



BERKS COUNTY CONSERVATION DISTRICT
 1238 COUNTY WELFARE ROAD, SUITE 200
 LEESPORT, PA 19533-9710
 610-372-4657
 www.berkscd.com

PROJECT APPLICATION			
APPLICATION TYPE (check all that apply) New <input type="checkbox"/> Renewal <input type="checkbox"/> Initial Revision <input type="checkbox"/> Subsequent Revision <input type="checkbox"/> Expedited Review <input type="checkbox"/>			
Project Name:		Municipality:	
Site Location/Address:			Tax Parcel
Total Project Area (Acres):	Total Disturbed Area (Acres):	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			
Last Name (license, certifications)	First Name	Consulting Firm	
Mailing Address	City	State	ZIP+4
E-mail	Phone	Ext	
PLAN INFORMATION			
ALL PLANS MUST BE FOLDED. ROLLED PLANS WILL BE RETURNED			
Have you included the following:	Permits Required:	Type of Submission:	
<input type="checkbox"/> Attached Fees <input type="checkbox"/> Written Narrative <input type="checkbox"/> Plan Drawings <input type="checkbox"/> Calculations	<input type="checkbox"/> NPDES General <input type="checkbox"/> NPDES Individual <input type="checkbox"/> 105 Water Encroachment (GP) <input type="checkbox"/> E&SC Permit (only for ≥25 acres of disturbance for Timber Harvests) <input type="checkbox"/> ESCGP (for oil and gas activities ≥5 acres of disturbance)	Residential <input type="checkbox"/> Commercial/Industrial <input type="checkbox"/> Government <input type="checkbox"/> Timber Harvest <input type="checkbox"/> Agricultural <input type="checkbox"/> Other _____ <input type="checkbox"/>	
Enclosed Fees (All Checks Payable to BCCD Unless Otherwise Stated)			
Review Fee \$_____ (see NOTE below)	NPDES Base Fee \$_____ (payable to Berks County Clean Water Fund)		
Additional Revision Fee \$_____ (25% of initial fee)	NPDES Disturbed Acre Fee \$_____ (payable to DEP/Commonwealth Clean Water Fund)		
	Ch. 105 Permit Fee \$_____ (payable to Berks County Clean Water Fund)		
NOTE: The initial project fee includes the initial review, one subsequent review, site inspections, technical assistance, complaint response, and administrative support. Each fee must be on a separate check – DO NOT COMBINE fees.			
For District Use Only: Application# _____		Date: _____	
Project Review Fee \$ _____	Ck# _____		
NPDES Base Fee \$ _____	Ck# _____		
Disturbed Acre Fee \$ _____	Ck# _____		
105 Permit Fee \$ _____	Ck# _____		
Expedited Fee \$ _____	Ck# _____		



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Project Fee Schedule Project Type	Initial Fee + 1 Rvw (2 Reviews)	Additional Review Fees (25% of fee)	Minor Amendments (25% of fee)	Major amendments (50% of fee)
NPDES & PCSM, CAP review fees				
Single Residential Lot	\$2,000.00	\$500.00	\$500.00	\$1,000.00
1.0-4.99 Acres	\$2,700.00	\$675.00	\$675.00	\$1,350.00
5.0-9.99 Acres	\$3,700.00	\$925.00	\$975.00	\$1,850.00
10-14.99 Acres	\$4,600.00	\$1,150.00	\$1,150.00	\$2,300.00
15-19.99 Acres	\$5,450.00	\$1,360.00	\$1,360.00	\$2,730.00
20-24.99 Acres	\$6,325.00	\$1,580.00	\$1,580.00	\$3,160.00
25 Acres or greater (+\$150/acre)	\$7,250.00	\$1,800.00	\$1,800.00	\$3,625.00
NPDES Permit Administrative Fees				
General NPDES Permit	\$500.00	Made out to the "Berks County Clean Water Fund"		
Individual NPDES Permit Fee	\$1,500.00	Made out to the "Berks County Clean Water Fund"		
Non-NPDES				
0.0-0.99 Acres commercial	\$1,800.00	\$450.00	\$450.00	\$900.00
0.0-0.99 Acres Residential	\$900.00	\$225.00	\$225.00	\$450.00
0.0-0.99 Acres Stockpile/Offsite support areas	\$1,500.00	\$375.00	\$375.00	\$750.00
Chapter 105 Review & Permit Fees				
Review Fee / GP	\$625.00			
Permit Fee	See DEP Worksheet in GP application	check payable to "Berks County Clean Water fund"		
Miscellaneous Review Fees				
Oil & Gas Activities	\$1000/acre to nearest whole acre			
Road Maintenance Activity	\$600 / acre to the nearest whole acre			
25 Acres or greater for Timberharvest & Road activities	\$1,000.00	\$2,000.00	\$250.00	\$500.00
Timberharvest				
Acres	Voluntary + 1 Review	Complaint + 1 review	3rd Rvw 25% of Voluntary fee	3rd Rvw 25% of Complaint fee
5000 SF - 3.99 Acres	\$325.00	\$975.00	\$80.00	\$245.00
4.0 - 9.99 Acres	\$525.00	\$1,575.00	\$130.00	\$145.00
10 - 24.99 Acres	\$800.00	\$2,400.00	\$200.00	\$600.00
Note: \$75 Dollar discount of AFSFI training, applies to Voluntary fee only, proof is required				
Other Fees				
Expedited Reviews	3 times the normal Review Fee (must be approved prior to submission)			
"After the Fact" Reviews	Double the review fee for Non-NPDES and 105 GP Reviews			

**A total of three checks should be submitted for each NPDES submission;
a review fee, permit fee, and disturbed acre fee**

Berks County Conservation District Plan Review Rules and Guidelines

I. Authority & Applicability

- A. The Berks County Conservation District (BCCD) is delegated the responsibility to administer the Commonwealth's Erosion and Sediment Control (E&SC) Program and portions of the National Pollutant Discharge Elimination System (NPDES) Program under The PA Clean Streams Law. The Conservation District Law (Sec. 9) provides the BCCD with the authority to accept the responsibility to administer programs and to collect fees for services performed. BCCD also has obligations for review under MOUs and MS4 programs with Municipalities.
- B. Waiver of Fees – Requests for waiver of fees will be subject to Board of Directors approval. Requests must be submitted in writing at least 14 days prior to Board Meetings. Board Meetings are typically the last Wednesday of every month. The time period to review a plan will not start until the Board makes a decision on the waiver request unless the fee is paid in full.
- C. Agricultural Operations – Plan review fees shall not be applicable to agricultural operations engaged in normal farming activities (including manure storage facilities), and documented in a BCCD approved conservation plan. The applicant must provide permission for the BCCD to view the conservation plan. Exceptions are: earth disturbance for new buildings, associated parking areas, and other construction-related circumstances. In these cases, the project fee schedule is applicable.

II. Fees

- A. Project Fee Schedule – The BCCD will charge the project fees found on the schedule titled “Project Fee Schedule” (page 2) which accompanies this set of Rules and Guidelines.
- B. Expedited Review Fees and Procedure
(**Note:** if PADEP requires review all terms and conditions of the expedited review process are not applicable)
 1. Expedited review requests will be accepted on a first come, first served basis. The request must be initiated by a phone call or email to one of the Resource Conservationists at 610-372-4657. The phone conversation is then confirmed by an email to the BCCD. **Expedited review requests will be honored and scheduled pursuant to staff availability and must be approved by the District Executive. Program can be suspended at any time by a posting at the CD Office.**
 2. Agencies exempt from project fees will not be eligible for the expedited review unless all *review* fees are paid. Any applicable NPDES administrative fees do not need to be paid in this case (these are still exempt).
 3. The E&SC Plan and PCSM plan designer(s) and the applicant or permittee (if applicable) will be required to attend a pre-application meeting with the BCCD.
 4. The following are to be submitted for the expedited review:
 - A. Two checks: Payable to the Berks County Conservation District
 1. The initial plan review fee
 2. The expedited plan review fee, equal to triple the initial plan review fee
 - B. The NPDES Permit fees (if applicable)
 - C. The NPDES Notice of Intent and required documentation (if applicable)
 - D. Module 1(the E&SC plan narrative)
 - E. E&SC plan drawings
 - F. Module 2 (the PCSM narrative)
 - G. PCSM drawings (if applicable)
 - H. Modules #3 or #4, additional reports and documents as applicable.
 5. If the applicant is advised that the documents are incomplete at the conclusion of the pre-application meeting, the incomplete documents will need to be revised, and the revisions will be incorporated in the initial submission.
 6. NPDES Projects only - The Conservation District will conduct a formal completeness review of the documents within five (5) business days of receipt of the scheduled expedited review submission. If the submission is incomplete, both the applicant and the plan designer(s) will be notified by e-mail and phone call. The notification will identify the omissions and request that the documents be resubmitted. The applicant/plan designer must respond within 5 business days of the District sending the notice of deficiencies.

7. The in-office technical review will be completed by the District within the following prescribed timeframes:
 - The in-office technical review will be completed within 10 business days
 - If inadequate, the applicant/plan designer must respond within 5 business days of the District sending the notice of deficiencies
 - The applicant/plan designer's response will be reviewed by the District within 5 business days of receipt
 - If still incomplete upon the 2nd review or the District did not receive the revisions within the prescribed timeframes, the expedited review process and fees will be forfeited and the project will be subject to normal review timeframes.
 8. Resubmission shall include a cover letter identifying all changes to the documents, along with highlighted changes within all the documents. No additional fee will be required for the first resubmission within the completeness and technical review periods. In the event completeness or technical deficiencies are not properly addressed in the initial resubmission, the project will have to be resubmitted and will be subject to a revision fee equal to 25% of the initial plan review fee. The resubmission will be reviewed within five (5) business days.
- C. 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 disturbance.
 2. A pre-application meeting is ***strongly recommended*** prior to submitting the permit application materials. During the pre-application meeting, the plans will receive an informal review. The submission will be subject to "in-office" completeness and technical reviews, as applicable, and will not be formally reviewed during the pre-application meeting. Pre-Application Request Form must be submitted before meeting is scheduled.
 3. ESCGP and ESCP Permits – An Erosion and Sediment Control General Permit (ESCGP) is required for a person proposing oil and gas activities that involve 5 acres or more of earth disturbance over the life of the project. An Erosion and Sediment Control Permit (ESCP Permit) is required for a person proposing a timber harvesting or road maintenance activity involving 25 acres or more of earth disturbance over the life of the project. ESCGP and ESCP review fees are based on acres of disturbance noted in the Project Fee Schedule. ESCGP and ESCP permits are also subject to an additional DEP permit fee and an additional disturbed acreage fee.
 4. Chapter 105 Water Obstruction and Encroachment General Permit (GP) E&SC plans – A \$625 review fee per GP will be charged for GP plan review. The plan review fee is waived for the GP-1, Fish Enhancement Structure. The review fee is also waived for the GP-6, Agricultural Crossings and Ramps and the GP-9, Agricultural Activities for encroachment activities associated with a conservation plan.
 5. The 105 GP Permit fee is separate from the E&SC 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 BCCD review fee unless the review fee is waived by approval of the BCCD Board of Directors or District Executive.
 6. Initial and Revision Submissions – The review fee is intended to cover the initial plan review and one (1) subsequent revision. If additional reviews are required, each resubmission shall be assessed a fee of 25% of the original review fee. Please refer to Section D below for further information on additional fees.
 7. Permit applications under review for NPDES, ESCGP, or ESCP projects with additional 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 review fee may also be required for the additional disturbance in accordance with Section D below.
 8. Phased Development Projects – For phased projects, the fees shall be based on either the total disturbed acres included in all phases of work or on the disturbed acres within the phase that is being reviewed for immediate development. It is recommended that the applicant reviews DEP's Permit Guidelines for Phased NPDES projects.

- D. Additional Fees – the BCCD reserves the right to impose additional plan review fees of up to 50% of the initial review fee for plan reviews in accordance with the conditions listed herein:
1. Where the owner or owner’s agent fails to directly address and attempt to resolve deficiencies expressed by the BCCD after review of the resubmitted E&SC and PCSM Plans and thus requires the BCCD to conduct additional E&SC and PCSM Plan reviews.
 2. When design of an E&SC Plan, which has been submitted and reviewed, is revised to the point that the previous E&SC Plan is not applicable, the BCCD shall require an additional initial project fee at the cost as indicated above. Up to a 50% review fee may be required for each subsequent submittal thereafter until adequacy has been determined.
 3. In cases where an additional 25% or 50% fee is believed to be excessive, a reduced fee may be granted with the District Executive approval. All fees will be at the District’s discretion.
- E. Special Conditions – the BCCD reserves the right to adjust fees in accordance with the special conditions list herein:
1. Letters of adequacy issued by the BCCD for non-NPDES projects 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 require a resubmission, which is subject to an additional fee.
 2. NPDES Permit renewals may not contain any Amendments or changes. Amendments must be addressed separately. A statement is required stating; “No Changes to the E & S and PCSM plans are Planned” and a description of work completed.
 3. Plans submitted after any construction has begun on a property will be charged double the fees listed on the Project Fee Schedule for the review of the project. All construction should be halted until the project has been approved as adequate.
 4. The Conservation District will charge additional fees for the following scenarios for permitted sites:
 - a. Administrative fees, including renewals, extension requests and major/minor amendments, will be charged \$100 per administrative request, payable to the Berks County Conservation District.
 - b. Major and Minor Amendments
 - i. Major Amendments: A submission of a different project on the same site shall be considered as a new project and shall be subject to a new review fee. Major Amendments to permit applications, including Corrective Action Plans, will require a review fee equal to 50% of the review fee based on the total proposed acres of disturbance. In scenarios where the review fees are deemed excessive, the Conservation District may charge reduced fees. Major amendments are also subject to an additional disturbed acreage fee noted in Section C.5 above, as well as an additional permit fee.
 - ii. Minor Amendments to permitted sites: Minor amendments on permitted sites will be charged 25% of the review fee per minor amendment, payable to the Berks County Conservation District.
- F. Withdrawal of Projects – It is the policy of the Berks County Conservation District to provide no refund of any project fees unless required by Conservation District Law or other applicable statutes once the initial project application is processed.