

Electronic Submissions to the Berks County Conservation District

To provide a more efficient submission/review process for applications, the District will be accepting electronic submissions. This will allow the Resource Conservation Team to access applications from any location; office, home, etc.

BCCD Office Hours

- Please note, the Berks County Conservation District office is open daily for deliveries from 10:00 AM – 2:00 PM. (Closed on Federal Holidays and Weekends)

Where/How to Submit

- Electronic submissions can be emailed to the Resource Conservation Team Admin at rctadmin@berkscd.com and copy the appropriate Resource Conservation Technician (RCT). The appropriate RCT can be found using the territory map located on our website.
- 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 fee submissions are still required for all applications.
- Paper copies of the plans/application materials are still required to be delivered to the District office, once the approved permit is adequate and ready to be issued.

Required Submission Style

- All submittals shall be labeled and submitted in this order. One large PDF containing multiple items will not be accepted.
 1. Notice of Intent (NOI)
 2. General Information Form (GIF) (If Applicable)
 3. BCCD Application Form
 4. E&S Module 1
 5. PSCM Module 2
 6. Module 3 Antidegradation Analysis (If Applicable)
 7. Module 4 Riparian Buffer (If Applicable)
 8. Erosion Potential Analysis Form
 9. PNDI
 10. Clearance Letters (If Applicable)
 11. Endangered Species Field Investigation Reports (If Applicable)
 12. Wetland Determination/Delineation Reports & Maps (If Applicable)
 13. Municipal and County Notifications
 - a. Proof of Delivery If Not Signed By Agency (If Applicable)
 14. E&S Report/Narrative
 15. E&S Worksheets
 16. PSCM Report/Narrative
 17. PSCM Spreadsheet
 18. Pre-development Site Characterization (PDSC) Form
 19. Infiltration Test Results
 20. Hydrographs/Pond Reports
 21. Managed Release Concept (MRC) Spreadsheet (If Applicable)
 22. E & S Plan Drawings
 23. PSCM Plan Drawings
 24. Existing Conditions Plans
 25. Additional Documentation As Needed

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 Resource Conservation Team Admin at rctadmin@berkscd.com or 610-372-4657.

December, 2024