



**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES)
INDIVIDUAL PERMIT FOR DISCHARGES OF
STORMWATER ASSOCIATED WITH CONSTRUCTION ACTIVITIES
APPLICATION CHECKLIST ¹**

Applicant Name:			
Project Site Name:			
Application Type:	<input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Major Amendment <input type="checkbox"/> Minor Amendment		
Check the box provided for all items completed and/or provided. Failure to provide all required information will delay the processing of the application. ENCLOSE THIS CHECKLIST WITH YOUR COMPLETED APPLICATION.			
	APPLICATION REQUIREMENTS	Check ✓ If Included	Check ✓ If Not Applicable
1.	One original and one copy of the complete Application form (3800-PM-BCW0408b)	<input type="checkbox"/>	
2.	One original and one copy of the complete General Information Form (GIF) (0210-PM-PIO0001) ²	<input type="checkbox"/>	<input type="checkbox"/>
3.	Administrative Filing Fee (\$1,500 plus any additional CCD-specific fees, if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
4.	One copy of the completed Application form and one copy of the GIF to DEP (if CCD is the initial recipient) ²	<input type="checkbox"/>	<input type="checkbox"/>
5.	Disturbed Acreage Fee (\$100 x disturbed acres)	<input type="checkbox"/>	<input type="checkbox"/>
6.	Two copies of the County Notification Form (3800-FM-BCW0271b) ³	<input type="checkbox"/>	<input type="checkbox"/>
7.	Two copies of the Municipal Notification Form (3800-FM-BCW0271c) ³	<input type="checkbox"/>	<input type="checkbox"/>
8.	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) ³	<input type="checkbox"/>	<input type="checkbox"/>
9.	One original and one copy of the PNDI Receipt ⁴	<input type="checkbox"/>	<input type="checkbox"/>
10.	Two copies of the PNDI clearance letter(s) from jurisdictional agencies ⁴	<input type="checkbox"/>	<input type="checkbox"/>
11.	Two copies of the PHMC clearance letter(s) (projects involving > 10 acres of earth disturbance only)	<input type="checkbox"/>	<input type="checkbox"/>
12.	One original and two copies of E&S Module 1 (3800-PM-BCW0406a)	<input type="checkbox"/>	<input type="checkbox"/>
13.	Three copies of the E&S Plan Drawings ⁵	<input type="checkbox"/>	<input type="checkbox"/>
14.	Three copies of the E&S Standard Worksheets (or equivalent) and supporting calculations	<input type="checkbox"/>	<input type="checkbox"/>
15.	One original and two copies of PCSM Module 2 (3800-PM-BCW0406b)	<input type="checkbox"/>	<input type="checkbox"/>
16.	Three copies of the PCSM Plan Drawings ⁵	<input type="checkbox"/>	<input type="checkbox"/>
17.	Three copies of the PCSM Supporting Calculations – BMP Design	<input type="checkbox"/>	<input type="checkbox"/>
18.	Three copies of the PCSM Supporting Calculations – Stormwater Analysis (required where DEP PCSM Spreadsheet not used)	<input type="checkbox"/>	<input type="checkbox"/>
19.	Three copies of the DEP PCSM Spreadsheet – Volume Worksheet (optional)	<input type="checkbox"/>	<input type="checkbox"/>
20.	Three copies of the DEP PCSM Spreadsheet – Rate Worksheet (optional)	<input type="checkbox"/>	<input type="checkbox"/>
21.	Three copies of the DEP PCSM Spreadsheet – Quality Worksheet	<input type="checkbox"/>	<input type="checkbox"/>
22.	Two copies of the soil/geologic test results (where BMPs relying on infiltration will be installed)	<input type="checkbox"/>	<input type="checkbox"/>
23.	One original and two copies of Antidegradation Analysis Module 3 (3800-PM-BCW0406c) (and required attachments)	<input type="checkbox"/>	<input type="checkbox"/>
24.	One original and two copies of Riparian Buffer Module 4 (3800-PM-BCW0406d) (and required attachments)	<input type="checkbox"/>	<input type="checkbox"/>
25.	Other:	<input type="checkbox"/>	

3800-PM-BCW0408c Rev. 4/2020
Application Checklist

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 application type.

Application Type	Where CCD is the initial recipient ⁶		Where DEP is the recipient ⁶
	Submit to CCD:	Submit to DEP:	Submit to DEP:
New	Items 1-3 and 5-25 (as applicable).	Item 4.	Items 1, 2, 3 (\$1,500 only), and 5-25 (as applicable).
Renewal ⁷	Items 1-3 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 1-3 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 ⁷	Items 1-3, 5-11 (only for new earth disturbance), 12-14 (where applicable, only for revisions to the E&S Plan), 15-22 (where applicable, only for revisions to the PCSM Plan), and 23-24 (only where applicable). New or updated information must be bold/highlighted.		Items 1-3, 5-11 (only for new earth disturbance), 12-14 (where applicable, only for revisions to the E&S Plan), 15-22 (where applicable, only for revisions to the PCSM Plan), and 23-24 (only where applicable). New or updated information must be bold/highlighted.
Minor Amendment ⁷	Items 1, 2, 5-11 (only for new earth disturbance), 12-14 (where applicable, only for revisions to the E&S Plan), 15-22 (where applicable, only for revisions to the PCSM Plan), and 23-24 (only where applicable). New or updated information must be bold/highlighted.		Items 1, 2, 5-11 (only for new earth disturbance), 12-14 (where applicable, only for revisions to the E&S Plan), 15-22 (where applicable, only for revisions to the PCSM Plan), and 23-24 (only where applicable). New or updated information must be bold/highlighted.

- 2 Where there is a co-applicant(s), additional Client Information and Certification sections of the GIF should be completed for each co-applicant.
- 3 Applicants may submit the completed County and Municipal Notification Forms with the application 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 applications and are required for major and minor amendment applications only if new earth disturbance is proposed.
- 4 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 application review period. DEP/CCD will not issue a permit prior to the receipt of such letters, if applicable. PNDI receipts are not required for renewal applications and are required for major and minor amendment applications only if new earth disturbance is proposed.
- 5 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.
- 6 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.
- 7 Renewal applications must use form 3800-PM-BCW0408b (the General Information, Compliance History, and Certification for Permit Applicants must be completed at a minimum). For major and minor amendment applications, previously submitted forms and attachments may be used, with updated information, and submitted if the original application was not submitted using form 3800-PM-BCW0408b. If form 3800-PM-BCW0408b is used for a major amendment, the form must be completed in its entirety. If form 3800-PM-BCW0408b is used for a minor amendment, the General Information, Compliance History, and Certification for Permit Applicants must be completed at a minimum). For Renewal and amendment applications, only the Client Information and Certification sections of the GIF are required to be completed.