



## ***Policy Regarding the Administrative Completeness of NPDES Permit Applications for Stormwater Discharges Associated With Construction Activities and Erosion and Sediment Control Permit Applications***

The Luzerne Conservation District (District) strives to provide quality customer service and timely permit application reviews for National Pollutant Discharge Elimination System (NPDES) Permits for Stormwater Discharges Associated with Construction Activities and Erosion and Sediment Control (E&S) Permits. To accomplish that goal, permit applicants must submit “administratively complete” permit applications. Part of the administrative completeness of an application is a quality submittal of all of the elements of an Erosion and Sediment Control Plan and a Post Construction Stormwater Management Plan as listed on the Applicant Checklist form. When completeness items are missing, Pennsylvania Department of Environmental Protection (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 receipt of the letter to submit those items to the District. A new administrative permit filing fee (\$250 for General Permits/\$500 for Individual Permits) must accompany the resubmittal if the plan is found to have significant administrative deficiencies\*. If no response is received within the allotted timeframe, the permit application will be considered withdrawn and returned to the applicant; with the District retaining the administrative permit filing fee. If the applicant then chooses to resubmit the permit application, a new administratively complete permit application would be required.**

Assistance to applicants and consultants on assembling quality, complete NPDES and E&S permit applications can be found on DEP’s website ([www.depweb.state.pa.us](http://www.depweb.state.pa.us)) under Keyword “Stormwater”. Information provided at that link includes: permit application forms and instructions, application completeness checklists, technical program manuals (i.e., Erosion and Sediment Control Program Manual and PA Stormwater BMP Manual), and a calendar of DEP sponsored E&S and NPDES Program training events for the regulated community. Conservation Districts also offer program administrative and technical training sessions for the general public within their respective counties. Contact our office for information on local training sessions.

The Luzerne Conservation District remains committed to processing your complete applications in a timely manner. If you have any questions, please contact this office at (570) 674-7991.

*\*Significant administrative deficiencies are those that would prohibit the District from completing the administrative review or proceeding to a technical review of the plan. This includes: items left blank on the application form, checklists, and worksheets and missing components of the overall application package (i.e. missing drawings or pages in narratives, missing items such as PNDI search forms and municipal notifications, etc.).*

***This Policy is not intended to penalize applicants for honest mistakes and typographic errors; rather it is intended to reduce the submission of poorly complied application packages that result in multiple, time-consuming administrative reviews by District staff members.***