

# Municipal Resource Booklet

Developed: October 2017  
Revised: December 2020





Potter County  
Conservation District


107 Market Street  
Coudersport, PA 16915  
814-274-8411 ext. 111  
Fax 814-274-0396

Dear Municipal Officials;


On behalf of the Potter County Planning Department and Potter County Conservation District I would like to thank the townships and boroughs who were willing and able to meet with us once again this year. We greatly appreciate you taking the time out of your busy schedules. As we mentioned during the meetings we have developed and included a municipal checklist and have updated this Municipal Resource Booklet. If there are other tools that would be useful please feel free to reach out to us.

We hope that this resource booklet will be a useful tool for your municipality. Again, thank you for meeting with us, and we look forward to continuing to work together.

Sincerely,

  
William Hunt

  
Jason Childs

  
Glenn Dunn II



# RESPONSIBLE ORGANIZATIONS

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## RESPONSIBLE COUNTY ORGANIZATIONS

### SUBDIVISION & LAND DEVELOPMENTS



CONTACT PLANNING OFFICE  
814-274-8254

### E&S PLANS, NPDES, STREAM & WETLAND PERMITTING



CONTACT CONSERVATION DISTRICT OFFICE  
(814) 274-8411 Ext. 4

### BUILDING PERMITS



Before Issuing  
CONTACT CONSERVATION DISTRICT OFFICE  
(814) 274-8411 Ext. 4  
&  
After Issued  
POTTER COUNTY ASSESSMENT OFFICE  
(814) 274-0517

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## RESPONSIBILITIES OF THE MUNICIPALITIES

### SUBDIVISION & LAND DEVELOPMENTS



REVIEWED AND SIGNED BY THE MUNICIPALITY  
(Plans will be rejected without municipal signatures)

### FLOOD PLAIN



MUNICIPAL FLOODPLAIN MANAGERS MUST REVIEW  
ALL BUILDING PERMITS AND DEVELOPMENT PLANS  
TO ENSURE COMPLIANCE WITH THE MUNICIPAL  
FLOODPLAIN ORDINANCE.

### STORMWATER MANAGEMENT PLANS



ALL PLANS ARE TO BE REVIEWED AND APPROVED BY THE  
MUNICIPALITY PER LOCAL ORDINANCE.  
(REVIEW FEES CAN APPLY TO ALL STORMWATER  
MANAGEMENT PLAN REVIEWS TO COVER MUNICIPAL  
ENGINEER FEES)

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**This Resource Booklet can also be found online at  
[www.pottercountypa.net](http://www.pottercountypa.net) or [www.pottercd.com](http://www.pottercd.com).**

Potter County



Planning

## **POTTER COUNTY PLANNING COMMISSION**

**Director: Will Hunt**

Email: [whunt@pottercountypa.net](mailto:whunt@pottercountypa.net)

Phone: 814-274-8290 ext. 229

**Secretary: Deb Ostrom**

Email: [dostrom@pottercountypa.net](mailto:dostrom@pottercountypa.net)

Phone: 814-274-8290 ext. 228

**ITEMS NEEDED FOR SUBDIVISION & LAND DEVELOPMENT  
APPLICATIONS FOR PRELIMINARY & FINAL APPROVAL**

1. Where applicable, DEP approval or Non- Building Waiver (with appropriate signatures). Go to relevant Township or Borough for assistance.
2. Letter of approval from relevant Township or Borough
3. When applicable, signed Water System Concurrence Letter for land developments within Community water system re-charge areas.
4. Survey map signed by Township or Borough.
5. Signed and dated Subdivision/Land Development application.
6. Four (4) copies of the survey plan, prepared by a registered surveyor. Two (2) of these copies must have a signed and notarized affidavit of ownership, by present owner.
7. Proper application fees. (See Fee Schedule)
8. Where applicable, completed signed and notarized Declaration of Deed Restrictions. This document must be signed and notarized by present owner
9. When applicable, signed request for waivers concerning requirements not shown on Subdivision/Land Development Plan.
10. Where applicable, storm-water Management Plan.
11. Letter of Approval from the Conservation District.

## **GENERAL GUIDELINES AND REQUIREMENTS FOR SUBDIVIDING OR LAND DEVELOPMENT**

1. It is recommended that applicants come to the Planning Commission Office with a sketch plan of the land they propose to subdivide or develop for discussion and advice before submission of the preliminary plan.
2. Obtain a subdivision application from the County Planning Office, fill out the required information. Submit this form along with FOUR (4) copies of the plot plan, (two of which must be notarized by the current owner) and required fees to the Office of the County Planning Commission.
3. Adhere to the Potter County Subdivision and Land Development Ordinance; copies can be purchased at the Potter County Planning Commission Office.
4. Major subdivisions and Land Developments require a Preliminary Plan, a Final Plan, Road Profiles, Cross Section, Erosion and Sedimentation Control Plan and details of other requirements. A Minor Subdivision may only require a Final Plan.
5. Final plans shall be on a reproducible material or be clear black line copies of the original. Dimensions of the plan may vary as long as they are the size allowed by the County Recorder of Deeds Office for recording purposes. The recommended scale for the final plans is between 1" to 50' and 1" to 100'.
6. It is recommended that developers secure soils analysis for on lot sewage acceptability prior to or concurrent with the survey work.
7. Information relative to site availability for sewage disposal will be submitted by the municipality and or local Certified Sewage Enforcement Officer to the Office of Sewage Facilities Administration of the Department of Environmental Protection (DEP). DEP will forward the information on planning module approval, tests completed and comments on the various lot or lots to be subdivided to the Planning Office.
8. Subdivision Plans and complete supporting data shall be submitted at least 10 working days prior to the Planning Commission monthly meeting (Preliminary Plan or Final Plans). Plans submitted late shall NOT be considered as an agenda item until the following meeting.
9. Meetings are currently held on the second Tuesday of every month at 6:00 pm in the Planning Commission Office. Planning Commission policy is to NOT hold a special meeting for a subdivision. Meeting dates are not subject to change.
10. The decision of the Planning Commission shall be written and mailed to the developer within 15 days following the decision.
11. Written documentation that all required improvements have been installed in accordance with municipal and ordinance regulations required.

SET-BACK STANDARDS FOR ALL SUBDIVISION  
AND LAND DEVELOPMENTS

	LOTS SERVED WITH PUBLIC WATER AND PUBLIC SEWER	LOTS SERVED WITH PUBLIC SEWER	LOTS NOT SERVED WITH PUBLIC SEWER
Minimum Area (SF)	10,000	20,000	40,000(a)
Minimum width (Feet) @ building setback	80	90	100
Minimum Depth (Feet)	100	125	150
Minimum Front Building Setback (Feet)	25	30	40
Minimum Side Building Setback for One Side Yard (Feet)	8	10	15
Minimum Side Building Setback for Both Side Yards Combined (Feet)	16	20	30
Minimum Rear Building Setback (Feet)	30	50	50

NOTE: Mobile home parks, travel trailer parks, wind energy facilities, and campgrounds are NOT subject to the above standards.

*You can find the full digital copy of the Potter County Subdivision and Land Development Ordinance (S.A.L.D.O.) on the Potter County Government web site [www.pottercountypa.net](http://www.pottercountypa.net) in the planning department page.*



## **MUNICIPAL CONTACTS**

<u><b>Municipalities</b></u>	<u><b>Phone</b></u>	<u><b>S E O</b></u>	<u><b>Building Code Inspectors</b></u>
Abbott	814-435-8544	Terry Meyers	Erb Inspections, Inc.
Allegany	585-610-2247	Terry Meyers	Erb Inspections, Inc.
Austin Borough	814-647-8613		Erb Inspections, Inc.
Bingham	814- 848-9863	Terry Meyers	Erb Inspections, Inc.
Clara	814-698-2268	Roger Bickleman	Erb Inspections, Inc.
Coudersport Borough	814-274-9776	Roger Bickleman	Erb Inspections, Inc.
Eulalia	814-274-0255	Roger Bickleman	Erb Inspections, Inc.
Galeton Borough	814-435-2275	Terry Meyers	Erb Inspections, Inc.
Genesee	814-228-3366	Roger Bickleman	Erb Inspections, Inc.
Harrison	814-334-5425	Terry Meyers	Erb Inspections, Inc.
Hebron	814-274-7306	Roger Bickleman	Erb Inspections, Inc.
Hector	814-628-2828	Terry Meyers	Jeff VanDusen
Homer	814-274-7629	Roger Bickleman	Undesignated
Keating	814-642-2291	Terry Meyers	Erb Inspections, Inc.
Oswayo Borough	814-698-2756	Roger Bickleman	Erb Inspections, Inc.
Oswayo Twp	814-698-2745	Roger Bickleman	Erb Inspections, Inc.
Pike	814-435-2991	Terry Meyers	Erb Inspections, Inc.
Pleasant Valley	814-544-8905	Terry Meyers	Erb Inspections, Inc.
Portage	814-647-8385	Roger Bickleman	Undesignated
Roulette	814-544-7549	Terry Meyers	Erb Inspections, Inc.
Sharon	814-698-2418	Roger Bickleman	Erb Inspections, Inc.
Shinglehouse Borough	814-697-6711	Roger Bickleman	Erb Inspections, Inc.
Stewardson	570-923-1091	Terry Meyers	Erb Inspections, Inc.
Summit	814-274-7389	Roger Bickleman	Erb Inspections, Inc.
Sweden	814-274-1110	Roger Bickleman	Erb Inspections, Inc.
Sylvania	814-647-8441	Terry Meyers	Erb Inspections, Inc.
Ulysses Borough	814-848-7551	Terry Meyers	Erb Inspections, Inc.
Ulysses Twp	814-848-9912	Terry Meyers	Erb Inspections, Inc.
West Branch	814-435-7898	Terry Meyers	Erb Inspections, Inc.
Wharton	814-647-5553	Roger Bickleman	Erb Inspections, Inc.

### **SEO**

**Roger Bickleman**  
**Terry Meyers**

HC1, Shinglehouse, PA 16748 Phone: 814-698-2457  
Box 1491, Osceola, PA 16942 Phone: 814-258-0301

### **DEP**

**Bill Bailey**

208 W. Third St. Suite 101 Williamsport, PA 17701  
Phone: 570-327-3399 Fax: 570-327-3565

### **Erb Inspections, Inc.**

E-Mail: [jay@erbinspections.com](mailto:jay@erbinspections.com)  
972 Boom Station Rd. Lawrenceville, PA 16929  
Phone: 570-827-3474 Fax: 570-827-3475

## **ENGINEERS/CONSULTANTS**

### **Gannett Fleming (County Engineer)**

800 Leonard Street  
Clearfield, PA 16830  
(814) 765-4320 ext. 205  
Jeffrey Ream, Vice President  
[JREAM@gfnet.com](mailto:JREAM@gfnet.com)

### **E&M Engineers and Surveyors**

24 Derrick Road  
Bradford, PA 16701  
(814) 362-5546 ext. 2  
Christopher M. Ernst, P.E., Vice President  
[cernst@emengineers.com](mailto:cernst@emengineers.com)

### **Johnson, Mirmiran & Thompson**

220 St. Charles Way, Suite 200  
York, PA 17402  
(717) 741-1600  
Neil M. Beach, P.E., Senior Associate  
[www.jmt.com](http://www.jmt.com)

### **K & W**

1280 Germania Road  
Galeton, PA 16922  
(717) 635-2835  
Doug Firestone  
[dfirestone@kandwengineers.com](mailto:dfirestone@kandwengineers.com)

### **McCormick/Taylor**

7 Parkway Center, Suite 700  
Pittsburgh, PA 15220  
(412) 922-6880  
Robert T. Regola, III, PLS, Western Regional Business Development  
[www.mccormicktaylor.com](http://www.mccormicktaylor.com)

### **RK Webster**

513 Jordan Avenue  
Montoursville, PA 17754  
(579) 435-3489  
Randall Webster/Joel Reiff  
[www.RKWebster.com](http://www.RKWebster.com)

### **Labella Associates PC**

227 North Main Street  
Coudersport, PA 16915  
(814) 274-5037  
[www.labellapc.com](http://www.labellapc.com)

### **\* Cedar Run Environmental Services**

160 Meadowbrook Lane  
Mill Hall, PA 17751  
(570) 726-7887  
Steven Bason  
[cedarruninc@comcast.net](mailto:cedarruninc@comcast.net)

### **Larson Design Group**

1000 Commerce Park Drive  
Williamsport, PA 17701  
(570) 323-6603  
[www.larsondesigngroup.com](http://www.larsondesigngroup.com)

### **\* Wildlife Specialist, LLC**

2785 Hills Creek Road  
Wellsboro, PA 16901  
(570) 376-2255  
[www.wildlife-specialists.com](http://www.wildlife-specialists.com)

\* Environmental Consultant

## **SURVEYORS**

### **POTTER COUNTY**

\*Kyle Maxson  
22 Eighth Street  
Coudersport, PA 16915  
814-274-7236  
814-274-7237  
[kmaxsurveyor@yahoo.com](mailto:kmaxsurveyor@yahoo.com)

John Nordquist  
227 Main Street  
PO Box 283  
Coudersport, PA 16915  
814-274-7680  
[norksurvey@verizon.net](mailto:norksurvey@verizon.net)

### **McKEAN COUNTY**

John Cox  
66 DeRosia Drive  
Lewis Run, PA 16738  
814-368-4300

Malizia Surveying  
25 E. Fourth St.  
Emporium, PA 15834  
814-647-5367

Fritz Nelson  
1196 Lillibridge Creek Rd.  
Port Allegany, PA 16743  
814-642-7088

### **TIOGA COUNTY**

Robert Cunningham  
10139 Route 6  
Wellsboro, PA 16901  
570-724-3395, Phone  
570-724-3396, Fax  
[vwatkins@landsg.com](mailto:vwatkins@landsg.com)

Duane Wetmore  
325 Norris Brook Road  
Middlebury Center, PA 16935  
570-376-2102

GTS Technologies  
Terry LaFountain, P.L.S.  
63 Main Street, 2<sup>nd</sup> Floor  
Wellsboro, PA 16901

\*Surveyor(s) that are participating data development partners with Potter County Planning/GIS

**Water System Concurrence Letter for land developments within Community water  
system re-charge areas.**

Mr. William Hunt, Director  
Potter County Planning Commission  
Gunzburger Bldg.  
1 North Main St.  
Coudersport, Pa 16915

\_\_\_\_\_  
Date

Re: \_\_\_\_\_  
Name of Subdivision

\_\_\_\_\_  
Township or Borough

Director Hunt:

In accordance with Article 4, Section 403.5 (17) of the Potter County Subdivision and Land Development Ordinance (SALDO), we have reviewed the aforementioned proposed land development.

Does the proposed development provide adequate protective measures from contamination of the water source?

\_\_\_\_\_ Yes

We recognize that any development or surface disturbance within a drinking water recharge zone creates a potential risk of contamination to the water supply. With reference to this specific development, we have determined that this risk is minimal or that adequate measures will be installed by the developer to minimize contamination of the water table and/or the surface of the ground.

Therefore, please be advised that, by that measure, the \_\_\_\_\_ (Authority/Council) has no objections to the Potter County Planning Commission approving this land development.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Licensed Water Operator of Borough/ Township

\_\_\_\_\_ No

*(If "No" please provide comments or recommendations of necessary measures to protect the water source.)*

Additional Comments or recommendations:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Licensed Water Operator of Borough/ Township

**POTTER COUNTY PLANNING FEE SCHEDULE  
JANUARY, 2015**

**Major Subdivisions** - \$125.00 plus \$15.00 per lot. Please make the check payable to the Potter County Planning Commission (PCPC)

**Minor Subdivisions** - \$70.00 plus \$10.00 per lot. Please make check payable to the Potter County Planning Commission (PCPC)

**Land Development** - \$150.00- Please make check payable to the Potter County Planning Commission (PCPC)

**NOTE: Remaining lands constitute a lot.**

**RECORDING FEES:**

**Final Subdivision or Land Development Map** - \$32.00 for the first page, each additional page \$18.50. Check should be made payable to the Register & Recorder (R&R Office)

**Declaration of Deed Restrictions** - (When applicable) - Take the completed document to Register and Recorder's Office. Recorder will calculate amount of recording fees. (Submit required fees to the Potter County Planning Commission)

**Road Maintenance Agreement** - (When applicable) - Take completed document to the Register & Recorder's Office. Recorder will calculate amount of recording fees. (Submit required fees to the Potter County Planning Commission.)

**RECORDING FEES MAY BE COMBINED IN ONE CHECK.  
PLEASE MAKE CHECK PAYABLE TO THE POTTER COUNTY  
REGISTER AND RECORDER. (R&R Office)**

# Floodplain information

**The current Floodplain maps were created and are maintained by FEMA.  
Potter County Floodplain maps took effect: 7/18/2011**

## **EACH MUNICIPALITY HAS ITS OWN FLOODPLAIN ORDINANCE AND IS RESPONSIBLE FOR THE MANAGING OF IT.**

As part of the municipal floodplain management, you, as elected officials, are responsible for appointing or contracting a Floodplain Manager to ensure development or land modifications in or near floodplains meet the guidelines of the municipal floodplain Ordinance.

The appointed or contracted municipal floodplain manager is responsible for filing any appropriate permits and forms to FEMA annually.

Name of Municipal Floodplain Manager: \_\_\_\_\_

Date of appointment or Contracted: \_\_\_\_\_

Terrica Erb-Jones from Erb inspection is a Certified Floodplain Manger and offers contracted services to municipalities for floodplain management though Erb inspections at no cost to the municipality.

Terrica K. Erb-Jones, BCO, CFM  
Erb Inspection  
174 Water Tower Road, Suite 1  
Lawrenceville, PA 16929  
Office: (570)827-3474  
Web: [www.erbinspections.com](http://www.erbinspections.com)  
Email: [tara@erbinspections.com](mailto:tara@erbinspections.com)

Floodplain paper maps are available at the Potter County Planning Office, or can be viewed on the Potter County Tax Parcel Viewer at [www.pottercountypa.net](http://www.pottercountypa.net) (GIS section for details)

### **Disputing floodplains**

For a resident who wishes to dispute their floodplain status they will need to hire a licensed surveyor to receive an Elevation Certificate for the dispute determination. GIS maps are not accepted as proof of a property being in or out of the flood plain.

If a municipality wishes to dispute the floodplains which they manage, it will require an engineering firm to perform a complete municipal floodplain study to change and update the FEMA Floodplain maps.

# **Potter County Local Bridge Act13 Grant Program**

The Local Bridge Grant Program is a portion of the impact fees that shale gas drilling companies pay to the Pa. Public Utilities Commission (PUC) which is distributed to counties to fund replacement or repair of locally owned at-risk bridges. Potter County receives \$40,000 annually, which is administered by the Board of Commissioners with assistance from the Planning Department.

An “at-risk deteriorated bridge” is one that is structurally deficient and/or posted with weight restrictions. Counties are permitted to apply the funds to any bridge project on the County Transportation Improvement Plan (TIP), including municipal bridges.

After the passage of Pa. Act 13, establishing the restricted use account for local bridge projects, the county worked with the Potter County Assn. of Township Officials to establish a system for distributing these funds to townships and boroughs in a manner that addresses the most critical needs. The application to apply for the Bridge Grant Program will be available annually and a notice will be posted each spring to announce the opening of the application. The application can be found on the Potter County Planning Department’s web page at [www.pottercountypa.net](http://www.pottercountypa.net). As always, allotments will be made based on a scoring/assessment of each application by the Potter County Commissioners and the Potter County Planning Department, in consolidation with a committee of municipal officials.

Grants are awarded annually and their amount is based on the number of requests received, but will not exceed \$40,000 and must be applied **to project materials only** (no labor costs are permitted).

If awarded the grant, the municipality will be required to submit a letter committing to cover all costs over and above the funds received from the county. The local government will also be asked to sign an agreement stating that:

- 1. The municipality agrees to deposit all funds provided to it for the bridge project into a separate bank account which shall be known as “the bridge project account” and further agrees that it shall withdraw funds from such account only for the purpose of external costs related directly to the bridge project. (External cost would not include township labor working on the bridge, use of municipal equipment, mileage etc.)*
- 2. The municipality agrees that it will obtain and provide to the county copies of invoices for all sums which have been withdrawn from the bridge project account and further agrees to provide a detailed final accounting of all funds spent on the bridge project including complete documentation (invoices, cancelled checks, bank statements, purchase orders etc.). The final accounting shall be executed by the municipality and attested to by its secretary. The municipality acknowledges and agrees that it shall be liable for the return to the county any money spent for which proper documentation is not provided to the county.*
- 3. Upon completion of the bridge project, the municipality agrees to return to the county any remaining funds in the bridge project account which were not utilized for the bridge project and the county agrees to utilize such funds or future grants to Potter County municipalities for future bridge projects.*



## **POTTER COUNTY GIS**

**Director: Will Hunt**

Email: [whunt@pottercountypa.net](mailto:whunt@pottercountypa.net)

Phone: 814-274-8290 ext. 229

**Technician: Charlie Tuttle**

Email: [ctuttle@pottercountypa.net](mailto:ctuttle@pottercountypa.net)

Phone: 814-274-8290 ext. 226



### **Existing Map Resources:**

- Go to [www.pottercountypa.net](http://www.pottercountypa.net)
- Select the Departments tab
- Select one of the following Departments:
  - a. Emergency Services
    - i. Emergency Incident Viewer Map
  - b. Elections/Voter Registration
    - i. Polling Locations Map
  - c. Community Development
    - i. Local Business Map
  - d. Planning Commission
    - i. Potter County Resource Map Gallery
      - 1. Map Includes: Local Government, Polling Elections, Emergency Viewer, Flood Plain, and Energy Activity

### **Tax Parcel Viewer Guide:**

- Go to [www.pottercountypa.net](http://www.pottercountypa.net)
- Select the Departments tab
- Select GIS/MAPPING
- At the bottom of the web page click on the hyperlink: **Tax parcel viewer**
  - a. Direct link to tax parcel viewer:
    - i. <http://arcg.is/2i6U7nC>
- Accept the disclaimer
  - a. Select the white box, then click OK
- Search: by last name or parcel number or address or a street
  - ex. Tuttle Charlie  
*Tuttle (last name) Charlie (first name)*  
120-001 -059  
954 Dingman Run Rd
- Floodplain layer to view over parcels
  - a. At the bottom of the map, find the layers circle, a side tab will open
    - i. Select Floodplain

### **GIS Services and Municipalities:**

- Free of Charge to the Municipality
  - GPS loaner program for data collection of infrastructure asset inventory.
    - *The accuracy is approximately 1-meter*
  - Address Lookup
  - Emergency Planning
  - Utility Management
  - Report Creation
  - Web map Creation
  - Detour Mapping
  - Aerial Images
  - Floodplain Mapping



**Potter County  
Conservation District**

**Manager: Jason Childs**

Email: [j.childs@pottercd.com](mailto:j.childs@pottercd.com)

**Resource Conservationist: Glenn Dunn II**

Email: [g.dunnii@pottercd.com](mailto:g.dunnii@pottercd.com)

**Dirt & Gravel/Low Volume Roads Project Specialist: Andrew Mickey**

Email: [a.mickey@pottercd.com](mailto:a.mickey@pottercd.com)

**Watershed/Nutrient Management Technician: Jared Dickerson**

Email: [j.dickerson@pottercd.com](mailto:j.dickerson@pottercd.com)

**Communications and Outreach Advisor: Emily Shosh**

Email: [e.shosh@pottercd.com](mailto:e.shosh@pottercd.com)

**107 Market Street  
Coudersport, PA 16915  
Phone: (814) 274-8411 ext. 4  
Fax: (814) 274-0396**

# Earth Disturbance Requirements

<b>Disturbed Area</b>	<b>Written E&amp;S Plan On-Site</b>	<b>E&amp;S Plan Approval</b>	<b>NPDES Stormwater Construction Permit</b>	<b>PCSM Plan</b>	<b>PCSM Plan Approval</b>	<b>Riparian Buffer Requirement</b>
<b>0 to 5,000 Sq. Ft.</b>	No	No May be required upon complaint referral to Conservation District/ DEP	No	No	No	No
<b>5,000 Sq. Ft. to less than 1 acre</b>	Yes	No May be required upon complaint referral to Conservation District/ DEP	No	No	No	No
<b>1 or more acres</b>	Yes	Required Conservation District/ DEP	Yes	Yes Conservation District/ DEP/ Municipality-167	Yes Conservation District/ DEP/ Municipality-167	Yes

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

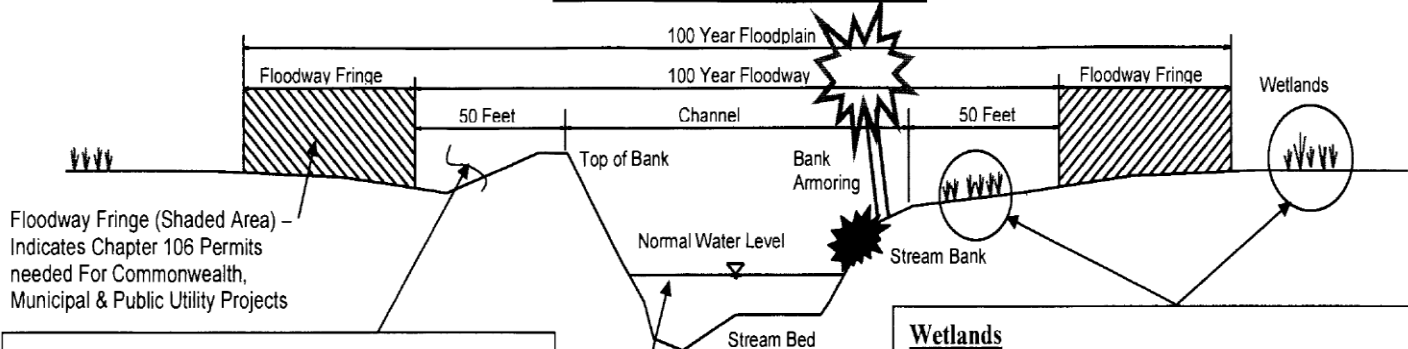
- ( ) 2 COPIES OF NARRATIVE ATTACHED  
( ) 2 COPIES OF COMPLETE PLANS ATTACHED  
( ) REVIEW FEE ATTACHED

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

**DEP CHAPTER 105 / 106 PERMITTING GUIDE**  
**NON-FEMA DETAILED STUDY AREA**  
**FLOODPLAIN CROSS SECTION**



**Out of Channel Area**

**Waiver** -Section 105.12 (see below)

**General Permits**

- GP-6 Agricultural Crossings and Protection
- GP-9 Agricultural Activities
- GP-11 Maintenance, Testing, Repair, Rehabilitation, or Replacement

**Small Projects** -Adding Fill, Decks, Additions, Ponds

**Joint Permits** - Dikes, Wetland construction

**Channel Area Permitting**

**Wetlands**

**General Permits**

- GP-5 Utility Line Stream Crossings
- GP-6 Agricultural Crossings and Protection
- GP-7 Minor Road & Wetland Crossings
- GP-8 Temporary Stream Crossings, Cofferdams, Causeways
- GP-9 Agricultural Activities
- GP-11 Maintenance, Testing, Repair, Rehabilitation, or Replacement
- GP-15 Private Residential Const. In wetlands

**Joint Permits** - Large wetland impacts

**Waiver of Permit Requirements** - Chapter 105 Section 105.12 impacts

- (a)2 Obstruction "pipe" where D.A. <100 Acres & pipe length < 100feet
- (a)6 Clearing stormwater ponds of silt & vegetation
- (a)11 Removing encroachments, needs Env. Assessment
- (b) Maintaining encroachments that were built prior to July 1, 1979

**General Permits**

- GP-1 Fish Enhancement Structures
- GP-2 Private Recreational Docks & Ramps
- GP-3 Bank Rehab & **Gravel Bar Removal**
- GP-4 Intake & Outfall Structures
- GP-5 Utility Line Crossing
- GP-6 Agricultural Crossings and Protection
- GP-7 Minor Road & Wetland Crossings - Does not apply in Floodways of Detailed FEMA Study Areas
- GP-8 Temporary Stream Crossings, Cofferdams, Causeways, etc.
- GP-9 Agricultural Activities
- GP-11 Maintenance, Testing, Repair, Rehabilitation, or Replacement of Water Obstructions and Encroachments

**Small Projects** - Bridge/Culvert construction with few environmental impacts

**Standard Permits** - Significant env. impacts (stream moving, multiple new structures)

Chapter 105 General Permit Requirements\*

10/02/14

		Applicability of GP's where there are:											Requirement				Registration Requirements										
		Historic or archaeological resources	Threatened and endangered species	Exceptional Value Waters (EV)	High Quality Waters (HQ)	Stocked or Wild Trout Streams	Wild and Scenic Rivers	Natural Landmark	Drainage Area > 1 square mile	FEMA Floodway	Wetlands	Streams	Registration form to DEP or CCD	to county / municipalities (Act 14 )	to PA Fish and Boat Commission, Regional Headquarters	to PA Historical and Museum Com (SLLA)	Submerged Lands License Agreement	Location Map (USGS)	Sketch Plan	PNDI Supplement No. 1 form for Threatened and Endangered Species	Wetland Delineations	Erosion and Sediment Control Plan	Color Photos	Cross Sections	Bog Turtle Screening	Project Screening Form	Registration Fee
GP-1	Fish Habitat Enhancement Structures	No	No	Yes	Yes	△	No	No	Yes	Yes	No	Yes	R	R	△	2	3,4	R	R	R	N/A	R	NR	NR	NR	R	\$50
GP-2	Small Docks & Boat Launching Ramps	No	No	No	Yes	△	No	No	Yes	Yes	△	Yes	R	R	R	2	3,4	R	R	R	3	R	NR	R	NR	R	\$175
GP-3	Bank Rehabilitation, Bank Protection, & Gravel Bar Removal	No	No	△	Yes	△	No	No	Yes	Yes	No	△	R	R	R	2	2,4	R	R	R	N/A	R	R	R	NR	R	\$250
GP-4	Intake & Outfall Structures	No	No	No	No	△	No	No	Yes	△	No	Yes	R	R	R	2	3,4	R	R	R	N/A	R	NR	R	NR	R	\$200
GP-5	Utility Line Stream Crossings	No	No	No	Yes	△	No	No	Yes	Yes	△	Yes	R	R	R	2	3,4	R	R	R	3	R	NR	R	R	R	\$250
GP-6	Agricultural Crossing & Ramps	No	No	No	Yes	△	Yes	No	Yes	Yes	△	Yes	R	R	R	2	3,4	R	R	R	3	R	NR	R	R	R	\$50
GP-7	Minor Road Crossings	No	No	No	Yes	△	No	No	No	No	△	△	R	R	R	2	3,4	R	R	R	R	R	NR	R	R	R	\$350
GP-8	Temporary Road Crossings	No	No	Yes	Yes	△	Yes	No	Yes	Yes	△	△	R	R	R	2	N/A	R	R	R	R	R	NR	R	R	R	\$175
GP-9	Agricultural Activities	No	No	Yes	Yes	Yes	Yes	No	No	Yes	△	Yes	R	R	R	2	N/A	R	1	R	3	1	NR	NR, 1	R	R	\$50
GP-10	Abandoned Mine Reclamation	Yes	No	Yes	Yes	△	Yes	Yes	Yes	Yes	△	Yes	R	R	R	2	3,4	R	NR	R	3	R	NR	NR	NR	NR	\$500
GP-11	Maintenance, Testing, Repair, Rehabilitation, or Replacement of Water Obstructions & Encroachments	No	No	Yes	Yes	△	Yes	Yes	Yes	Yes	△	△	R	R	R	2	3,4	R	R	R	R	R	R	R	R	NR	\$750
GP-15	Private Residential Construction in Wetlands	Yes	△	Yes	Yes	Yes	No	Yes	Yes	No	△	No	R	NR	NR	NR	3,4	R	R	R	R	R	NR	NR	NR	NR	\$750

△ = GP Permit conditions, see GP for specifics

Yes = GP can be used

No = GP can not be used

N/A = Subject is not applicable to GP

R = Required for registration

NR = Not required

1 = Included with conservation plan approved by the Conservation District

2 = Notification required if resource found during activity

3 = Form not required at time of registration

4 = License required prior to acknowledgement, if applicable.

\* This document is for GENERAL REFERENCE ONLY



## CLUES TO WETLAND IDENTIFICATION: QUESTIONS FOR DEVELOPERS, CONTRACTORS, SURVEYORS, FARMERS AND LAND OWNERS

Wetlands are areas where ground and/or surface water lingers for brief periods of time during the growing season (see Department of Environmental Protection (DEP) fact sheet, *An Introduction to Wetlands* and the enclosed map, "Growing Seasons for Wetland Hydrology").

In Pennsylvania, wetlands are protected by both state and federal regulations and may also be protected by local (municipal) regulations or ordinances. Wetlands are valuable because they function in ways that benefit the natural world, including the human community (see DEP fact sheet, *Wetlands: Functions at the Junctions*).

**ARE WETLANDS PRESENT ON THE SITE?** Take a walking inventory of fields, forests and woodlots. Ask the following questions:

Yes	No	
-----	----	--

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Are there open bodies of water, ponds, lakes, streams or reservoirs?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there natural drainage channels (permanent or temporary)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the ground soggy or spongy under foot at any time during the growing season (see "Growing Seasons" map)?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there "low spots" or depressions where water lies or pools for more than seven days during the growing season?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are swales, springs or seeps present?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there areas that should not be crossed with vehicles, tractors or other machinery for fear of "getting stuck"?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the site been "ditched" or "tiled" in spots to "dry it out"?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Do some plants have roots growing from their stems, above the soil line?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there these plants: cattails, sedges (frequently with triangular stems), iris (flags), arrowheads, joe pyeweed, touch-me-not (jewelweed), rushes, sensitive fern, ironweed or skunk cabbage? |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there these trees or saplings: willows, red or silver maples, box elders, black or green ash, sycamore or black gum?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are tree trunks expanded or swollen at the base?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are any trees "blown down" (windthrows), exposing a shallow but extensive root system?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are any of these shrubs present: blueberry, bush-type dogwoods (for example, red osier), alders, buttonbush or spicebush?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there cleared areas where water has scoured the surface and removed the plants?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there places where fallen leaves are discolored gray or black?   |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there silt/sedimentation deposits on decaying leaves lying on the ground or on living plant leaves, or on stems or tree trunks?  |
| <input type="checkbox"/> | <input type="checkbox"/> | Are there drift lines (wrack lines) where sticks, leaves and other water-carried debris have lodged along a contour or at the base of vegetation?  |

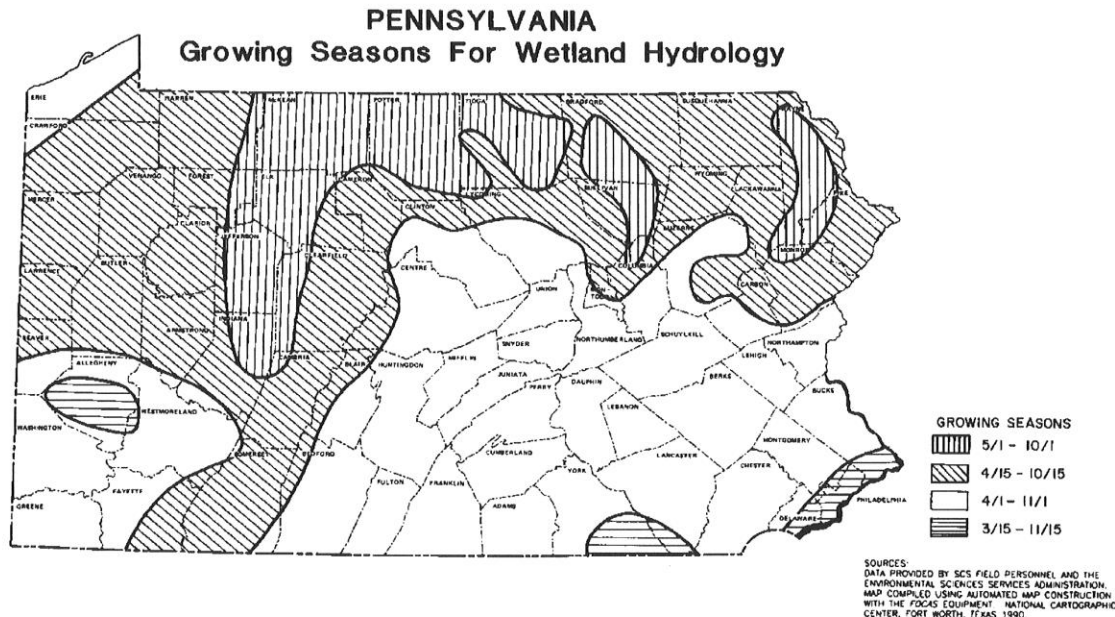


**Yes    No**

- ☐ ☐ Is there a dark-brown layer of organic matter, over two inches thick, on the soil surface?
- ☐ ☐ Does sphagnum moss (a lush, green, juicy moss) cover the site?
- ☐ ☐ Is the soil composed primarily of peat (decaying sphagnum moss)?
- ☐ ☐ Does the soil smell like rotten eggs (sulfur)?
- ☐ ☐ Digging to a depth of 18 inches, is the soil color gray, gray-blue or gray-green or marked with spots, streaks or lines of different color? Note: In agricultural fields, these characteristics are observed below the plow-line.
- ☐ ☐ Does a soil test pit (a hole dug to 18 inches) fill with water or does water "trickle down the sides"?

If the answer is "Yes" to any of these questions, a wetland may be present on the property.

Further information and assistance is available. Observe! Ask questions! Be alert to changes in state and federal regulations! Be aware of local regulations/ordinances! Seek professional advice at state, federal and private levels! **It is important to note that permits are normally needed before any work is performed in a wetland.** Contact: regional offices of DEP Bureau of Waterways Engineering and Wetlands, Division of Wetlands, Encroachments and Training, the local county conservation district or the Natural Resource Conservation Service.



For more information, visit [www.dep.state.pa.us](http://www.dep.state.pa.us), keyword: Wetlands,

or contact:

Department of Environmental Protection  
Bureau of Waterways Engineering and Wetlands  
Division of Wetlands, Encroachments and Training  
P.O. Box 8460  
Harrisburg, PA 17105-8460  
717-787-7432  
Fax 717-772-0409



## **Potter County Dirt and Gravel/Low Volume Roads Program**

Funding is available for road owners that maintain roadways open to public motor vehicle traffic. Agencies eligible for funding include but are not limited to Townships, Boroughs, PennDOT, Game Commission, Fish & Boat Commission, and DCNR.

Applicants are eligible for funding after ESM Certification (Environmentally Sensitive Maintenance) has been obtained. This is a free 2 day course hosted by the Penn State Center for Dirt and Gravel Roads that maintains eligibility for 5 years.

### **Applicant Eligibility:**

- ESM certified project leader

### **Site Eligibility:**

- Causes negative stream impact
- Publicly owned road
- Open to public motorized vehicle travel for at least 2 consecutive weeks annually
- Traffic count averages less than 500 total cars per day (Sealed or Paved Low Volume Roads)

### **Funding Process:**

Improvement efforts are a process that begins with the road owner working in conjunction with PCCD to determine which road is the top priority based on road conditions and remediation potential. A formal application is then submitted to the District by the road owner requesting funding to fix existing conditions that contribute to the sedimentation problem. Construction typically modifies infrastructure that manages runoff to allow for buffering time before reaching the waterway. The end result is a superior road condition which requires less frequent maintenance cycles for the road owning agency.

If you want to know if your road qualifies for funding, contact the Potter County Conservation District at **(814) 320-4011**.

## **Farmland Preservation**

This program is designed to keep farmland preserved for future generations. Acreage easements, which protect the farmland from future development permanently, are purchased from landowners.

**Townships play a part in the easement process by facilitating the process of properties being included in Agricultural Security Areas (ASA's).** Farms/properties must be included in an ASA in order to be eligible for the Farmland Preservation Program. More information, including an ASA Handbook, can be found on the State's Farmland Preservation website at:

[www.agriculture.pa.gov/encourage/farmland/pages/default.aspx](http://www.agriculture.pa.gov/encourage/farmland/pages/default.aspx).

Visit the Potter County Conservation District's website at [www.pottercd.com](http://www.pottercd.com) or call Emily Shosh at (814) 320-4017 for questions or more information.