

APPLICATION CHECKLIST
NPDES INDIVIDUAL PERMIT FOR DISCHARGES OF STORMWATER
ASSOCIATED WITH CONSTRUCTION ACTIVITIES

Please check the following list to make sure that you have included all the required information. Place a check mark in the column provided for all items completed and/or provided. Failure to provide all of the requested information will delay the processing of the application and may result in the application being placed ON HOLD with NO ACTION, or being considered withdrawn and the application file closed.

THIS CHECKLIST MUST BE COMPLETED AND ENCLOSED WITH YOUR INDIVIDUAL PERMIT APPLICATION FORM

CHECKLIST FOR <u>NEW</u> INDIVIDUAL NPDES STORMWATER PERMIT APPLICATION				Applicant Check <input type="checkbox"/> If Included <input type="checkbox"/>	Official Use Only <input type="checkbox"/>
1.	Fully completed, properly signed and notarized Individual Permit Application (1 original and 2 copies).			<input type="checkbox"/>	<input type="checkbox"/>
2.	Fully completed General Information Form (GIF) (1 original and 2 copies)			<input type="checkbox"/>	<input type="checkbox"/>
3.	Complete Erosion and Sediment Control Plan (3 copies) Location: Drawings (D), Narrative (N).			<input type="checkbox"/>	<input type="checkbox"/>
	a. Written Narrative (<i>Must be labeled "E&S Plan" or "Erosion & Sediment Control Plan", be complete & legible, and be the final plan for construction</i>) Written Narrative Includes the following:	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	i. 8.5" X 11" USGS map with outline of project area	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Soils information (including hydric soils) Types, depth, slope and locations of soils	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Physical characteristics and limitations of soils	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Supporting calculations to show anticipated peak flows for the design storms	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	v. Analysis of the impact that runoff from the project site will have on existing downstream watercourses resistance to erosion	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	vi. Provide supporting calculations, standard worksheets, and description of the location for all proposed E&S Control BMPs used before, during and after earth disturbance including but not limited to the following:				
	A. Channels	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	B. Sediment Basins	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	C. Sediment Traps	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	D. Filter Fabric Fencing	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	E. Outlet Protection	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	G. Other BMPs (Specify) _____	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	H. Other BMPs (Specify) _____	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>

				Applicant Check <input type="checkbox"/> If Included	Official Use Only
	b. Plan Drawings (<i>Must be labeled "E&S Plan" or "Erosion & Sediment Control Plan", be complete & legible, and be the final plan for construction</i>) Drawings include the following:	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	i. Legend for any symbols that may be used on the drawing	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Topographic Features including existing contours, improvements, streams, wetlands, watercourses, etc. and sufficient surrounding area	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Soil types and locations	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Construction techniques or special considerations to address soil limitations	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	v. Limits of project area, NPDES boundary	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	vi. Limits of earth disturbance	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	vii. Proposed alteration including proposed contours and proposed improvements	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	viii. Maximum during construction drainage areas to hydraulic BMPs	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	ix. Location of water which may receive runoff and receiving water classification pursuant to Chapter 93 and the "statewide existing use listing"	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	x. Standard Construction Details for all proposed E&S Control BMPs used before, during and after earth disturbance	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	xi. Location of BMPs showing final contours are identified	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	xii. Complete and site specific sequence of BMP installation and removal including activities planned to limit exposed areas	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	xiii. Procedures or Note requiring the proper recycling or disposal of waste materials associated with the project site	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	xiv. Maintenance Program including inspection schedule, sediment cleanout levels, repair parameters and time frames, and directions for sediment removal	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	xv. Note explaining responsibilities for fill materials including definition of environmental due diligence and clean fill	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
4.	Permit filing fee of \$500 payable to the appropriate Clean Water Fund.			<input type="checkbox"/>	<input type="checkbox"/>
5.	Notifications to the local municipality and county governments that specify Acts 67 and 68 Coordination, and that the application is for an individual NPDES stormwater permit authorizing the discharge of stormwater during construction activities. (3 copies) A "sample" notification letter is provided on page 8 of the instructions.			<input type="checkbox"/>	<input type="checkbox"/>

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6.	Proof of receipt of municipal notifications; copies of certified mail receipts or acknowledgment letters from the local municipality and county government. (3 copies)			<input type="checkbox"/>	<input type="checkbox"/>
7.	Copy of Cultural Resource Notice including PHMC reply or certified mail receipt (for projects disturbing ten acres or more). (3 copies)			<input type="checkbox"/>	<input type="checkbox"/>
8.	The PNDI Review receipt for the project area. Include impact clearance letters if proof of agency coordination is required. (3 copies)			<input type="checkbox"/>	<input type="checkbox"/>
9.	Complete Post Construction Stormwater Management Plan. (3 copies) Location: Drawings (D), Narrative (N).			<input type="checkbox"/>	<input type="checkbox"/>
a.	Written Narrative (<i>Must be a stand alone, separate plan from the E&S Plan and labeled "PCSM" or Post-Construction Stormwater Management"</i>) and be the final plan for construction) Written Narrative Includes the following:	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
i.	Site Description & Analysis	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Soil types and descriptions (including hydric soils)	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Pre-development and post-development drainage area runoff calculations for each drainage area	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
iv.	Routing Analysis to demonstrate peak control for the 1-year through 100-year storm events (<i>Routing should consider the benefits of BMPs</i>)	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
v.	Calculations for permanent stormwater BMPs (<i>including volume of water treated through BMPs</i>)	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
vi.	Curve Numbers and/or land use coefficients	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
vii.	Infiltration/Geotechnical report and soil infiltration test pit results	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
b.	Additional Worksheets Note: Required Worksheets 1 through 5 are attached after Appendix B. Complete and attach the following worksheets where applicable	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
i.	Worksheet 6 – Small Site/Small Impervious Area Exception for peak rate Mitigation Calculations <i>(If worksheet 6 is not applicable, rate control is required)</i>	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
ii.	Worksheet 10 – Water Quality Compliance for Nitrate <i>(Required if using CG 1)</i>	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
iii.	Worksheet 11 – BMPs for Pollution Prevention <i>(Required if not using CG1 or if applicant is not meeting Nitrate requirements)</i>	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>

				Applicant Check <input type="checkbox"/> [√] If Included	Official Use Only
	iv. Worksheet 12 – Water Quality Analysis of Pollutant Loading from all Disturbed Areas <i>(Required if not using CG1 or if applicant is not meeting Nitrate requirements)</i>	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	v. Worksheet 13 – Pollutant Reduction Through BMP Applications <i>(Required if not using CG 1 or if applicant is not meeting Nitrate requirements)</i>	Location <u>N</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	c. Plans/Drawings <i>(Must be separate from E&S Plan and labeled "PCSM" or Post-Construction Stormwater Management" and be the final plan for construction)</i>	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	i. Standard Details for permanent stormwater BMPs including permanent stabilization	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	ii. Location of BMPs showing final contours are identified	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	iii. Location of soil types are identified (including hydric soils)	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	iv. Location and depths of test pits/infiltration testing sites are identified	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	d. Ownership, Operations, and Maintenance Procedures <i>(Must be included on drawings)</i>	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
	i. Applicant or entity (association, company, agency, etc.) listed as responsible party	Location <u>D</u>	Page _____	<input type="checkbox"/>	<input type="checkbox"/>
10.	Consistency letter from Municipal or County Engineer (where applicable)			<input type="checkbox"/>	<input type="checkbox"/>
11	Appendix B Land Use Questions			<input type="checkbox"/>	<input type="checkbox"/>
12	Completed Required Worksheets 1 – 5 (see worksheets at the end of this checklist)			<input type="checkbox"/>	<input type="checkbox"/>
13	Checklist for Subsequent Phases (of permitted projects)				
	a Estimated time frame for phased project build-out (update as necessary)			<input type="checkbox"/>	<input type="checkbox"/>
	b Complete E & S Plans for specific phase (3 copies)			<input type="checkbox"/>	<input type="checkbox"/>
	c New Section C and complete PCSM Plan for specific phase (3 copies)			<input type="checkbox"/>	<input type="checkbox"/>
	d Consistency letter from municipal or county engineer (were applicable)			<input type="checkbox"/>	<input type="checkbox"/>
CHECKLIST FOR INDIVIDUAL NPDES PERMIT RENEWALS ONLY				Applicant Check <input type="checkbox"/> [√] If Included	Official Use Only
1.	Resubmit items 1 through 6, 9 and 10. Note: Only one copy of the Erosion and Sediment Control Plan and Post Construction Stormwater Management Plan is required.			<input type="checkbox"/>	<input type="checkbox"/>

APPENDIX A

This letter is provided as an example only. Applicants may draft their own letter of notification. This letter must be modified to meet the specific requirements of the project if the applicant chooses to use the following text.

SAMPLE NOTICE LETTER TO MUNICIPALITY AND COUNTY

date: _____

Dear (Municipal Secretary): or
Dear (County Commissioners):

This municipal notice is to inform you that (I am/we are) are applying for a (General/Individual) NPDES Permit for Stormwater Discharges Associated with Construction Activities from the Pennsylvania Department of Environmental Protection (DEP):

Applicant Contact: _____

Project Location: _____

Project Description: _____

Acts 67, 68 and 127 of 2000 amended the Municipalities Planning Code (MPC) and directs state agencies to consider comprehensive plans and zoning ordinances when reviewing applications for permitting of facilities or infrastructure, and specifies that state agencies may rely upon comprehensive plans and zoning ordinances under certain conditions as described in Sections 619.2 and 1105 of the MPC.

Enclosed is a complete copy of the permit application form completed by the applicant for this project. Also enclosed is an attached sheet containing answers to the Land Use Information questions found in the DEP General Information Form (GIF). This list of questions and answers is being provided in lieu of a completed GIF. *(This is an optional sentence since the applicant may choose to provide a complete GIF form instead.)* DEP invites you to review the attached application and comment on the accuracy of answers provided with regard to land use aspects of this project; please be specific to DEP and focus on the relationship to zoning ordinances. If you wish to submit comments to DEP to become part of a land use review of this project, you must respond within 30 days to the DEP regional office and appropriate conservation district. If there are no land use comments received by the end of the comment period, DEP will assume that there are no substantive land use conflicts and proceed with the normal application review process.

For more information about this land use review process, visit DEP's Web site at www.depweb.state.pa.us, Keyword: "Land Use Reviews."

Sincerely,

Enclosures