

Important Notice To Applicants and Plan Preparers Submitting NPDES  
Permit Applications for Stormwater Discharges Associated With  
Construction Activities and Erosion and Sediment Control Permit Applications

Date: April 16, 2007

Dear Applicant:

The Tioga County Conservation District (CD) strives to provide quality customer service and timely permit application reviews in the National Pollutant Discharge Elimination System (NPDES) Permits for Stormwater Discharges Associated with Construction Activities and Erosion and Sediment Control (E&S) Permits. To accomplish that goal, permit applicants must submit “administratively complete” permit applications. Part of the administrative completeness is a quality submittal of all the elements of Erosion and Sediment Control Plan and Post Construction Stormwater Management Plan as listed on the Applicant Checklist form. When completeness items are missing, DEP policy directs CDs to request, in writing, submittal of those items within a specified timeframe. In an effort to maintain a positive working relationship with the applicants and their consultants, this policy has not always been implemented, and a consequence of this has been a delay in processing applications, including those of good quality.

Therefore, effective May 1, 2007, persons submitting administratively incomplete permit applications will receive a letter of administrative incompleteness with the missing items noted. The applicant will then have 60 calendar days from the date of receipt of the letter to submit those items to the CD. A new administrative permit filing fee must accompany the resubmittal. If no response is received within the allotted timeframe, the permit application will be considered withdrawn and returned to the applicant, with the CD retaining the administrative filing fee. If the applicant then chooses to resubmit the permit application, a new administratively complete permit application would need to be submitted.

Assistance to applicants and consultants on assembling quality, complete NPDES and E&S permit applications can be found on DEP’s website at: [www.depweb.state.pa.us](http://www.depweb.state.pa.us) under Keyword “Stormwater”. Information provided at that link include: permit application forms and instructions, application completeness checklists, technical program manuals (i.e., Erosion and Sediment Control Program Manual and Pennsylvania Stormwater BMP Manual), and a calendar of DEP sponsored E&S and NPDES Program training events for the regulated community. CDs offer program administrative and technical training sessions for the general public within their respective counties. Contact your conservation district for information on those training sessions.

The Conservation District remains committed to processing your complete applications in a timely manner. If you have any questions, please contact this office at (570) 724-1801 Ext. 5.