

Electronic Submissions to the Berks County Conservation District

In an effort to move land development applications for NPDES Permits, E&S Plan Approvals and Chapter 105 GP's through the process, during this Coronavirus Pandemic, the District will be accepting electronic submissions. This will allow the Urban Team, which is currently working from home, access to applications without needing to come to the office to pick-up the application package. Physical, hard copies of the plans and application materials will still be required to be delivered to the District office. Requests for electronic submissions can be emailed to Thomas Forsythe, District Engineer at thomas.forsythe@berkscd.com.

Prior approval from the District is required before electronic submissions will be accepted.

Please note, the Berks County Conservation District office is open daily for deliveries from 10:00 AM – 2:00 PM. Delivery personnel must wear masks.

The Berks County Conservation District application and a copy of the checks for all fees must be submitted with email request to thomas.forsythe@berkscd.com. The District does not have the ability to accept credit card payments. Hard copies of the submission are still required.

- The District has created an FTP site to provide submissions to District. A specific date when this will be ready has not yet been determined.
- Consultants can provide information to the District to access their organization's FTP site or other cloud drive, such as Dropbox, so files and DEP forms can be submitted.

All submittals shall be labeled and submitted in this order, for ease of review:

1. NOI Notice of Intent
2. Module 1 E & S
3. Module 2 PSCM
4. Module 3 Antidegradation Analysis (if applicable)
5. Module 4 Riparian Buffer (if applicable)
6. PNDI
7. Municipal and County Notifications
8. E&S Plan Report
9. PSCM Plan Report
10. E &S Plans
11. PSCM Plans
12. Existing Conditions Plans
13. Additional Documentation

The received date will not be established until the application and fees are received and deemed appropriate. Missing information or forms not submitted will place the submission on hold until all information is submitted, (in the correct format is received)?. The District does not assume any responsibility for missing or lost documentation submitted under this process.

If you have any questions please do not hesitate to contact Thomas Forsythe, District Engineer at thomas.forsythe@berkscd.com.