



## INSTRUCTIONS FOR AN EROSION AND SEDIMENT CONTROL PERMIT (ESCP) APPLICATION

### GENERAL INFORMATION

To expedite the processing of the applicant's request, the Department asks that you use the most up-to-date permit/authorization package available.

This package is designed to assist the applicant in completing the Permit Application Form and in determining if any other environmental permits or approvals are needed for the project. Please type or print clearly when completing the form. If information needed is more than space allows, copy that appropriate page of the form and complete as required. If a question is not applicable to you or your project, write NA in the appropriate box.

Persons proposing timber harvesting activities or road maintenance activities which disturb twenty-five (25) or more acres must apply for the ESCP. Persons proposing such earth disturbance activities disturbing less than twenty-five (25) acres of total land area do not require coverage under the ESCP, but must comply with the other requirements set forth in 25 Pa. Code Chapter 102.

Persons proposing earth disturbance activities that require an ESCP should file an administratively complete application no later than 120 days for Permit Coverage.

### Erosion and Sediment (E&S) Control Plan Requirement.

An Erosion and Sediment (E&S) Control Plan must be submitted to the appropriate conservation district office either prior to or at the same time as the submission of the completed application. If the district is not the reviewing entity, the E&S Control Plan must be submitted to the appropriate regional office soils and waterways section. Prior submission of the E&S Control Plan will facilitate the permit application approval process. If the discharge of stormwater from construction activities is in a high quality or exceptional value watershed pursuant to Chapter 93 of the Department's regulations, the required E&S Control Plan must address any requirements in the Department's regulations at Chapter 102, Erosion Control, Section 102.4(b)(6) for activities in such waters, and address any recommendations for erosion and sediment control in the Department's Special Protection Waters Implementation Handbook.

### Preparedness, Prevention and Contingency (PPC) Plan Requirement.

If there is the potential for causing accidental pollution of air, land, or water, or for causing endangerment of public health and safety through accidental release of toxic, hazardous, or other polluting materials, the applicant must also develop a Preparedness, Prevention, and Contingency (PPC) Plan. For further information on PPC plan requirements, see the "Department's Guidelines for Developing Preparedness, Prevention and Contingency Plans."

### Municipal Notification.

Act 14, which amended the Commonwealth's Administrative Code (effective April 17, 1984) (71 P.S. §510-5) requires every applicant for a new, amended or revised Department permit to give written notice to each municipality and county government in which the activity with the discharge is located. The written notice must be received by the municipality and county government at least thirty (30) days before the Department may issue or deny an ESCP.

In order to demonstrate compliance with Act 14, submit with the application:

- (1) A copy of correspondence notifying the municipality and county government of your intention to discharge under this permit; and
- (2) Evidence that the municipality and county government has received your notification. Acceptable forms of this evidence include certified mail receipt or written acknowledgement of the notification from the municipality.

Failure to provide a copy of the notification correspondence and evidence of municipal receipt of your notification with the application will delay processing of your application. Failure to comply with the Act 14 notification will result in the return of the application as incomplete.

### Permit Application Filing Fee.

Except for state government agencies, a check for \$500.00 is required for ESCP and must be included with the application. Applications submitted to a delegated County Conservation District must be made payable to "\_\_\_\_ County Conservation District, Clean Water Fund." For applications submitted to DEP, the check

must be made payable to the "Commonwealth of Pennsylvania, Clean Water Fund". The check is to be dated within 10 days of the application submittal date.

### SECTION A - PROJECT INFORMATION (Check Type Activity and Type Application)

- Project Name.** Provide the name by which this proposed activity or project is, or will be, known (e.g., Smith Timber Harvest).
- Project Description.** Provide a detailed description of the project. If applying for a part of a larger project, broadly describe the entire project (e.g., Parcels A and B of the Smith Timber Harvest).
- Total Project Acres** - Enter the total acreage of the planned project, including support areas such as offsite staging, borrow or spoil areas.  
**Total Disturbed Acres** - Enter the total acreage of the project or activity that will be disturbed by all earth disturbance activities over the life of the project.  
**Receiving water name and classification – This information must be provided.**
- 5. **Facility Latitude/Longitude and Quad Map Name** - Provide the latitude and longitude of the approximate center of the facility to the nearest 15 seconds. Locate the facility property on an 8 ½" x 11" photo copy of the U.S.G.S. map area. The map must include the name of the appropriate 1:24,000 scale U.S.G.S. 7.5 minute series quadrangle map where the facility is located.
- Estimated Time Schedule for Earth Disturbance Activities** - Provide an estimate of the timetable for major phases during construction. For each major phase, provide a description of the activity undertaken during the phase, total acres associated with the phase, the amount of acres to be disturbed and the start and end dates for each phase of the activity.

### SECTION B – APPLICANT INFORMATION

The following information must be provided in order to identify the applicant.

**Individual Last Name, First Name, MI.**

**Additional Individual Last Name, First Name, MI.**

**Mailing Address.** The mailing address of the applicant identified above (this should *not* include locational data that is not appropriate for a mailpiece). In addition to the street number and name, PO Box#, RR# Box#, or

Highway Contract# designations, use any appropriate designation and number to further define the mailing address of the applicant.

e.g., APT (Apartment) FL (Floor)  
BLDG (Building) RM (Room)  
DEPT (Department) STE (Suite)

**City, State, ZIP+4, Country.** Do *not* use abbreviations for the city name. Use the two-character abbreviation for the state. Include the four-digit extension to the ZIP+4 code.

### SECTION C - SITE INFORMATION

**Site Name.** The name of the site at the specific physical location. Do not use abbreviations, acronyms, etc.

**Site Location.** Provide the physical address of the location where the permitted activities will occur. No PO Box Numbers will be accepted for site location information. Provide the City (or municipality), State, and the ZIP+4, if known.

**Detailed Written Directions to Site.** When providing written directions, do not use PO Box address data. Include landmarks and approximate distances from the nearest highway.

**Description of Site.** Provide a written description of the proposed construction site (Examples: Smith Timber Harvesting, PADOT State Route Road Maintenance, etc..).

**County and Municipality.** Indicate the county(ies) and municipality(ies) in which the site is located. Check the appropriate box to identify the type of municipality entered (city, borough, township). If more than two municipalities or counties are affected, please list them on an attached separate sheet.

**Site Contact Information.** Provide the name of the person having overall responsibility for environmental matters at the site. Include the individual's name, title, firm, email address (optional), mailing address, and daytime phone numbers.

### SECTION D - OTHER POLLUTANTS; PPC PLAN REQUIREMENT

If you will use and/or store chemicals, solvents or other waste or materials with the potential to cause accidental pollution during earth disturbance activities, a PPC Plan must be developed and implemented on site.

## SECTION E - CONSULTANT

If this application was prepared by someone other than the applicant, such as a consultant or contractor, that individual should complete this section of the form.

## SECTION F - COMPLIANCE REVIEW

List other environmental permits pending or issued for this project, as well as a summary of any current and past non-compliance history with any environmental law or regulation, or Department permit, order, or schedule of compliance.

## SECTION G - APPLICANT CERTIFICATION

The applicant(s) must complete the required certification that the information contained in this application is true, accurate, and complete and that the measures described in the attached summation of BMPs will be maintained and fully implemented and will meet the applicable standards and limitations of the permit; and that the applicant agrees to abide by the terms and conditions of the permit. The application shall be signed as follows:

### a. Corporations

- (1) A president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other

person who performs similar policy or decision-making functions for the corporation; or

- (2) The manager of one or more manufacturing, production or operating facilities if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

b. Partnerships or sole proprietorships - a general partner or the proprietor, respectively; or

c. Municipalities, State, Federal or other public agencies - either a principal executive officer or ranking elected official.

- (1) The chief executive officer of the agency; or

- (2) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., Regional Administrators of EPA).

d. The application shall be notarized in the space provided.