



**Pike County
Conservation District**

556 Route 402
Hawley, PA 18428
Phone: 570-226-8220
E-mail: 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 Executive Director'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 Executive Director. 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.*