



**NOTICE OF INTENT (NOI) ADMINISTRATIVE COMPLETENESS CHECKLIST
EROSION AND SEDIMENT CONTROL GENERAL PERMIT FOR EARTH DISTURBANCE
ASSOCIATED WITH OIL AND GAS EXPLORATION, PRODUCTION, PROCESSING, OR
TREATMENT OPERATIONS OR TRANSMISSION FACILITIES
(ESCGP-2)**

Please check the following list to make sure that you have included all the required information. Place a check mark in the column provided for all items completed and/or provided. Failure to provide all of the requested information will delay the processing of the application, may preclude the use of the expedited review, and may result in the application being placed ON HOLD with NO ACTION, or being considered withdrawn and the application file closed.

THIS CHECKLIST MUST BE COMPLETED AND ENCLOSED WITH YOUR GENERAL PERMIT NOI

✓CHECKLIST FOR EROSION AND SEDIMENT CONTROL GENERAL PERMIT NOI

NEW NOI RENEWAL SUBSEQUENT PHASE Major Revision Minor Revision

If a Renewal, Subsequent Phase or Revision, identify ESCGP-2 Permit Authorization # _____

Minor revisions are not required to be submitted to the regional office for review.

APPLICANT _____		Applicant Check ✓ if Included	Official Use Only
PROJECT and PHASE NAME _____ (If applicable)			
1.	Fully completed, properly signed and notarized Notice of Intent form (1 original and 2 copies). (Not required for subsequent phases)	<input type="checkbox"/>	<input type="checkbox"/>
2.	Complete E & S Control Plans. (1 original and 2 copies) NOTE: Identify Locations as Drawings (D), Narrative (N). (Identify Not Applicable as "N/A") The E & S Plan must contain, at a minimum, the following:	<input type="checkbox"/>	<input type="checkbox"/>
a.	Existing topographic features of the project site and immediate surrounding area.	<input type="checkbox"/>	<input type="checkbox"/>
b.	Types, depth, slope, locations and limitations of the soils including methods for resolution of all soil limitations.	<input type="checkbox"/>	<input type="checkbox"/>
c.	The characteristics of the earth disturbance activity, including the past, present and proposed land uses and proposed alteration to the project site.	<input type="checkbox"/>	<input type="checkbox"/>
d.	The Volume and rate of runoff from the project site and its upstream watershed area.	<input type="checkbox"/>	<input type="checkbox"/>
e.	The Location of all surface waters of this Commonwealth which may receive runoff within or from the project site including their classification under Chapter 93. Be advised expedited review is not available for projects in special protection watersheds.	<input type="checkbox"/>	<input type="checkbox"/>
f.	A narrative description of the location and type of perimeter and onsite BMPs used before, during, and after the earth disturbance activity.	<input type="checkbox"/>	<input type="checkbox"/>
g.	A sequence of BMP installation and removal in relation to the scheduling of earth disturbance activities, prior to, during and after earth disturbance activities that ensures proper functioning of BMPs.	<input type="checkbox"/>	<input type="checkbox"/>
h.	Supporting calculations and measurements.	<input type="checkbox"/>	<input type="checkbox"/>
i.	Plan Drawings.	<input type="checkbox"/>	<input type="checkbox"/>

	<p>j. A maintenance program which provides for the operation and maintenance of BMPs and the inspection of BMPs on a weekly basis and after each stormwater event, including the repair or replacement of BMPs to ensure effective and efficient operation. The program must provide for completion of a written report documenting each inspection and all BMP repair, or replacement and maintenance activities.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>k. Procedures which ensure that the proper measures for the recycling or disposal of materials associated with or from the project site will be undertaken in accordance with this title.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>l. Identification of naturally occurring geologic formations or soil conditions that may have the potential to cause pollution during earth disturbance activities and include BMPs to avoid or minimize potential pollution and its impacts from the formations.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>m. Identification of potential thermal impacts to surface waters of this Commonwealth from the earth disturbance activity including BMPs to avoid, minimize or mitigate potential pollution from thermal impacts.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>n. The E&S Plan shall be planned, designed and implemented to be consistent with the PCSM Plan under § 102.8. Unless otherwise approved by the Department, the E&S Plan must be separate from the PCSM Plan and labeled "E&S" or "Erosion and Sediment Control Plan" and be the final plan for construction.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>o. Identification of existing and proposed riparian forest buffers (When required).</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	<p>p. Satisfy antidegradation implementation requirements including evaluation of nondischarge alternatives and ABACT.</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
3.	<p>Permit filing fee of \$500 plus \$100/Acre of earth disturbance payable to the appropriate Clean Water Fund (\$500 filing fee not required for subsequent phases).</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
4.	<p>Location map: USGS of scale 1:24,000 indicating project boundaries (3 copies)(Not required for subsequent phases).</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
5.	<p>Act 14 Municipal Notifications to the local municipality and county governments that specify that the application is for an Erosion and Sediment Control General Permit for Earth Disturbance Associated with Oil and Gas Activities. (3 copies) A "sample" notification letter is provided as Attachment A of the instructions (Not required for subsequent phases).</p>	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>

6.	Proof of Receipt of municipal notifications; copies of certified mail receipts or acknowledgment letters from the local municipality and county government (3 copies) (Not required for subsequent phases).	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
7.	The PNHP Review Receipt for the project area. Include impact clearance letters if proof of agency coordination is required (3 copies) (Not required for subsequent phases if review receipt or impact clearance letters are still valid).	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
8.	Complete PCSM/Site Restoration Plans. (1 Original, 2 copies) NOTE: Identify location(s) as Drawing (D), Narrative (N). (Identify Not Applicable as "N/A".) The PCSM/Site Restoration Plan must contain, at a minimum, the following:			<input type="checkbox"/>	<input type="checkbox"/>
	a. The existing topographic features of the project site and immediate surrounding area.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	b. The types, depth, slope, locations and limitations of the soils and geologic formations.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	c. The characteristics of the project site, including the past, present and proposed land uses and the proposed alteration of the project site.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	d. An identification of the net change in volume and rate of stormwater from preconstruction hydrology to post construction hydrology for the entire project site and each drainage area.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	e. An identification and location of surface waters of this Commonwealth, which may receive runoff within or from the project site and their classification under Chapter 93.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	f. A written description of the location and type of PCSM/Site Restoration BMPs including construction details for permanent stormwater BMPs including permanent stabilization specifications and locations.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	g. A sequence of PCSM/Site Restoration BMP implementation or installation in relation to earth disturbance activities of the project site and a schedule of inspections for critical stages of PCSM/Site Restoration BMP installation.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	h. Supporting calculations.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	i. Plan Drawings.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>
	j. A Long term operation and maintenance schedule, which provides for inspection of PCSM/Site Restoration BMPs, including the repair, replacement or other routine maintenance of the PCSM/Site Restoration BMPs to ensure proper function and operation. The program must provide for completion of a written report documenting each inspection and all BMP repair and maintenance activities and how access to the PCSM/Site Restoration BMPs will be provided.	Location: _____	Page: _____	<input type="checkbox"/>	<input type="checkbox"/>

	<p>Procedures which ensure that the proper measures for recycling or disposal of materials associated with or</p> <p>k. from the PCSM/Site Restoration BMPs are in accordance with Department laws, regulations and requirements.</p>	<p>Location: _____</p>	<p>Page: _____</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
	<p>An identification of naturally occurring geologic formations or soil conditions that may have the potential to cause pollution after earth disturbance activities are completed and PCSM/Site Restoration BMPs are operational and development of a management plan to avoid or minimize potential pollution and its impacts.</p> <p>l.</p>	<p>Location: _____</p>	<p>Page: _____</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
	<p>An Identification of potential thermal impacts from post construction stormwater to surface water of this</p> <p>m. Commonwealth including BMPs to avoid, minimize or mitigate potential thermal pollution from thermal impacts.</p>	<p>Location: _____</p>	<p>Page: _____</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
	<p>n. A riparian forest buffer management plan when required under § 102.14.</p>	<p>Location: _____</p>	<p>Page: _____</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
<p>9.</p>	<p>PCSM Plan stormwater analysis</p>		<p>Do the regulated activities require site restoration or reclamation? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If Yes, skip to Item 10.</p> <p>If No, provide the following information:</p>		<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>
	<p>Predevelopment site characterization and assessment of soil and geology including infiltration and geotechnical studies that identify location and depths of test sites and methods used (If applicable).</p> <p>a.</p>	<p>Location: _____</p>	<p>Page: _____</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
	<p>Analysis demonstrating that the PCSM BMPs will meet the volume reduction and water quality requirement specified in an applicable Department approved and current Act 167 stormwater management watershed plan; or manage the net change for storms up to and including the 2-year/24-hour storm event when compared to preconstruction runoff volume and water quality (If applicable).</p> <p>b.</p>	<p>Location: _____</p>	<p>Page: _____</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
	<p>Analyses demonstrating that the PCSM BMPs will meet the rate requirements specified in an applicable Department approved and current Act 167 stormwater</p> <p>c. management watershed plan; or manage the net change in peak rate for the 2-, 10-, 50-, and 100-year/24-hour storm event in a manner not to exceed preconstruction rates (If applicable).</p>	<p>Location: _____</p>	<p>Page: _____</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
	<p>Identification of the methodologies for calculating total runoff volume and peak rate of runoff and provide supporting documentation and calculations (If applicable).</p> <p>d.</p>	<p>Location: _____</p>	<p>Page: _____</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	
	<p>Identification of construction techniques or special</p> <p>e. consideration to address soil and geologic limitations (If applicable).</p>	<p>Location: _____</p>	<p>Page: _____</p>	<p><input type="checkbox"/></p>	<p><input type="checkbox"/></p>	

10.	<p>Expedited Review</p> <p>Is your project located in or drain into a Special Protection watershed? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is the area surrounding an oil or natural gas wellhead that is subject to earth disturbance and that is used or planned for use for drilling, production or plugging of the well including associated support activities constructed on or in a flood plain? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is any earth disturbance located on land known to be contaminated? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is your project a transmission project? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, to any of the above questions your project is not eligible for Expedited Review. Complete items 10a and 10b.</p> <p>Is an expedited review being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, all of the following items must be completed:</p> <table border="1"> <tr> <td data-bbox="147 625 196 688">a.</td> <td data-bbox="196 625 1101 688">E&S and PCSM/Site Restoration Plan drawings and narrative sealed by licensed professional.</td> <td data-bbox="1101 625 1295 688"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="147 688 196 741">b.</td> <td data-bbox="196 688 1101 741">Licensed professional prepared, sealed, and certified Application/NOI.</td> <td data-bbox="1101 688 1295 741"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="147 741 196 806">c.</td> <td data-bbox="196 741 1101 806">Licensed professional listed location and date of DEP training attended in application/NOI.</td> <td data-bbox="1101 741 1295 806"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	a.	E&S and PCSM/Site Restoration Plan drawings and narrative sealed by licensed professional.	<input type="checkbox"/> Yes <input type="checkbox"/> No	b.	Licensed professional prepared, sealed, and certified Application/NOI.	<input type="checkbox"/> Yes <input type="checkbox"/> No	c.	Licensed professional listed location and date of DEP training attended in application/NOI.	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>
a.	E&S and PCSM/Site Restoration Plan drawings and narrative sealed by licensed professional.	<input type="checkbox"/> Yes <input type="checkbox"/> No										
b.	Licensed professional prepared, sealed, and certified Application/NOI.	<input type="checkbox"/> Yes <input type="checkbox"/> No										
c.	Licensed professional listed location and date of DEP training attended in application/NOI.	<input type="checkbox"/> Yes <input type="checkbox"/> No										
11.	<p>Riparian Buffer Waiver</p> <p>Is a waiver to the riparian buffer requirements being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, has a written request been included in the application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have reasonable alternatives for compliance with the riparian buffer requirements been demonstrated? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<input type="checkbox"/>	<input type="checkbox"/>									
12.	<p>Phased Projects</p> <p>Is the activity being conducted as a phased project? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, all of the following must be completed:</p> <table border="1"> <tr> <td data-bbox="147 1125 196 1171">a.</td> <td data-bbox="196 1125 1101 1171">Initial Phase - Is the master plan included?</td> <td data-bbox="1101 1125 1295 1171"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> <tr> <td data-bbox="147 1171 196 1241">b.</td> <td data-bbox="196 1171 1101 1241">Subsequent Phase(s) – Is(are) the subsequent phase(s) identified on the master plan?</td> <td data-bbox="1101 1171 1295 1241"><input type="checkbox"/> Yes <input type="checkbox"/> No</td> </tr> </table>	a.	Initial Phase - Is the master plan included?	<input type="checkbox"/> Yes <input type="checkbox"/> No	b.	Subsequent Phase(s) – Is(are) the subsequent phase(s) identified on the master plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/>	<input type="checkbox"/>			
a.	Initial Phase - Is the master plan included?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
b.	Subsequent Phase(s) – Is(are) the subsequent phase(s) identified on the master plan?	<input type="checkbox"/> Yes <input type="checkbox"/> No										
13.	<p>PPC Plan</p> <p>Will fuels, chemicals, solvents, other hazardous materials be used or stored on site during earth disturbance activities? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide a PPC Plan.</p>	<input type="checkbox"/>	<input type="checkbox"/>									
14.	<p>Subsequent Phase Certification for Expedited Reviews</p> <p>Is the activity being conducted as a phased project? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Is an expedited review being requested for subsequent phase? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, all of the following must be completed:</p> <p><i>I do hereby certify to the best of my knowledge, information, and belief, that the Erosion and Sediment Control and PCSM/Site Restoration Plan are true and correct, represent actual field conditions and are in accordance with the 25 Pa. Code Chapters 78 and 102 of the Department's rules and regulations. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.</i></p> <table border="1"> <tr> <td data-bbox="147 1692 1211 1738">Signature</td> <td data-bbox="1211 1692 1521 1738" rowspan="6">Professional Seal</td> </tr> <tr> <td data-bbox="147 1738 1211 1785">Company</td> </tr> <tr> <td data-bbox="147 1785 1211 1831">Address</td> </tr> <tr> <td data-bbox="147 1831 1211 1877">Phone</td> </tr> <tr> <td data-bbox="147 1877 1211 1923">Most Recent DEP Training Attended Location _____ Date _____</td> </tr> <tr> <td data-bbox="147 1923 1211 1974">Email Address</td> </tr> </table>	Signature	Professional Seal	Company	Address	Phone	Most Recent DEP Training Attended Location _____ Date _____	Email Address	<input type="checkbox"/>	<input type="checkbox"/>		
Signature	Professional Seal											
Company												
Address												
Phone												
Most Recent DEP Training Attended Location _____ Date _____												
Email Address												

<p>EXPEDITED REVIEW PROCESS</p> <p>In addition to the certification required above, applicants using the expedited permit review process must attach an E&S and PCSM/Site Restoration Plan developed and sealed by a licensed professional engineer, landscape architect, surveyor or professional geologist. The plans shall contain the following certification:</p> <p><i>I do hereby certify to the best of my knowledge, information, and belief, that the Erosion and Sediment Control and PCSM/Site Restoration Plan and Post Construction BMPs are true and correct, represent actual field conditions and are in accordance with the 25 Pa. Code Chapters 78 and 102 of the Department's rules and regulations. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment.</i></p>				
15.	<p>Permit Renewal</p> <p>Is a permit renewal being requested? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, all of the following must be completed:</p>		<input type="checkbox"/>	<input type="checkbox"/>
	a.	Administratively complete, signed, and notarized Notice of Intent Form, including Items 1-8. (1 signed original and 2 copies of the NOI/application) <input type="checkbox"/> Yes <input type="checkbox"/> No		
	b.	Permit filing fee of \$500 plus \$100/Acre of earth disturbance payable to the appropriate Clean Water Fund. <input type="checkbox"/> Yes <input type="checkbox"/> No		
16.	<p>Compliance Review</p> <p>Is the applicant in violation of any existing permit, regulation, order or schedule of compliance issued by the Department in the last 5 years? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, all of the following must be provided:</p>		<input type="checkbox"/>	<input type="checkbox"/>
	a.	The permit number or facility name, a brief description of the violation, the compliance schedule and the current compliance status. <input type="checkbox"/> Yes <input type="checkbox"/> No		
	b.	Include dates and steps needed to achieve compliance for each violation. <input type="checkbox"/> Yes <input type="checkbox"/> No		