



Potter County Conservation District
107 Market Street
Coudersport, PA 16915
814-274-8411 ext. 4
Fax 814-274-0396

Effective February 5, 2013

Erosion and Sedimentation Pollution Control Plan Fee Schedule:

1. Administrative Fees

- A. For an E&SPC plan - \$20 per plan
- B. For plans that include an ESCGP-1 or NPDES permit application - \$50

2. Plan Review Fees

- A. **Reviews Required Under Chapter 105, Water Obstruction & Encroachments (stream crossings, disposal areas for construction projects, logging activities, wetland mitigation projects, etc.)**

1. All reviews associated with Chapter 105 Permits- \$30

- B. **Residential Subdivision :**

Lot/Unit(s)	Fee
1-2	\$100
Over 2	\$100 + \$10 per lot over 2

Townhouses, Apartments, and Trailer Park fees will be based on Industrial/Commercial Rates

- C. **Industrial, Commercial, and any other land development:**

Disturbed Acres	Fee
0 – 0.99	\$300
1 – 4.99	\$600
5 – 9.99	\$900
10 – 14.99	\$1,200
15 – 24.99	\$1,500
Over 25	\$1,500 + \$50 for each additional acre over 25 (rounded up to the nearest acre)

- D. **Timber Harvesting:**

Tract Size	Fee
0 - 99	\$100
100 - 199	\$200
200 - 299	\$300
300 - 399	\$400
400 and over	\$400 + \$10 per acre over 400 (rounded up to the nearest acre)

E. Linear Utility Line Projects

1. A fee of \$250 per half mile will be assessed to projects with a limit of disturbance (LOD) up to 60 feet wide. The length of the project will be rounded up to the nearest half mile.
2. LOD's wider than 60' will be assessed a review fee based on the Industrial / Commercial Fee schedule for the difference between the LOD and the 60' threshold.

Example: 75' LOD on a 4200 ft right of way will be:

$$75 - 60 = 15$$

$$15 \times 4200 = 63000 \text{ sq ft}$$

$$63000 / 43560 = 1.45 \text{ ac}$$

Total fee:

\$500.00 for 1 mile of line (section E1)

\$600.00 for 1-4.99 acre (section E2)

\$1100.00 + appropriate admin fee

3. Additional disturbance areas required for the projects such as contractor areas, lay down areas, compressor stations, storage areas, access roads, etc. will be calculated using the Industrial / Commercial Fee schedule

F. NPDES Permit Fees

- Acreage Fee- \$100.00/ each disturbed acre (for fractional acreage round to the closest whole number) (make check out to DEP/Commonwealth Clean Water Fund)

1. General NPDES Permit \$500 (make ck out to Clean Water Fund)

2. Individual NPDES Permit \$1500 (make ck out to Clean Water Fund)

G. ESCGP-1 Permit Fee

1. Permit \$500

3. Plan Modification Fees:

To review plans that have been previously approved and revisions are made to such a plan by the applicant, a fee of \$40.00 per hour shall be charged for review and approval. There will be a 1 hour minimum time.

4. Revision Fees:

All plans re-submitted for third and subsequent reviews will be assessed a fee of 50% of the original fee. This is for the review stage only. See Section 108 for Re-Certification Fee.

5. Expedited Reviews:

Fees for expedited reviews will be triple the original fee. Please refer to the expedited procedures and guidelines section for more details

PROCEDURES:

- A. The applicant shall submit a check or money order payable to the Potter County Conservation District, two (2) copies of the completed review application form, two (2) copies of the complete site plan, and two (2) copies of the Erosion and Sediment Pollution Control Plan narrative.
- B. The Conservation District Fee should not be combined with any other state, county, or municipal fee. The canceled check will be the applicant's receipt.
- C. Any submission that does not contain the appropriate information will not be reviewed. The applicant will be informed of any additional information or fees needed for a review.
- D. A \$40.00 charge 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 reviews being performed.
- E. Projects that require a state earth disturbance permit or an NPDES permit will require an additional check in the proper amount for the specific permit, payable to the "Clean Water Fund".

APPLICABILITY:

- A. The fee schedule will apply whenever the application and Erosion and Sediment Pollution Control Plan are submitted for an adequacy determination, or environmental review. Each submission of a different project on the same tract of land will be charged according to the fee schedule. The district will review all E&S plans submitted with NPDES permits.
- B. Any plan for the same tract resubmitted more than two (2) years after the last review of that tract will be charged a new fee.
- C. The District Manager and/or Assistant District Manager shall have the ability to waive fees for minor revisions or corrections to a plan on a case by case basis. To be considered for this provision, a cover letter must be included with the resubmitted plan outlining the extent of all revisions.

WAIVER OF FEES:

Fees will be waived for an application filed under the name of United State of America, Municipalities of the Commonwealth of Pennsylvania, or other State Government Agencies.

Fees for authorities of the Municipalities are not waived. This includes, but is not limited to: sewer and water authorities, etc. .

EXPEDITED REVIEW PROCEDURE:

- A. The maximum number of expedited reviews that will be granted for any plan preparer or consulting firm is two (2) annually.
- B. Any agencies exempt from paying a review fee, i.e., Commonwealth departments will not be eligible for an expedited review.
- C. Entrance into the expedited procedure will be limited to plans which disturb less than 100 acres.
- D. At least two weeks prior to submission, the owner/developer and the plan designer must schedule a pre-application meeting with District staff. If a general or earthmoving contractor has already been engaged, he/she shall also attend the meeting.
- E. Applicant must submit a request in writing for an expedited review, along with a separate check for the expedited fee (3 times the regular fee). This request must include a statement that the plan is complete and represents a professional standard of work. **The applicant shall include a letter from the appropriate municipality stating at what stage of the municipal review process the project stands.**
- F. Complete plan and technical review checklists must be filled out and included with a complete submission.
- G. Any projects disturbing one or more acres must simultaneously submit an administratively complete NPDES permit application. An incomplete permit application will be sufficient cause for denial of an expedited review. NOTE: an adequate E&S review is not approval to commence the project and the applicant must wait for NPDES permit issuance.
- H. The application will undergo an initial check for completeness within 5 working days of receipt. The applicant and consultant will be notified by faxed letter of acceptance or denial into expedited review system.
- I. If accepted, the plan for a project disturbing 0-50 acres will be reviewed within 10 working days of receipt. A plan disturbing 50-100 acres will be reviewed within 15 working days of receipt.
- J. To qualify for a follow-up review, a cover letter detailing the revisions made and plan sets with the changes highlighted must be provided. Expedited review letters will be faxed to the applicant and engineer and will be deemed received as of that date. The District will commit to

reviewing the revisions within twice the number of days it takes for the revisions to be submitted (i.e.; the District will have six working days in which to review revisions submitted within three working days of receipt of review letter).

- K. If, after the initial review, a meeting with the reviewer is requested, the District will commit to holding said meeting within 5 working days of request.
- L. The expedited review process may be initiated after an initial review is completed with the submission of a fee as stated in the Fee Schedule.
- M. Projects on which an expedited review is requested should be far enough along that E&S review is one of the final steps in the approval process – repeated submissions of the same project because of design changes are unacceptable. Once a plan has been deemed adequate, it will not be accepted a second time for expedited review.
- N. The expedited fee will cover a maximum of two reviews (1. The initial review 2. A follow up review, if needed). If any deficiencies are found after the second review, the expedited process will be terminated and the review will go back to the general review process. This means the district will have 30 days to complete the review, and will charge the normal fee.
- O. Requests for expedited reviews must be made in conjunction with plan submittals. Once a review has been submitted to this office (1st, 2nd, 3rd, review etc.) and it has been entered into the database for a standard review, it may not be switched to an expedited review until it has been returned to the District for the next subsequent review.

****Failure to begin earth disturbance activities within two (2) years from the original plan approval date will require resubmission of the E&SPC Plan and additional fees based on the schedule above****



Potter County Conservation District
107 Market Street
Coudersport, PA 16915
814-274-8411 ext. 4
Fax 814-274-0396

Expedited Plan Review

(Please Print or Type)

Project Name: _____

Project Owner/Developer FAX: _____

Plan Preparer FAX: _____

Expedited Review Fee: _____
(3x Review Fee-separate check)

- Written request for Expedited Review including statement that plans are complete and represents a professional standard of work.
- Completed Plan Checklist
- Application for Erosion & Sediment Control Plan Review
- NPDES Permit Application (if required)

Make plan review fee checks payable to: "Potter County Conservation District"

For District Use Only

Plan # _____ Date Received _____

Expedited Plan Fee _____ NPDES # _____

Check # _____ (if applicable)

**POTTER COUNTY CONSERVATION DISTRICT
107 MARKET STREET
COUDERSPORT, PA 16915
(814) 274-8411**

PR# _____
DISTRICT USE

**EROSION & SEDIMENT POLLUTION CONTROL
PLAN REVIEW APPLICATION**

PROJECT NAME _____ MUNICIPALITY _____

TYPE OF ACTIVITY _____

PROJECT SITE LOCATION _____

PARCEL ACRES _____ ACRES TO BE DISTURBED _____

RECEIVING STREAM OR BODY OF WATER _____

APPLICANT _____ PHONE _____

ADDRESS _____ ZIP _____

CONTRACTOR _____

PLAN PREPARER'S NAME _____ PHONE _____

ADDRESS _____ ZIP _____

ESTIMATED STARTING DATE _____ ENDING DATE _____

FEES ATTACHED: \$ _____ DATE _____

(Administrative Fee + Plan Review Fee)

**MAKE CHECKS PAYABLE TO – POTTER COUNTY
CONSERVATION DISTRICT**

CHECK

- () 2 COPIES OF NARRATIVE ATTACHED
- () 2 COPIES OF COMPLETE PLANS ATTACHED
- () REVIEW FEE ATTACHED

Fees and plans showing the required information are to be submitted with this application. Any additional plans or information required by the Potter County Conservation District should be submitted promptly. The undersigned agrees to comply with all the requirements of TITLE 25, Chapter 102, and EROSION CONTROL RULES AND REGULATIONS set forth by the Pennsylvania Department of Environmental Protection, and further agrees to obtain all necessary permits and approvals connected with subject project. Applicant agrees to notify the District at least three (3) days prior to the start of earthmoving; to maintain a copy of the approved Erosion & Sediment Pollution Control Plan on site; to notify the District upon completion of the project; and to allow District Representatives to enter upon the project site at any time for inspection.

Applicant's Signature/Title

Date