

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 GPs through the process, the District will be accepting electronic submissions. This will allow the Urban Team access to applications from any location; office, home, etc. Physical, hard copies of the plans and application materials will still be required to be delivered to the District office, once the approved permit is adequate and ready to be issued. Electronic submissions can be emailed to the Urban Team Admin at UrbanTeamAdmin@berkscd.com.

Please note, the Berks County Conservation District office is open daily for deliveries from 10:00 AM – 2:00 PM. Delivery, at this time personnel are not required to wear masks, however that may change per the Berks County Administration orders.

The Berks County Conservation District application and a copy of the checks for all fees must be submitted by mail or delivered. The District does not have the ability to accept credit card payments. Hard copies of the submission are still required.

- 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 downloaded.
- 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.

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All submittals shall be labeled and submitted in this order. For ease of review, please do not combine all items into one PDF.

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 has been 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 the Urban Team Admin at UrbanTeamAdmin@berkscd.com.