

**Pike County Conservation District  
FEE SCHEDULE FOR SERVICES**

*(Adopted by Pike County Conservation District Board of Directors on May 16, 2016)*

**100. TITLE:** This resolution is declared as the Pike County Conservation District (District) Fee Schedule for Services.

**101. AUTHORITY:** The Pike County Conservation District by authority of Act 217 of 1945 Conservation District Law, as amended, hereby adopts the Pike County Conservation District Fee Schedule for Services.

**102. EFFECTIVE DATE:** This resolution shall become effective for plans received by the District on *May 16, 2016* and shall remain in effect until modified, amended or rescinded by the Pike County Conservation District Board of Directors.

**103. INTENT:** 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 (Department) Chapter 102 Erosion and Sediment (E&S) Control and Chapter 105 Dam Safety and Waterway Management and to promote complete and accurate E&S Control plan submissions and efficient reviews. It is also the intent of the District to provide an incentive for minimizing earth disturbance during land development, since fees are based on the area of earth disturbance proposed for a given project.

The fees are intended to cover a range of services associated with the processing of National Pollution Discharge Elimination System (NPDES) or other permit applications, their related E&S control plans, and E&S plans for all other earth disturbance activities for which a District review is required. Such services include but are not limited to: pre-design and pre-submittal meetings, plan reviews, telephone conferences, review comment/response letters and conferences, pre-construction meetings, site inspections, compliance assistance and administrative support.

**104. APPLICABILITY:**

- A. The District Fee Schedule for Services will apply whenever an application and plans are submitted to the District for review to determine whether the plan meets the requirements of Department's rules and regulations, Chapter 102 Erosion and Sediment Control, Chapter 105 Dam Safety and Waterway Management and the Clean Streams Law. The fee schedule also applies whenever an E&S Control Plan is submitted as part of an NPDES Permit or other permit as required under Chapter 102 and Chapter 105.
- B. Letters of adequacy for E&S plans associated with permits as required by Chapter 102 are valid for the life of the permit. Letters of adequacy for all other E&S plans are valid for two (2) years.
- C. An E&S plan for the same tract resubmitted more than two (2) years after the last review of that plan will be considered a new project subject to the provisions of this fee schedule.
- D. Requests to review plans that have been previously approved but to which the applicant has made revisions, will, for the purposes of this fee schedule, be treated as a plan revision.

**105. PROCEDURES:**

- A. The applicant shall submit one (1) completed copy of the District's Plan Review 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.
- B. The District will follow plan review time frames and procedures established in the most current Department Chapter 102 and Chapter 105 Delegation Agreements.
- C. The applicant will be notified in writing of plan adequacy or, alternately, of any plan administrative or technical deficiencies. An assessment of fees required for subsequent resubmission will also be included in the notification.
- D. A \$25.00 charge plus any bank fees assessed 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.

**106. FEE SCHEDULE FOR DISTRICT SERVICES:** The fees described in Section 106 are separate from and in addition to the fees described in Section 107 below and shall not be combined with any other state, county or municipal fees. Checks for District Fees described in this section shall be payable to the **Pike County Conservation District**. The cancelled check will be the applicant's receipt.

- A. The following District Fee Schedule for District Services will apply for E&S services provided by the Pike County Conservation District.

1. 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 \$100.
2. For Timber Harvest-related E&S plans that are not part of a larger plan of development, there will be a standard District fee of \$100 plus \$10 per disturbed acre for all disturbance up to 25 acres. For timber harvest earth disturbance activities over 25 acres 107(A) will apply.
3. For applications/plans associated with earth disturbance activities that are less than one acre of earth disturbance there will be a District Fee for Services of \$150.
4. For applications/plans associated with earth disturbance activities that are more than one acre of earth disturbance, there will be a District Fee for Services of \$200 per disturbed acre. For fractional acreage, the acreage shall be rounded to the closest whole number.

**Examples:**

**for 3.3 disturbed acres: 3 x \$200 = \$600 fee**

**for 4.6 disturbed acres: 5 x \$200 = \$1000 fee**

- B. For multi-county projects, the above fees apply only to disturbed acres within Pike County.
- C. For each E&S plan revision submitted for review there will be a charge of 50% of the original Fee for Services.
- D. For previously approved plans resubmitted with revisions but 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 fee of \$50 will apply.

**107. FEES FOR CHAPTER 102 AND CHAPTER 105 PERMITS:**

- A. Submittals for projects that require a permit under Chapter 102 must be accompanied by the following:
  1. Administrative filing fee, payable to **Pike County Conservation District Clean Water Fund:**
    - a. \$500 for General NPDES permits or ESCGP-2.
    - b. \$1500 for Individual NPDES permits or ESCP.
  2. Applicable \$100 per disturbed acre fee payable to the **Commonwealth of Pennsylvania Clean Water Fund.** For fractional acreage, the acreage shall be rounded to the closest whole number. The District will distribute these funds to the Department. (Examples: 4.43 acres = \$400 or 4.73 acres = \$500)
- B. Submittals for projects requiring a permit under Chapter 105 must include the applicable administrative filing fee payable to **Pike County Conservation District Clean Water Fund** - Refer to DEP Chapter 105 Fee(s) Calculation Worksheet.

**108. FEES FOR PNDI PROJECT SCREENINGS USING PA CONSERVATION EXPLORER**

To assist residents with implementation of PNDI environmental screenings for projects within Pike County, PCCD can complete screenings using the PA Conservation Explorer Tool created by PA DCNR. PCCD 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. PLEASE NOTE: PCCD will not take responsibility for clearance of *hits*; property owners/consultants will be responsible for clearance of all potential impacts. Checks must be made payable to: Pike County Conservation District.

**109. WAIVER/REFUND OF FEES:**

- A. Requests for fee waivers, including justification for such requests, must be submitted in writing to the Conservation District Executive Director. Plan review letters and/or permit recommendations will not be released until the waiver is approved or the fee is received. Waiver of fees *does not waive or otherwise affect the requirement for E&S Plan development and implementation or other permit or regulatory requirements.*
- B. Fees may be waived for an application filed by a municipal government, including but not limited to those associated with Dirt, Gravel and Low Volume Road Maintenance Program projects. A municipal government requesting a fee waiver shall schedule a pre-submittal meeting with District staff to review concept plans for the proposed project.
- C. For projects on lands owned or controlled by the Commonwealth or any of its agencies, fees may be waived in accordance with section 9(13)(b) of the Conservation District Law.
- D. The Pike County Conservation District shall have the ability to waive fees for minor revisions or corrections to a plan on a case-by-case basis to be determined by the Executive Director in consultation with the plan reviewer.
- E. Upon written request by the applicant and approval by the Executive Director, a portion of the District fees for services may be refunded if the applicant withdraws the plan/application prior to technical review. No fees will be refunded after the District technical review is underway.