attached.

**Maintenance Program**

All erosion control devices will be inspected on a weekly basis and after each rainfall/snow melt event. Sediment will be removed from erosion control devices when sediment has reduced the erosion control's storage capacity of 50%. Sediment removed from the storage device will be placed in a location that is protected with erosion controls and will be seeded and mulched. Needed repairs or replacements of any erosion control devices will be made within 24 hours.\*\*\*\*\*

- I agree to follow the above maintenance program to ensure that all BMP's continually function before, during, and after construction.
- I will provide an alternative plan for site maintenance which will be included with this E&S plan to be approved by the district.

\*\*\*\*\*The Erosion & Sediment Pollution Control Program Manual (Manual) can be found at the link below. When choosing appropriate BMP's, please make sure you include a copy of the BMP detail. [www.elibrary.dep.state.pa.us/dsweb/Get/Document-88925/363-2134-008.pdf](http://www.elibrary.dep.state.pa.us/dsweb/Get/Document-88925/363-2134-008.pdf)

### Recycling or Disposal of Material

Construction wastes such as, but not limited to, excess soil material, building material, concrete wash water, or sanitary wastes can adversely impact water quality. Measures should be in place and planned for control of the materials. Please identify recyclable and waste materials and indicate how they will be handled.

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### Geological Formations

Please identify any natural occurring geologic formations or soil conditions that may have the potential to cause pollution during earth disturbance activities and include BMPs to avoid or minimize potential pollution and its impacts from such formations. (sinkholes, acid bearing rock, etc.)

None known on site

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### Thermal Impacts

Identify BMPs used to avoid, minimize or mitigate potential increases to stream temperature from runoff. Check each control that will be used and show it on the plan drawing on Page 6.

Distance to receiving waterway

Maintain Riparian Buffer Areas

Avoid Direct Discharge to Surface Waters

Limit the Duration of Earth Disturbance Activities

Vegetated Filter Strips

Other \_\_\_\_\_

### Riparian Forest Buffers

Please identify existing and proposed riparian forest buffers\*\*\*\*\*.

Not applicable to this site

---

### Post Construction Stormwater Management

The E&S plan shall be planned, designed, and implemented to be consistent with the Post Construction Stormwater Management (PCSM) Plan under 25 Pa. Code 102.8. The E&S Plan must be a separate from the PCSM Plan and labeled "E&S" or "E&S Plan" (unless otherwise approved) and be the final plan for construction.

A PCSM plan is separate and consistent.

A PCSM plan is not required for this project.

I will provide an alternative plan for approval.

\*\*\*\*\*When riparian forest buffers will be incorporated into a project site in accordance with 25 Pa. Code 102.14 as part of the PCSM Plan, the areas of existing buffers or the areas where buffers will be developed should be identified on the plan drawings. Certain restrictions on earthmoving within 150 feet in a special protection workshop and 100 feet in areas where a voluntary riparian buffer will be installed must be met for permitted sites. All proposed earthmoving, including installation of E&S BMPs must comply with those restrictions.

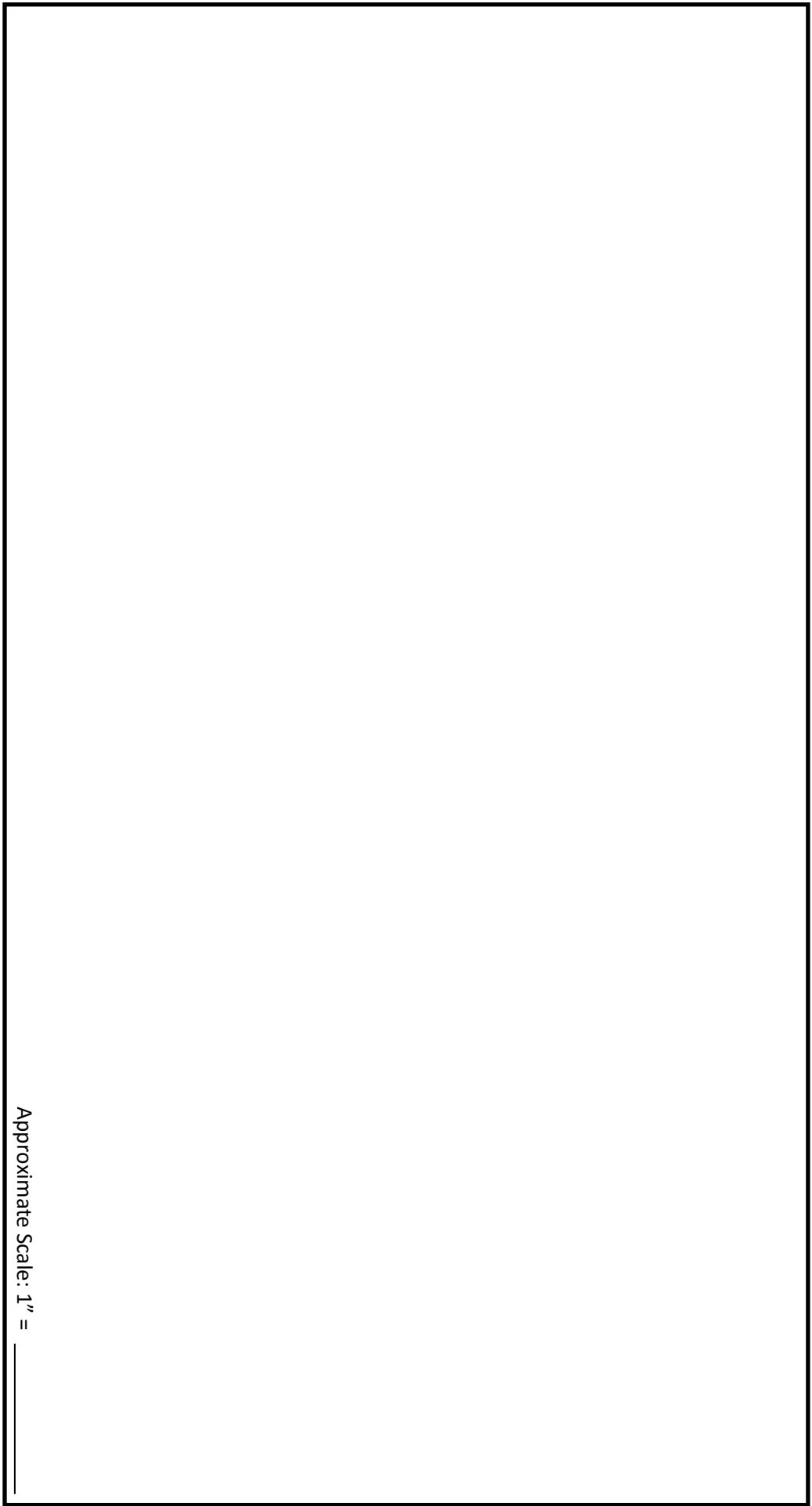


Project Name: \_\_\_\_\_

Date: \_\_\_\_\_




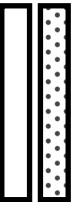







### Erosion and Sediment Control Plan Drawing

Using the legend below, please sketch a drawing of your proposed project and label appropriately. Please include the location of BMP's used in the temporary controls and sequence of construction. Please indicate direction with an arrow indicating north.



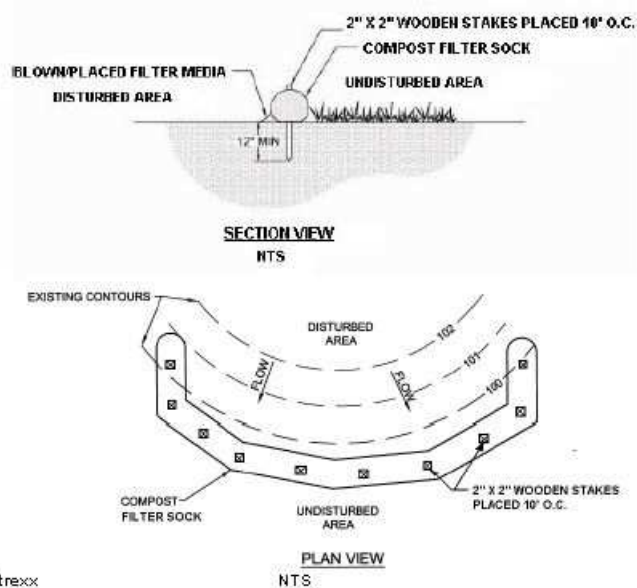
Approximate Scale: 1" = \_\_\_\_\_

#### LEGEND

Property Boundary	— · — · — · — · —	Driveway	—	Rock Construction Entrance	
Limit of Disturbance	- - - - -	Utilities		Compost Filter Sock	
Existing Structures		Stream		Filter Fabric Fence	
Proposed Structures		Floodway	— · — · — · — · —	Other	
Slope		Riparian Buffer			
Roadway	— — — — —	Wetland			

# Erosion and Sediment Control Best Management Practices-Details

**STANDARD CONSTRUCTION DETAIL #4-1  
COMPOST FILTER SOCK**



Filtrex

Compost shall meet the standards of Table 4.2.

Compost filter sock shall be placed at existing level grade. Both ends of the sock shall be extended at least 8 feet up slope at 45 degrees to the main sock alignment (Figure 4.1). Maximum slope length above any sock shall not exceed that shown on Figure 4.2. Stakes may be installed immediately downslope of the sock if so specified by the manufacturer.

Traffic shall not be permitted to cross filter socks.

Accumulated sediment shall be removed when it reaches half the above ground height of the sock and disposed in the manner described elsewhere in the plan.

Socks shall be inspected weekly and after each runoff event. Damaged socks shall be repaired according to manufacturer's specifications or replaced within 24 hours of inspection.

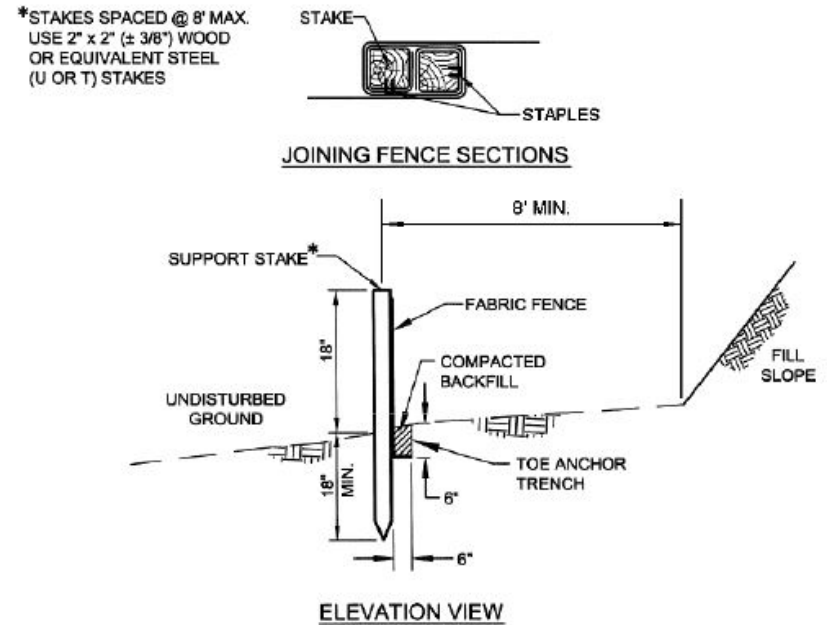
Biodegradable filter socks shall be replaced after 6 months; photodegradable socks after 1 year.

Polypropylene socks shall be replaced according to manufacturer's recommendations.

Upon stabilization of the area tributary to the sock, stakes shall be removed. The sock may be left in place and vegetated or removed. In the latter case, the mesh shall be cut open and the mulch spread as a soil supplement.



**STANDARD CONSTRUCTION DETAIL # 4-7  
Standard Silt Fence (18" High)**



P.A.D.E.P.

Fabric width shall be 30" minimum. Stakes shall be hardwood or equivalent steel (U or T) stakes.

Silt fence shall be placed at level existing grade. Both ends of the fence shall be extended at least 8 feet up slope at 45 degrees to the main fence alignment (see Figure 4.1).

Sediment shall be removed when accumulations reach half the above ground height of the fence.

Any section of silt fence which has been undermined or topped shall be immediately replaced with a rock filter outlet.

Fence shall be removed and properly disposed of when tributary area is permanently stabilized.

**TABLE 4.2  
Compost Standards**

Organic Matter Content	25% - 100% (dry weight basis)
Organic Portion	Fibrous and elongated
pH	5.5 - 8.5
Moisture Content	30% - 60%
Particle Size	30% - 50% pass through 3/8" sieve
Soluble Salt Concentration	5.0 dS/m (mmhos/cm) Maximum

# Erosion and Sediment Control Best Management Practices-Details

**TABLE 11.2**  
Soil Amendment Application Rate Equivalents

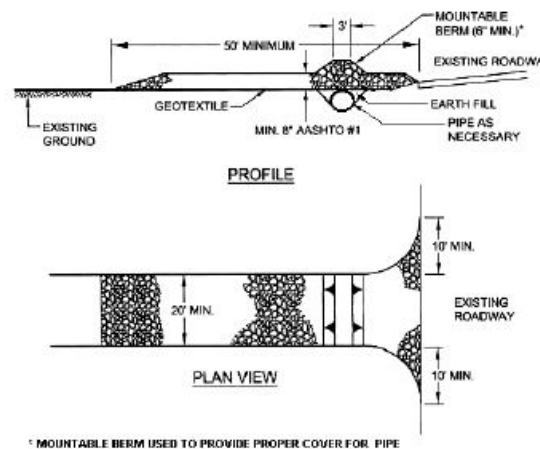
Soil Amendment	Permanent Seeding Application Rate			Notes
	Per Acre	Per 1,000 sq. ft.	Per 1,000 sq. yd.	
<b>Agricultural lime</b>	6 tons	240 lb.	2,480 lb.	Or as per soil test; may not be required in agricultural fields
<b>10-10-20 fertilizer</b>	1,000 lb.	25 lb.	210 lb.	Or as per soil test; may not be required in agricultural fields
<b>Temporary Seeding Application Rate</b>				
<b>Agricultural lime</b>	1 ton	40 lb.	410 lb.	Typically not required for topsoil stockpiles
<b>10-10-10 fertilizer</b>	500 lb.	12.5 lb.	100 lb.	Typically not required for topsoil stockpiles

Adapted from Penn State, "Erosion Control and Conservation Plantings on Noncropland"

<b>Temporary Seeding (Full Sun or Shade)</b>	
Choose one of the following:	Pounds per Acre
Annual Rye Grass (or)	40
Spring Oats (or)	96
Winter Wheat (or)	180
Winter Rye	168

<b>Permanent Seeding</b>	
These mixes may be left unmown or used as a landscape turf. Look for seed mixes containing the following varieties for your site conditions. Apply approximately 250 pounds of seed per acre or 6 pounds per 1000 sq. ft.	
<b>Full Sun-mix should include:</b>	<b>Shade-mix should include</b>
Creeping fescue or Creeping red fescue	Creeping red fescue
Fine fescue	Chewings fescue
Kentucky bluegrass	Hard fescue
Perennial rye	Annual rye grass as a cover crop
Annual rye as cover crop	
Add 15 pounds of white clover to mix for improved nitrogen utilization.	

**STANDARD CONSTRUCTION DETAIL # 3-1**  
Rock Construction Entrance



Modified from Maryland DOE

Remove topsoil prior to installation of rock construction entrance. Extend rock over full width of entrance.

Runoff shall be diverted from roadway to a suitable sediment removal BMP prior to entering rock construction entrance.

Mountable berm shall be installed wherever optional culvert pipe is used and proper pipe cover as specified by manufacturer is not otherwise provided. Pipe shall be sized appropriately for size of ditch being crossed.

**MAINTENANCE:** Rock construction entrance thickness shall be constantly maintained to the specified dimensions by adding rock. A stockpile shall be maintained on site for this purpose. All sediment deposited on paved roadways shall be removed and returned to the construction site immediately. If excessive amounts of sediment are being deposited on roadway, extend length of rock construction entrance by 50 foot increments until condition is alleviated or install wash rack. Washing the roadway or sweeping the deposits into roadway ditches, sewers, culverts, or other drainage courses is not acceptable.

Additional guidance for developing an Erosion and Sediment Control plan can be located within the "Pennsylvania Department of Environmental Protection Erosion and Sediment Pollution Control Program Manual" (Technical Guidance Number 363-2134-008)

## Explanation of Pike County Conservation District & Pennsylvania Department of Environmental Protection Letters

Letter Title	Letter Purpose/Content
<b>Chapter 102</b>	<b><i>Erosion and Sediment Control/Post Construction Stormwater Management (projects over 1 acre of earth disturbance or less than one acre and part of a Common Plan of Development-NPDES and ESCP and ESCGP permits)</i></b>
Completeness Notification	Notifies applicant their permit application is complete, CD/DEP technical review begins
Incompleteness Letter	Notifies applicant their permit application is incomplete
Withdrawal of application	Notifies applicant their Chapter 102 permit application has been withdrawn or voluntarily withdrawn.
Extension Letter	Used to approve or deny an extension request from an applicant for Chapter 102 permit applications
Technical Deficiency	Used to document technical deficiencies on a permit application. Under the Draft Permit Process, this letter will be sent with a draft permit as an intent to issue a NPDES permit or the Technical Deficiency - Intent to Deny if there are major design issues.
General NPDES Authorization	Used by CD to approve coverage under a General NPDES permit
Individual NPDES Permit Issuance	Used by DEP to issue an Individual NPDES permit
Transferee acknowledged	Acknowledges the transfer of a General or Individual NPDES/ESCP/ESCGP permit to a new owner
Notice of Pending NPDES Permit Expiration	NPDES permit expiring shortly, gives options for renewal of permit or submittal of Notice of Termination
Notice of NPDES Permit Expiration	NPDES permit expired. NO current permit coverage. May prevent issuance of building permits or other municipal approvals
Notice of Termination Approval	Approval of the Notice of Termination, terminates the permit
Earth Disturbance Inspection Report	Form used by CD/DEP to record site inspection findings, violations and provide compliance assistance measures.
Notices of Violation	Checkbox on Earth Disturbance Inspection Report if violations are cited. Provides notice from CD/DEP notifying the responsible party of a violation. Typically an NOV requests the responsible person to respond to the notice and describe the actions they have taken or will take to correct the violation of any statute or regulation.



Letter Title	Letter Purpose/Content
<b>Chapter 102</b>	<b><i>Erosion and Sediment Control</i></b> <b><i>(projects under 1 acre of earth disturbance or less than 1 acre but not part of a Common Plan of Development)</i></b>
Compliance Notice	A written notice used by CD/DEP to communicate to any responsible party the results of an inspection, any non-compliance circumstances and to confirm any agreements made to voluntarily correct site violations within certain timeframes. Usually attached to an Earth Disturbance Inspection Report.
"Erosion and Sediment Control Plan Review" Adequate Letter	Notifies the applicant the CD has reviewed the submitted erosion and sediment control plan and the plan adequately addresses E&S control and meets the minimum requirements of Chapter 102.
"Erosion and Sediment Control Plan Review" Inadequate letter	Notifies the applicant the CD has reviewed the submitted erosion and sediment control plan and the plan does not addresses E&S control and does meets the minimum requirements of Chapter 102.
Plan Request	Used by CD when made aware of an earth disturbance project through complaint or other investigation. CD requests the submittal of a written erosion and sediment control plan to ensure compliance with Chapter 102.
<b>Chapter 105</b>	<b><i>Dam Safety and Waterway Management</i></b>
General Permit Acknowledgement	Registers an applicant's use of a Chapter 105 General Permit, applicant is stating their project meets the conditions of the permits already issued.
General Permit technical deficiencies/incomplete	Notifies a person their general permit registration package has significant eligibility/technical deficiencies
General Permit Withdrawal Letter	Notifies an applicant their Chapter 105 general permit registration request has been withdrawn.
Water Obstruction and Encroachment Inspection Report	Form used by CD/DEP to record site inspection findings, violations and provide compliance assistance measures.
<b>Acronyms</b>	
CD	Conservation District
DEP	Pennsylvania Department of Environmental Protection
Chapter 102	Erosion and Sediment (E&S) Control, includes Post Construction Stormwater Management
Chapter 105	Dam Safety and Waterway Management
NPDES Permit	National Pollutant Discharge Elimination System Permit for Stormwater Discharges Associated with Construction Activities
ESCGP-3	Erosion and Sediment Control General Permit for Earth Disturbance Associated with Oil and Gas Exploration, Production, Processing, or Treatment Operations or Transmission Facilities

ESCP

Erosion and Sediment Control Permit for Stormwater Discharges  
Associated with Earth Disturbance Activities (Timber Harvest and road  
maintenance activities involving 25 acres or more of earth disturbance)

## RECENT PCCD MEMOS

The following pages are recent memos sent by the Conservation District in 2024. More memos will be added to this section of the guide as they occur.

The first memo below is regarding 2024 Spongy Moth Public Messaging, and the second is regarding Clean Fill Requirements.

Please reach out to the Conservation District with any questions you may have about the content of these memos via the contact information provided on each or at 570-226-8220 or [pikecd@pikepa.org](mailto:pikecd@pikepa.org) if no contact is specified.



## Pike County Conservation District

### MEMO

To: Commissioner Matthew Osterberg  
Commissioner Ronald Schmalzle  
Commissioner Christa Caceres

CC: Krista Gromalski and the PCCD Board of Directors

From: Tara Mlodzienski, District Manager

Date: March 22, 2024

Re: 2024 Spongy Moth Public Messaging Initiative

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In anticipation of the 2024 spongy moth Spring egg hatching season, I wanted to reach out to you to coordinate messaging that will be provided to the public by both of our offices. DCNR has stated they are expecting heavy spongy moth defoliation again this year, so I wanted to make sure that we were all on the same page with how we are proceeding.

Below is the District's suggested wording for answering inquiries from the public, which can be provided to anyone in your office who may be taking calls and receiving questions on this topic:

- Spongy Moth (*Lymantria dispar dispar*), formerly known as gypsy moth, is a forest pest responsible for causing significant tree mortality and defoliation across the state.
- Currently, there are no state or local residential spraying programs. We recommend that landowners work with their neighbors or community associations to hire an aerial sprayer to assess what needs there are on your property. If you are interested in setting up your own private spray program, please refer to the links below:
  - Guide to Conducting a Private Spongy Moth Suppression Program provided by DCNR
    - [https://elibrary.dcnr.pa.gov/GetDocument?docId=3238481&DocName=Private%20GMSP%20Guidance\\_20200818.pdf](https://elibrary.dcnr.pa.gov/GetDocument?docId=3238481&DocName=Private%20GMSP%20Guidance_20200818.pdf)
  - Aerial Applicators Licensed to Work in Pennsylvania provided by DCNR
    - [https://elibrary.dcnr.pa.gov/GetDocument?docId=4666261&DocName=Spongy\\_Moth\\_Aerial\\_Applicator\\_Contact\\_List\\_2022.pdf](https://elibrary.dcnr.pa.gov/GetDocument?docId=4666261&DocName=Spongy_Moth_Aerial_Applicator_Contact_List_2022.pdf)
    - **\*NOTE:** This list of aerial applicators is provided by DCNR and is not endorsed by Pike County Conservation District and is not updated by the District.
  - DCNR Service Forester to Each County provided by DCNR

- [elibrary.dcnr.pa.gov/GetDocument?docId=3593430&DocName=Service Forester List March 2021.pdf](https://elibrary.dcnr.pa.gov/GetDocument?docId=3593430&DocName=Service%20Forester%20List%20March%202021.pdf)
- Guide to Spongy Moth Egg Mass Surveying provided by Penn State Extension
  - [Guide to Spongy Moth Egg Mass Surveying \(psu.edu\)](https://www.psu.edu/extension/forestry/management/spongy-moth-egg-mass-surveying)
- While DCNR does not spray for spongy moths on private lands, they do treat state and federal forest lands. In Pennsylvania in 2023, they sprayed over 290,000 acres of state forest, state park, and national forest lands. See the link below for a DCNR newsletter article for more information about what we can do about the spongy moth outbreak:
  - [elibrary.dcnr.pa.gov/GetDocument?docId=7868320&DocName=What Can We Do About Spongy Moth Forest Focus Fall 2023.pdf](https://elibrary.dcnr.pa.gov/GetDocument?docId=7868320&DocName=What%20Can%20We%20Do%20About%20Spongy%20Moth%20Forest%20Focus%20Fall%202023.pdf)

I hope this information is helpful. I know in the past inquiries about spraying programs had been directed to our office, and I wanted to make sure that we avoided confusing or frustrating the public by having a unified message we provided. This information will also be forwarded to each of the municipalities after your review. If you have any questions, please do not hesitate to contact me.

## MEMORANDUM

**TO: Pike County Municipal Supervisors and Zoning Officers**

**FROM: Pike County Conservation District**

**DATE: 1/29/2024**

**RE: Clean Fill Requirements**

As many of you may know, not all earthen fill is created equal.

Any person placing clean fill that has been affected by a spill or release of a regulated substance must use Department of Environmental Protection's [Form FP-001 \(Certification of Clean Fill\)](#) to certify the origin of the fill material and the results of the analytical testing to qualify the materials as clean fill. This is an electronic form.

According to DEP, "Both the person determining clean fill and the user of the clean fill are responsible for maintaining copies of this completed form on site for a period of five (5) years for Department inspection." Fill material not qualifying as clean fill is regulated fill and must be managed in accordance with the DEP's municipal or residual waste regulations based on 25 Pa. Code Chapters 271 or 287, whichever is applicable.

There are some basic questions you can ask to be sure the fill you are getting on your property is clean.

Questions to ask prior to accepting fill on your property:

1. What is the location and background description of where the fill was generated?
2. Is there a description of the Environmental Due Diligence performed at the fill generation site?
3. Is there a table summarizing the soil sampling performed at the fill generation site and a copy of the analytical results available for review?
4. Is there a complete copy of Form FP-001(Certification of Origin of Clean Fill)?

If you have more questions about dirty dirt or clean fill, please see [DEP's FAQ document](#).

You can find a list of [Technical Guidance documents](#) regarding residual waste on DEP's website.

It is our hope that this information will provide the Municipalities with some basic information that can be passed along to homeowners, developers, and contractors to help protect our County's natural resources.

The District also encourages Pre-Application meetings, free of charge, to applicants wishing to discuss project specifics, as well as permit and plan requirements as they relate to earth disturbance, post construction stormwater management NPDES requirements, and waterway obstruction and encroachment General Permits in Pennsylvania.

Any questions please contact our office via email at [eenslin@pikepa.org](mailto:eenslin@pikepa.org) or phone at 570-226-8220.

## ADDITIONAL RESOURCES

[Best Management Practices for Landowners Guide](#)

[Common Plan of Development or Sale NPDES Permits for Stormwater Associated with Construction Activities FAQs \(DEP\)](#)

[DCNR: Outdoor Recreation Activities In PA State Parks and Forests](#)

[Delaware Highlands Conservancy- Conservation Easements](#)

[PA Fish & Boat Commission](#)

[PA Game Commission](#)

[PCCD Environmental Resources for New Homeowners](#)

[PCCD Homeowner's Checklist for a Watershed-Friendly Home](#)

[Penn State Extension- Pike County](#)

[Pike County Agriculture Easement Purchase Program Manual \(2021\)](#)

[Pike County Municipal Waste Management Plan 2020-2029](#)

[Pike County Planning Office Recycling Guide](#)

[Pike Outdoors Guide](#)

[Pike/Wayne Conservation Partnership](#)

[Tick Borne Disease Task Force](#)

## STAY UP TO DATE

### **Planning & Mapping**

Visit our website: <https://www.pikepa.org/planning>

### Pike County Scenic Rural Character Preservation Program

*Follow us!*



Facebook: @PikeSRCP

Visit our webpage [here](#) on the Pike County, PA website.

### **Conservation District**

*Follow us!*



Facebook: @PikeConservation



Instagram: @PikeConservation



YouTube: @PikeCountyConservation

Sign up for our newsletter: <http://bit.ly/pccd-newsletter>

Visit our website: [www.pikeconservation.org](http://www.pikeconservation.org)

*\*This Municipal Resource Guide will be updated each year. Please consult the Pike County Conservation District's website for the most up-to-date edition of the guide and current information. This edition was last updated June 2024.\**