



Northampton County Conservation District

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Important Notice To Applicants and Plan Preparers Submitting NPDES Permit Applications for Stormwater Discharges Associated With Construction Activities

Dear Applicant:

The Northampton County Conservation District strives to provide quality customer service and timely permit application reviews in the National Pollutant Discharge Elimination System (NPDES) Permits for Stormwater Discharges Associated With Construction Activities. To accomplish that goal, permit applicants must submit “administratively complete” permit applications. Part of the administrative completeness is a quality submittal of all the elements of an Erosion and Sediment Control Plan and Post Construction Stormwater Management Plan as listed on the Application Checklist form. When completeness items are missing, PA DEP policy directs Conservation Districts to request, in writing, submittal of those items within a specified timeframe. In an effort to maintain a positive working relationship with the applicants and their consultants, this policy has not always been implemented, and a consequence of this has been a delay in processing applications, including those of good quality.

Therefore, persons submitting administratively incomplete permit applications will receive a letter of administrative incompleteness with the missing items noted. The applicant will then have 60 (calendar) days, from the date of the administrative incompleteness letter, to submit those items to the Northampton County Conservation District. If all application deficiencies are received and are considered correct within this allotted time frame, no additional fee will be required. If no response is received or the submitted materials are not complete and correct, the District will retain the original filing fee and a new administrative permit filing fee will be required.

Assistance to applicants and consultants on assembling quality, complete NPDES applications can be found on the PA DEP website at: www.depweb.state.pa.us, under Keyword “Stormwater”. Information provided at that link includes: permit application forms and instructions; application completeness checklist; technical program manuals (i.e. Erosion and Sediment Control Program Manual and Pennsylvania Stormwater BMP Manual); and a calendar of PA DEP sponsored E & S and NPDES Program training events for the regulated community.

The Northampton County Conservation District remains committed to processing your complete applications in a timely manner. If you have any questions, please contact this office.

(This procedure was adopted by the Northampton County Conservation District Board of Directors at its meeting of October 9, 2007.)