

APPLICATION FORM AND FEE SCHEDULE
MONROE COUNTY CONSERVATION DISTRICT SERVICES

MONROE COUNTY CONSERVATION DISTRICT
8050 RUNNING VALLEY ROAD
STROUDSBURG, PA 18360
www.mcconservation.org/
Telephone: 570-629-3060

PROJECT NAME: _____ DATE: _____

MUNICIPALITY: _____ PROJECT ACRES: _____

LOCATION: _____ EARTH DISTURBANCE ACREAGE: _____

NON-COAL SURFACE MINE YES NO

ENCROACHMENT YES NO

NPDES PERMIT FOR CONST. YES* NO

ACTIVITIES ≥ 1 ACRE

PROPERTY I.D. # - - - - E.V. WETLANDS YES NO

RECEIVING STREAM: _____ CHAPTER 93 DESIGNATION: _____

APPLICANT/OWNER: _____ TELEPHONE NO. _____

ADDRESS: _____ EMAIL: _____

RESPONSIBLE PERSON: _____ TELEPHONE NO. _____

EMAIL: _____

PLAN DESIGNER: _____ TELEPHONE NO. _____

ADDRESS: _____

RESPONSIBLE PERSON: _____ TELEPHONE NO. _____

EMAIL: _____

IS THE PLAN DESIGNER TRAINED AND EXPERIENCED IN E&S CONTROL METHODS AND TECHNIQUES? Yes No

IS THE PLAN DESIGNER TRAINED AND EXPERIENCED IN PCSM CONTROL METHODS AND TECHNIQUES? Yes No

PROJECT DESCRIPTION: _____

FEES: < 1AC. SINGLE FAMILY RESIDENTIAL: SQFT: _____ \$ _____

INDUST, COMM, RESID: ACRES: _____ \$ _____

TIMBER HARVEST or AGRICULTURE: ACRES: _____ \$ _____

WAIVERS/GENERAL PERMITS: \$ _____

JOINT PERMIT/SMALL PROJECTS: \$ _____

POND CONSTRUCTION/REHABILITATION: \$ _____

SUBMISSION INFORMATION - CHECK LIST

- 1 COPY: APPLICATION
- E&S PLAN
- PCSM PLAN (if applicable)
- LOCATION MAP
- NARRATIVE/CALCULATIONS
- WETLAND REPORT (if applicable)
- FEE FOR SERVICES (see other side for Fee Schedule)

FOR OFFICIAL USE ONLY
CHECK #
AMOUNT OF CHECK:
DATE RECEIVED:
REQUIRED FEE CORRECT:
PLAN CONTENTS COMPLETE:
ACCESS TRACKING #:

CHECKS MUST BE MADE PAYABLE TO: "MONROE COUNTY CONSERVATION DISTRICT"

The enclosed plans have been prepared in accordance with the requirements of Title 25, Chapter 102 Erosion and Sediment Control, The Clean Streams Law and the guidelines of the DEP Erosion and Sediment Pollution Control Program Manual, and, if applicable, Chapter 92 National Pollutant Discharge Elimination System, Chapter 93 Water Quality Standards and the guidelines of the Pa. Stormwater Best Management Practices Manual.

The undersigned agrees to comply with all requirements and guidelines referenced above, authorizes the Monroe County Conservation District to make inspections as necessary, and further agrees to obtain all necessary federal, state, and local permits associated with this project.

Signature of Applicant/Agent

Print Name

Date

NOTE: We can accept plan submittals, NPDES permit applications, and/or Chapter 105 general permit notifications via email or Dropbox transmittal. All electronic plan submittals are subject to the provisions of Sections 104 through 108.

104 WAIVER OF FEES

Fees will be waived only for an application filed under the name of a governmental sub-unit of the Commonwealth of Pennsylvania. This exemption does not apply to municipal governments (including school districts and authorities) nor to any private, non-profit organization. On minimal earth disturbance activities or minor revisions, the District Manager or Head Resource Conservationist shall have the ability to reduce review fees to a minimum on a case by case basis.

105 PROJECT AREA DELINEATION

The entire parcel controlled by the Applicant, including any offsite areas required to construct the project (support facilities, roadway widening, staging etc.) will represent the project area. The District Manager or Head Resource Conservationist shall have the ability to modify the project area on a case by case basis. Open space areas and non-structural BMPs being claimed for the project are to be included in the total project area. For plans submitted as part of a non-coal surface mine permit application to the Pennsylvania DEP - Bureau of Mining and Reclamation, only those acres covered by the permit will be considered as the project acreage.

106 ADMINISTRATIVE PROCEDURES

- A. The applicant shall submit a check or money order payable to the Monroe County Conservation District or initiate an ACH (Automated Clearing House), Credit or Debit payment through Municipay, one complete set of the plan(s) and narrative(s) and one copy of the application form for District services.
- A.1. The Monroe County Conservation District offers an online payment portal that allows ACH, Credit, and Debit payments to be made securely online at: <https://secure.municipay.com/pavapp/public/ECSale.html?siteId=bawnx9vh4x&urlKey=073d185b3a71b4503f38017305ea8ff8>
 - *A Credit/Debit Processing Fee of 2.65% will be assessed for all transactions or \$3.00 for fees under \$113.
 - *ACH payments Processing Fee will be assessed at \$1.50, per transaction.
- B. The Conservation District fee should not be combined with any other municipal, county or state fee.
- C. Any submission which does not contain the appropriate information will not be reviewed. The applicant will be informed of any additional information or fees needed.
- D. If a check is refused by the bank, the entire application package will be returned to the Applicant without additional action by the District.
 - * A Returned Check fee of \$25 will be applied to all returned checks.
- E. The Conservation District will make every effort to maintain a maximum review time of thirty (30) working days from date of receipt of a complete submittal.
- F. Submittals and fees (Municipay) received after 4 pm, on holidays, or on non-working days will be date stamped and marked received the following business day.

107 APPLICABILITY OF FEE SCHEDULE

- A. The fee schedule below will apply whenever the application and plans are submitted for an adequacy determination or environmental review. Each resubmission of a different project on the same tract of land will be charged according to the fee schedule.
- B. All plans resubmitted for second reviews and renewals are subject to a review fee of 50% of the fee listed in Section 108. All plans resubmitted for third or subsequent reviews are subject to a review fee of 25% of the fee listed in Section 108.
- C. Inadequate plans that have not been resubmitted for more than 60 days will be considered withdrawn. Fees are not refundable.
- D. The District Manager or Head Resource Conservationist shall have the ability to reduce fees for minor revisions or corrections to a plan on a case by case basis. To be eligible for this provision, a cover letter must be included with the resubmitted plan that outlines the extent of all revisions. In most cases, plans revised by the applicant for any reason other than a District or DEP technical deficiency letter, will be charged 50% of the fees listed in Section 108.
- E. All plans not addressed in Section 104 are subject to a \$100.00 minimum fee.
- F. Only one fee schedule shall apply to each review. If a residential development combines lots and units, Schedule 1.B shall apply.

108 FEE SCHEDULE

108.1 The following non-refundable fees, based on project area, will be charged by the Monroe County Conservation District effective January 1, 2020:

<p>1.A < 1AC. SINGLE FAMILY RESID. <u>FLAT FEE</u> \$ 250.00</p>	<p>1.B INDUSTRIAL, COMMERCIAL, RESIDENTIAL AND OTHERS <u>PROJECT</u> <u>ACRES</u> <u>FEE*</u> Less than 1ac \$ 800 1-4.99 \$2,400 5-9.99 \$3,900 10-14.99 \$4,700 15-19.99 \$5,500 20-24.99 \$6,300 25-49.99 \$7,100 50+ \$8,000 + \$50 per acre</p>	<p>1.C TIMBER HARVESTS and AG E&S <u>PROJECT</u> <u>ACREAGE</u> <u>FEE</u> 0-25 \$300 25-49 \$500 50-249 \$700 250+ \$700 + 5.00 per acre</p>
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*NPDES and E&S permit renewals and permit minor modifications may be assessed an additional fee of \$225.00 for PCSM review.

Note: If an Erosion & Sediment Control Permit is required, the \$500.00 fee is payable to the Monroe County Conservation District. NPDES stormwater permit application fees are payable to "MCCD Clean Water Fund."

Individual Permit: \$1,500.00 General Permit: \$500.00

An additional fee of \$100.00 per disturbed acre, payable to the "Commonwealth of Pa. Clean Water Fund", is required for all NPDES stormwater permit applications that have not already paid this fee. This fee is assessed by the state and does not replace or reduce the fees in the above fee schedule. Only PennDOT is exempt from the above permit fees.

- 2. Plans submitted as part of an encroachment permit application as outlined in PA Title 25, Chapter 105 "Dam Safety and Waterway Management". If total earth disturbance is 1 acre or greater, Schedule 1.B shall apply.

- A. Permit waivers, general permits 1, 2, 3, 4, 5, 7, 11, 15 - \$ 300.00 B. General permits 6, 8, 9 - \$150.00

Note: If two or more general permit encroachments occupy the same disturbed area, only the highest fee applies.

Note: Effective February 16, 2013, see DEP Chapter 105 Fee Calculation Worksheet for additional Ch. 105 general permit fees payable to “MCCD Clean Water Fund”.

C. Joint Permit and Small Projects Applications, Dam, Pond or Lake Construction/Rehabilitation - \$600.00

Note: Encroachments proposed as part of a project outlined in 108.1 are exempt from MCCD fees outlined in 108.2 (not from DEP Ch. 105 general permit fees.)

3. Plans submitted as part of a non-coal surface mining permit application as outlined in PA Title 25, Chapter 77 “Mining” shall be assessed a fee outlined in 108.1.B.