

Electronic Submissions to the Berks County Conservation District (BCCD)

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

Often it has been noted in reviews that information is scattered throughout a submission package. Even the best organized submissions sometimes lack naming which makes sense to the reviewer or anyone outside of the organization who created it. Please note that internal naming conventions do not always translate well beyond in-house file management. Knowing where the information is located in a submission package will help both the reviewer, consultants, and contractors for both permitting and construction purposes.

A. BCCD Office Hours

- Please note, the Berks County Conservation District office is open daily for deliveries from 8:00 AM – 4:00 PM. (Closed on Federal Holidays and Weekends) A Drop-Box is available outside the office door for after hour deliveries of hard copy submissions.

B. 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 Municipal Assignment Map located on our website. Include in the subject line - the project name, municipality and “Initial” if first submission or the permit number for resubmissions.
- The Berks County Conservation District application form and 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. Include a copy of the BCCD application with checks to avoid delays in processing application. The District recommends you email your anticipated fee amounts and disturbed area for conformation prior to preparing the checks, to avoid errors, which may delay processing.
- 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.
- 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.

C. Submission Style

a. Document Naming

- Each document should be named to accurately describe what it contains and when it was created or revised (YYYY/MM/DD), for example:
 - E&S Plan Drawings file should be named (E&S Plan Drawings 20260122)
 - This would indicate that the file contains the E&S plan drawings that were drawn or revised on 1/22/2026.

The District does not assume any responsibility for missing or lost documentation submitted under this process.

b. Order of Documents

- All submittals should be submitted in this order. For ease of review, the District requests a file with multiple subfiles versus a single large file. **One large PDF containing multiple submission items will not be accepted.**
- Please do not submit ZIP files as they cannot always be opened by the District.
- The order of items follows the NPDES Checklist for Individual NPDES Permit applications and allows the RCT to find information quickly avoiding delays for searching through each item to find the correct information.
- Please note that not all of these items are applicable to all applications, if an item is not needed/provided, skip it and its item number and proceed with the next item in the order of documents.
- The BCCD realizes there may be additional information for certain applications that may not be listed herein, if this applies to your application please follow the naming guidance above and place the additional document at the end of the order.

0. BCCD Application Form or Response Letter for Resubmissions;
1. Notice of Intent (NOI) or Application Form;
2. General Information Form (GIF);
3. Administrative Filing Fee (Paid by paper check to BCCD);
4. Disturbed Acreage Fee (Paid by paper check to BCCD);
5. County Notification Form;
6. Municipal Notification Form;
7. Proof of Delivery if not Signed by Agency;
8. PNDI Receipt Final;
 - a. Endangered Species Field Investigation Reports;
9. Clearance Letters from Jurisdictional Agencies (If Applicable);
 - a. IPAC Results;
10. E&S Module 1;
11. E&S Plan Drawings;
12. E&S Report/Narrative;
 - a. E&S Worksheets;
13. PCSM Module 2;
14. PCSM Plan Drawings
15. PCSM Report/Narrative
 - a. Hydrographs/Pond Reports;
 - b. Drainage Area Maps;
 - c. Existing Conditions Plans;
16. PCSM Spreadsheet – Excel Version;
17. PCSM Spreadsheet – Volume Worksheet;
18. PCSM Spreadsheet – Rate Worksheet;
19. PCSM Spreadsheet – Quality Worksheet;
20. Wetland Determination/Delineation Reports & Maps;

- a. Wetland Analysis (Surface & Groundwater)
 21. Act 537 Sewage Planning Approval Letter;
 22. Act 2 Release of Liability Letter;
 23. Pre-development Site Characterization (PDSC) Spreadsheet;
 - a. Infiltration Test Results;
 24. Environmental Site Assessments (ESAs);
 25. Soil Pollutant Analytical Data;
 26. Map Showing Extent of Soil Contamination on-site;
 27. Map Showing Area Investigated for Pre-development Infiltration Capabilities;
 - a. PDSC Exemptions Map;
 28. Geotechnical Report for Hazardous Geological/Soil Conditions;
 29. Managed Release Concept (MRC) Spreadsheet;
 - a. Excel Version
 30. Legal Documentation Identifying Members, Owners, Partners, etc. Able to Sign Application Documents;
 31. Erosion Potential Analysis Form(s);
 32. MS4/CSS Notification Form;
 33. Module 3 Antidegradation Analysis;
 34. Module 4 Riparian Buffer;
 35. PHMC Review Letter(s);
 36. Additional Documentation as Needed;

c. E&S and PCSM Narratives

- In any application, the narratives tend to be full of application information and can total up to hundreds of pages making the review of these documents unnecessarily time consuming.
- To cut down time on scrolling through hundreds of pages, the BCCD asks that the narratives be restricted to the actual narrative of the site and any abstract information that cannot be placed on a form, worksheet, or graph.
- Any supporting documentation like E&S worksheets, PCSM Spreadsheets, Hydrographs, Ponding reports, etc. should be submitted as a standalone document using the format above instead of buried within the narrative. The BCCD believes this will aid in cutting down review time.

d. Resubmissions After Deficiency Letters

- When resubmitting an application to the BCCD, all application items should be submitted and not just the ones that were revised.
- This will ensure that the reviewer does not have look back at old submission files and potentially review an outdated document resulting in longer review times.
- Please follow the naming and listing of application items as explained above for all resubmissions.

e. Helpful Hints

- Copies of the forms should not be included in the narratives or reports; duplicate information requires review of both copies and discrepancies may appear causing additional review comments.
- All documents should be searchable for key words, to the maximum extent possible.

- Text boxes on drawings should be turned off, to ease the dynamic movement through the plans.
- Multiple BMPs or SCMs that require separate worksheets, forms etc. should be provided per the above schedule of items with a sub-item letter or number.

If you have any questions, please do not hesitate to contact the Resource Conservation Team Admin at rctadmin@berkscd.com or 610-372-4657.

Revised March 2026