

**Summary of
Standard Operating Procedures (SOP) for New NPDES General Permit for
Stormwater Discharges Associated with Construction Activities**

NOTE: ALTHOUGH PRE-APPLICATION MEETINGS ARE NOT REQUIRED BY CHAPTER 102, THEY ARE STRONGLY RECOMMENDED. SUCH MEETINGS PROVIDE AN OPPORTUNITY FOR THE APPLICANT AND DISTRICT TO IDENTIFY AND ADDRESS POTENTIAL ISSUES PRIOR TO PERMIT APPLICATION SUBMISSION. THIS CAN SAVE VALUABLE TIME DURING THE REVIEW PROCESS AND POSSIBLY AVOID MANDATORY PERMIT WITHDRAWALS OR PERMIT DENIALS.

1. Application Completeness Review

- A. The District will review the application package within 15 business days of receipt to ensure that it is a complete and technically adequate application package. The completeness checklist submitted with the permit application should be used to complete this review.
- B. If the application is determined to be incomplete the District will send the applicant an incompleteness review letter. The applicant has 60 calendar days to provide the necessary information to make the application complete. The applicant may request, in writing, an extension of 60 days. The applicant will be notified in writing as to whether or not the request is granted. The notification will include a specific due date for the applicant's response and language providing the applicant a notice that failure to address the deficiencies or respond by the due date will result in the application being determined to be incomplete and considered withdrawn.
- C. If the applicant does not submit the necessary information to make the application complete within the time frame specified, including any extensions authorized in writing, the permit application will be considered withdrawn. The District will notify the applicant that the permit application is withdrawn. The fees associated with the filing of the permit will not be refunded.
- D. If the permit application is complete, the District will send the completeness notification letter to the permit applicant. The application will proceed to the technical review.

2. Technical Review

- A. The District will conduct a formal technical review of the ESPC plan within 22 business days from the date the permit application is considered complete. Any technical deficiencies in the review of the ESPC plan will be documented in a technical deficiency letter to the applicant/owner and consultant. The letter will include the requirement that revised plans should be submitted within 60 calendar days of the date of the technical deficiency letter. The applicant may request, in writing, an extension of 60 days. The applicant will be notified in writing as to whether or not the request is granted. The notification will include a specific due date for the applicant's response, and language providing the applicant a notice that failure to address the deficiencies or respond by the due date will result in the application being determined to be incomplete and considered withdrawn.
- B. If the ESPC plan is resubmitted the District will conduct a formal technical review of the resubmitted ESPC plan within 17 business days from the date of the resubmittal. If after the second technical review any technical deficiencies still exist with the ESPC plan the District will consult with DEP and decide to:
 - 1. withdraw the application
 - 2. deny the application, or
 - 3. proceed with the elevated review process
- C. If the applicant does not submit the necessary information to make the application complete within the 60 calendar day timeframe, the permit application will be considered incomplete and will be withdrawn. The District will notify the applicant/owner and consultant that the necessary information was not submitted within the established time frames and the permit application is withdrawn. The fees associated with the filing of the permit will not be refunded.

NOTE: THE DAUPHIN COUNTY CONSERVATION DISTRICT IS NOT A PCSM DELEGATED DISTRICT. HOWEVER, THE DISTRICT DOES HAVE THE OPTION OF REFERING ANY PCSM PLAN TO DEP FOR TECHNICAL REVIEW IF, DURING DISTRICT REVIEW OF THE APPLICATION, CONCERNS ARE NOTED REGARDING THE PCSM PLAN. THE STANDARD OPERATING PROCEDURES FOR NPDES GENERAL PERMITS DO NOT CONTAIN TIME FRAMES FOR THIS TYPE OF REVIEW. THIS MAY IMPACT THE REVIEW TIME FOR YOUR PROJECT.

3. Elevated Review Process

- A. When an applicant makes a request for an elevated review, or for applications that continue to be technically deficient, and for which the technical deficiencies have not been resolved satisfactorily within the established response timeframe, including any approved extension, the application will be subject to the elevated review process.
1. The District will notify DEP of the request or need for the elevated review process. DEP staff will agree on a direction for final review of the permit application, which may include making a permit decision; having a face-to-face meeting with the applicant and the consultant(s); or having a telephone call with the applicant and consultant(s) to discuss the remaining technical deficiencies. Department staff will prepare a written summary of the meeting or phone call documenting decisions agreed to at the meeting or during the phone call.
 2. If the meeting results in an agreement to resolve the outstanding issues, the regional office will inform the applicant that all remaining technical deficiencies must be corrected and revised plans submitted within 10 business days of the date of the meeting. The Regional Director may provide the applicant with an additional 10 business days to respond. If resolution cannot be reached, the deficiencies must be elevated to the Bureau Director for review. The Bureau Director will provide direction on the permit decision which may be advancing with denial of the permit application.
 3. The District, in coordination with any additional staff, will conduct the necessary review of the resubmitted plans. The review will be completed within 5 business days of the date the revised plans were resubmitted. At the conclusion of this review, the permit decision will be made.
 4. If the applicant does not submit revised plans during the elevated review process, the Department will make a permit decision based upon the permit application information available.

4. Permit Decision

- A. Once the ESPC plan is found to be technically adequate, the District will make a decision to either authorize the permit or deny the permit.
- B. If the permit is approved the District will notify the applicant of approval.
- C. If the permit is denied, for continuing technical deficiencies or for which a demonstration cannot be made that all applicable regulatory and statutory requirements have been met, the DEP regional office, after consultation with the District, will send the permit applicant a permit application denial letter noting that the permit is denied. All permit fees submitted with an application that is denied will be forfeited.
- D. If the applicant of a denied permit application wishes to continue to pursue approval of the project, the applicant must submit a revised permit application following appropriate program requirements and procedures and will be considered a new application.