



# Bradford County Conservation District E&S Control Plan Application and Review Fee Schedule

Applicant's Name: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_  
\_\_\_\_\_

Applicant's Email: \_\_\_\_\_

Applicant's Phone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (Other) \_\_\_\_\_

Plan Preparer's Name: \_\_\_\_\_

Plan Preparer's Address: \_\_\_\_\_  
\_\_\_\_\_

Plan Preparer's Email: \_\_\_\_\_

Plan Preparer's Phone: (W) \_\_\_\_\_ (Other) \_\_\_\_\_

Contractor's Name (if known): \_\_\_\_\_

Contractor's Address: \_\_\_\_\_  
\_\_\_\_\_

Contractor's Email: \_\_\_\_\_

Contractor's Phone: (W) \_\_\_\_\_ (Other) \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Description: \_\_\_\_\_

Project Municipality: \_\_\_\_\_

Specific Project Location: \_\_\_\_\_  
\_\_\_\_\_

Project Parcel Acres: \_\_\_\_\_ Proposed Disturbed Acres: \_\_\_\_\_

Receiving Water(s): \_\_\_\_\_

Estimated Starting Date: \_\_\_\_\_ Estimated Ending Date: \_\_\_\_\_





Transfers, Permit Renewals (with no earth disturbance increase or E&S/PCSM BMP alterations) or Notice of Termination application submissions.

\*\* Number of months from initial project disturbance to Notice of Termination application submission, which must immediately follow achievement of permanent, uniform 70% stabilization across the entire site.

\*\*\* A permit filing fee {currently \$500 for NPDES General (PAG-01 or PAG-02) and ESCGP original projects, major amendments and renewals; \$1,500 for NPDES Individual and E&S Permit original projects, major amendments and renewals} plus a PA DEP fee {disturbed acreage (rounded off) x \$100} may be required in addition to the District Fee.

-----  
**APPLICANT CERTIFICATION**

I believe that I've submitted the required fee(s) and all necessary project information. Any additional fees or information required by the Bradford County Conservation District will be promptly submitted. The undersigned agrees to comply with all the requirements of TITLE 25, Chapter 102, Erosion Control Rules and Regulations set forth by the Pennsylvania Department of Environmental Protection, and further agrees to obtain all necessary permits and approvals connected with the subject project. The applicant agrees to notify the District at least (10) days prior to the start of earthmoving, to maintain a copy of the approved Erosion and Sedimentation Control Plan on site, to notify the District upon completion of the project and to allow District Representatives to enter upon the project site at any time for inspection.

\_\_\_\_\_  
Applicant's Signature/Title Date

**For District Use Only**

Received by \_\_\_\_\_ Date Received \_\_\_\_\_

For further information regarding permit and fee requirements or for assistance with plan development through the provision of application forms, instructions, checklists and other relevant information, please contact the...

BRADFORD COUNTY CONSERVATION DISTRICT  
STOLL NATURAL RESOURCE CENTER  
200 Lake Road, Suite E  
TOWANDA, PA 18848  
PH: (570) 265-5539 ext. 6

# Bradford County Conservation District

## Chapters 102 and 105 Review Fees Refund Policy

### Background and Purpose

The Bradford County Conservation District is delegated and allowed by the Department of Environmental Protection to administer and charge review fees for the Chapter 102 and 105 programs. Occasionally permit applications are withdrawn and the need for District Board action is warranted regarding fee reimbursements. This policy summarizes the Board's guidance related to refunding of fees for withdrawn Chapter 102 and 105 applications. These refund procedures are being implemented to recoup the cost of staff time spent during the review process and to fairly reimburse applicants whose applications have not been fully reviewed prior to withdrawal.

### Policy

For NPDES, ESCGP and E&S Permit earth disturbance and permit filing fees, this policy refers back to 25 PA Code § 102.6(b) as well as DEP's Standard Operating Procedures (SOP's) and Program Clarification Memos (PCM's).

**Summary of 25 PA Code §102.6(b), SOP's and PCM's:** If the applicant decides to withdraw their submittal after the District has deposited the appropriate checks (consisting of the filing fee and DEP earth disturbance fee), which will occur no later than 10 business days after the District has received the application package, then "the fees associated with filing of the permit application will not be refunded". Only if an applicant withdraws their application and requests a refund within this 10 business day period may we accommodate them by returning the original checks (or destroying the checks if the applicant desires).

The following procedures will apply related to District Chapter 102 Plan Review Fee refunds:

When requested, the Bradford County Conservation District will refund plan review fees paid by NPDES, ESCGP and E&S permit applicants as well as non-permit

entities who have withdrawn their plans/applications according to the following schedule:

- 1.) No review started – If no review has been completed then 100% of the plan review fee will be refunded to the applicant
- 2.) Administrative review completed - If the administrative review has been completed then 75% of the plan review fee will be refunded to the applicant.
- 3.) Technical review started – If the technical review has been started then 50% of the review fee will be refunded to the applicant
- 4.) Technical Review Completed – If the technical review has been completed, then nothing will be refunded to the applicant.

### **Chapter 105**

For Chapter 105 General Permit reviews the Conservation District will follow the guidance given on page 7 in the most recent General Permit Standard Operating Procedures, which states, “If an applicant chooses to withdraw their registration package the application fee will not be returned.”