



## COUNTY NOTIFICATION OF PLANNED LAND DEVELOPMENT FOR CHAPTER 102 PERMITS INSTRUCTIONS

Applicants for erosion and sediment control (E&S) permits and National Pollutant Discharge Elimination System (NPDES) permits under 25 Pa. Code Chapter 102 must submit the County Notification form (and all other necessary plans, reports, and other documents as required by the county government organization) to the county where a proposed construction activity involving earth disturbance will be located. The Project Information section of the form is to be completed by the applicant, and the County Plan Information section is to be completed by the appropriate county organization (e.g., planning commission). Both the applicant and a representative of the county must complete and sign the form where indicated in the Certification section. Applicants should submit this form to DEP with the appropriate Chapter 102 Notice of Intent (NOI) or permit application. This form is intended to satisfy county notification requirements of Act 14 of 1984 and Acts 67, 68 and 127 of 2000. If a project will occur in multiple counties, one form should be completed for each county. If a county does not return this notification, the applicant is required to provide proof of receipt of the notification to the county with the NOI or permit application.

### Project Information – This section must be completed by applicants.

- Identify the applicant name, address, city, state, ZIP code, contact name and contact phone as reported on the Chapter 102 NOI or permit application.
- Report the municipality and county where the construction activity will be located.
- Provide a description of the proposed land development project and stormwater control measures. Attach a separate sheet as necessary.
- List all Tax Parcel ID numbers that are affected by the proposed land development.
- List the total area of the project and the area of proposed earth disturbance (“Disturbed”), in acres. If the project will be completed in phases, check the box for “Phased” next to “Project Area”, regardless if the land development plans at the time this form is prepared reflect full buildout plans or not.
- Specify the name(s) of the surface waters that will receive stormwater discharges associated with construction activities from the project site, or otherwise the name(s) of surface waters closest to the earth disturbance. If stormwater discharges will be to a municipal separate storm sewer system (MS4), other storm sewer (Other SS) or a combined sewer system (CSS), check the appropriate box and the name(s) of surface waters may remain blank.
- Check the appropriate box(es) to indicate the information that was submitted to the county for the project (Land Development / Subdivision Plan, E&S Plan, Post-Construction Stormwater Management (PCSM) Plan, or other).

### County Plan Information – This section must be completed by the county.

- Report the name of county organization completing this assessment and check the appropriate boxes for the following questions:
  1. Is there an adopted county or multi-county comprehensive plan? Select Yes or No.
  2. If Yes to #1, is the proposed project consistent with the county plan? Select Yes or No if #1 is Yes, otherwise leave blank.

**NOTE** – A selection of No for #2 does not automatically mean that DEP will deny the NOI or permit application; DEP’s action will depend on factors described in its guidance, *Policy for Consideration of Local Comprehensive Plans and Zoning Ordinances in DEP Review of Authorizations for Facilities and Infrastructure* (012-0200-001).

3. Is there a DEP-approved Act 167 stormwater management plan? Select Yes, No or CCD. Check the box for CCD if the county conservation district (CCD) is responsible for administering the Act 167 plan in the county.

**NOTE** – Select No if the county has a watershed-based Act 167 plan and the project is not located within the watershed(s) covered by the plan.

4. If Yes to #3, is the proposed project consistent with the Act 167 plan, without waiver? Select Yes, No or CCD. Check the box for CCD if the county conservation district is responsible for administering the Act 167 plan in the county. If a waiver from a requirement or specification in the Act 167 plan has been granted or approved for the project, select No.
5. If Yes to #3, list the date of the latest plan / update approved by DEP. Check the box for CCD if the county conservation district is responsible for administering the Act 167 plan in the county.

#### Certification

- The Certification section of the form should be completed and signed by the applicant and county, as follows:
  - Applicant: For individually owned operations, the owner of the facility must complete and sign the Certification section. For a corporation, a responsible corporate officer must complete and sign. A responsible corporate officer means a principal executive officer of at least the level of vice president or an authorized representative, if the representative is responsible for the overall operation of the proposed construction activity. For a partnership or sole proprietorship, a general partner or the proprietor, respectively, must complete and sign. For a municipality, state, federal or other public agency, either a principal executive officer, ranking elected official or other authorized employee must complete and sign.
  - County: Either the director of the county organization or the county employee that completed the form should complete and sign the Certification section.

**NOTE** – Please be advised that 25 Pa. Code § 102.43 prohibits a municipality or county from issuing a building permit or other permit or approval to those proposing or conducting earth disturbance activities requiring a DEP permit until DEP or a CCD has issued the required permit.