



PAG-02
NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
GENERAL PERMIT FOR DISCHARGES OF
STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITIES
NOI CHECKLIST

Applicant Name:	
Project Site Name:	
NOI Type:	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Major Amendment <input type="checkbox"/> Minor Amendment

Place a checkmark in the box provided for all items completed and/or provided. Failure to provide all required information will delay the processing of the NOI. ENCLOSE THIS CHECKLIST WITH YOUR COMPLETED NOI.

	NOI REQUIREMENTS ¹	Check ✓ If Included	Check ✓ If Not Applicable
1.	One original and one copy of the complete NOI form (3800-PM-BCW0405b)	<input type="checkbox"/>	
2.	Administrative Filing Fee (\$500 plus any additional CCD-specific fees, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
3.	One copy of the completed NOI form to DEP (if CCD will review NOI)	<input type="checkbox"/>	<input type="checkbox"/>
4.	Disturbed Acreage Fee (\$100 x disturbed acres)	<input type="checkbox"/>	<input type="checkbox"/>
5.	Two copies of the County Notification Form (3800-FM-BCW0271b) ²	<input type="checkbox"/>	<input type="checkbox"/>
6.	Two copies of the Municipal Notification Form (3800-FM-BCW0271c) ²	<input type="checkbox"/>	<input type="checkbox"/>
7.	Two copies of the proof of county and municipal receipt of Notification Forms (required if Notification Forms are not signed by county and/or municipality) ²	<input type="checkbox"/>	<input type="checkbox"/>
8.	One original and one copy of the PNDI Receipt ³	<input type="checkbox"/>	<input type="checkbox"/>
9.	Two copies of the PNDI clearance letter(s) from jurisdictional agencies ³	<input type="checkbox"/>	<input type="checkbox"/>
10.	One original and one copy of E&S Module 1 (3800-PM-BCW0406a)	<input type="checkbox"/>	<input type="checkbox"/>
11.	Two copies of E&S Plan Drawings ⁴	<input type="checkbox"/>	<input type="checkbox"/>
12.	Two copies of E&S Standard Worksheets (or equivalent) and supporting calculations	<input type="checkbox"/>	<input type="checkbox"/>
13.	One original and one copy of PCSM Module 2 (3800-PM-BCW0406b)	<input type="checkbox"/>	<input type="checkbox"/>
14.	Two copies of PCSM Plan Drawings ⁴	<input type="checkbox"/>	<input type="checkbox"/>
15.	Two copies of PCSM Supporting Calculations – BMP Design	<input type="checkbox"/>	<input type="checkbox"/>
16.	Two copies of PCSM Supporting Calculations – Stormwater Analysis (required where DEP PCSM Spreadsheet not used)	<input type="checkbox"/>	<input type="checkbox"/>
17.	Two copies of the DEP PCSM Spreadsheet – Volume Worksheet (optional)	<input type="checkbox"/>	<input type="checkbox"/>
18.	Two copies of the DEP PCSM Spreadsheet – Rate Worksheet (optional)	<input type="checkbox"/>	<input type="checkbox"/>
19.	Two copies of the DEP PCSM Spreadsheet – Quality Worksheet	<input type="checkbox"/>	<input type="checkbox"/>
20.	Two copies of soil/geologic test results (where BMPs relying on infiltration will be installed)	<input type="checkbox"/>	<input type="checkbox"/>
21.	Other:	<input type="checkbox"/>	

1 The table below identifies the items in an application package (corresponding to the item numbers in the checklist) that must be submitted to a delegated county conservation district (CCD) or to the appropriate DEP regional office, based on NOI type.

NOI Type	Where CCD is the initial recipient ⁵		Where DEP is the recipient ⁵
	Submit to CCD:	Submit to DEP:	Submit to DEP:
New	Items 1, 2, and 4-25 (as applicable).	Item 3.	Items 1, 2 (\$500 only), and 4-25 (as applicable).
Renewal ⁶	Items 1 and 2, and a letter indicating that the previously approved E&S and PCSM Plans have not been revised and explaining what work has been completed and what work remains on the project site.		Items 1 and 2 and a letter indicating that the previously approved E&S and PCSM Plans have not been revised and explaining what work has been completed and what work remains on the project site.
Major Amendment ⁶	Items 1, 2, 3-9 (only for new earth disturbance), 10-12 (where applicable, only for revisions to the E&S Plan), 13-20 (where applicable, only for revisions to the PCSM Plan), and 21 (only where applicable). New or updated information must be bold/highlighted.		Items 1, 2, 3-9 (only for new earth disturbance), 10-12 (where applicable, only for revisions to the E&S Plan), 13-20 (where applicable, only for revisions to the PCSM Plan), and 21 (only where applicable). New or updated information must be bold/highlighted.
Minor Amendment ⁶	Items 1, 3-9 (only for new earth disturbance), 10-12 (where applicable, only for revisions to the E&S Plan), 13-20 (where applicable, only for revisions to the PCSM Plan), and 21 (only where applicable). New or updated information must be bold/highlighted.		Items 1, 3-9 (only for new earth disturbance), 10-12 (where applicable, only for revisions to the E&S Plan), 13-20 (where applicable, only for revisions to the PCSM Plan), and 21 (only where applicable). New or updated information must be bold/highlighted.

2 Applicants may submit the completed County and Municipal Notification Forms with the NOI or, if the county and/or municipality has not returned the completed form to the applicant 30 days following receipt by the county and municipality, the applicant may submit copies of the forms submitted to the county/municipality along with proof that the county/municipality received the form(s). County and Municipal Notification Forms are not required for renewal NOIs and are required for major and minor amendment NOIs only if new earth disturbance is proposed.

3 All applicants for new permits must attach a PNDI receipt. If the PNDI receipt indicates a Potential Impact, the applicant may submit clearance letters from jurisdictional agencies with the application or, if the clearance letters have not been received by the time of application submission, the applicant may submit clearance letters during the NOI review period. DEP/CCD will not authorize coverage under the general permit prior to the receipt of such letters, if applicable. PNDI receipts are not required for renewal NOIs and are required for major and minor amendment NOIs only if new earth disturbance is proposed.

4 E&S and/or PCSM Plan Drawings must present project site and limit of disturbance boundaries, topography, surface waters (including wetlands), discharge points, BMPs, off-site support activities (if applicable), and all other features required by the application.

5 For projects located solely in Beaver, Forest, and Philadelphia counties, the DEP Regional Office is the recipient. For projects that span two (2) counties, the county with the greatest amount of earth disturbance will be the recipient (unless that county is Beaver, Forest, or Philadelphia, in which the DEP Regional Office will be the recipient). For projects that span three (3) or more counties within one (1) DEP Region, the DEP Regional Office is the recipient. For projects that span three (3) or more counties within two (2) or more DEP Regions, the DEP Regional Permit Coordination Office (RPCO) is the recipient. For projects that span two (2) or more counties, additional copies of the items may be required. Additionally, where certain types of PCSM BMPs, including floodplain restoration and gravity stormwater wells (i.e., Class V Injection Wells), are proposed, DEP RPCO will take responsibility for the review.

6 Renewal NOIs must use form 3800-PM-BCW0405b (the General Information, Eligibility Information, Compliance History, and Certification for PAG-02 Applicants must be completed at a minimum). For major and minor amendment NOIs, previously submitted forms and attachments may be used, with updated information, and submitted if the original application was not submitted using form 3800-PM-BCW0405b. If form 3800-PM-BCW0405b is used for a major amendment, the form must be completed in its entirety. If form 3800-PM-BCW0405b is used for a minor amendment, the General Information, Eligibility Information, Compliance History, and Certification for PAG-02 Applicants must be completed at a minimum.