

**Lackawanna County Conservation District Erosion and Sediment
Control Plan Review Fee Schedule and Application Form**
(Amended by the Conservation District Board of Directors on April 19, 2012)

100 Title:

This resolution may be cited as the Lackawanna County Conservation District Fee Schedule for Erosion and Sediment Pollution Control Plan Reviews.

101 Authority:

The Lackawanna County Conservation District, by authority of Act 217 of 1945 Conservation District Law, as amended by Act 221 of 1984, hereby adopts the Lackawanna County Conservation District Fee Schedule for Erosion and Sediment Pollution Control Plan Review.

102 Effective Date:

This resolution shall become effective March 15, 2004 and shall remain in effect until modified, amended or rescinded by the Lackawanna County Conservation District Board of Directors.

103 Intent:

The purpose of this fee schedule is to promote complete accurate erosion and sediment pollution control plans, submission and efficient review: to help defray the costs incurred by the Lackawanna County Conservation District in its delegated administration of the State's Erosion and Sediment Pollution Control Program in accordance with PA Code Title 25, Chapter 102, Erosion Control, Rules and Regulations of the Pennsylvania Department of Environmental Protection.

104 Waiver of Fees:

Fees will be waived for an application filed under the name of a governmental subdivision of the United States i.e. NRCS, F&WL, EPA, USAC of Eng., Commonwealth of Pennsylvania, Lackawanna County and agricultural operations conducted in accordance with a soil conservation plan. On minimal earth disturbance (i.e. earth disturbance activities that disturb less than 5000 sq. ft. of area) or minor revisions to existing approved E&S Plans that do not impact previous approved sediment pollution control best management practices such as lot line adjustments the District Manager in consultation with the District Board shall have the authority to waive and/or reduce fees on a case-by-case basis. The Manager/District Board reserves the right to hold a request until the next regular Board Meeting to gain approval or disapproval by the Board. A cover letter must be included outlining the reasons for the waiver requests.

105 Project Area Delineation:

The entire parcel as identified on the plans, including areas designated as open space, shall represent the basis used for the fee schedule.

106 Applicability:

- A. The fee schedule shall apply whenever the application and erosion and sediment pollution control plan are submitted whether voluntarily or by state or municipal requirement, for an adequacy determination. The fee charge will cover an initial review plus one review of a revision submitted in response to the first technical deficiency letter. If further reviews are necessary a fee of 35% of the original fee will be charged for all additional reviews. In cases where revisions are necessary due to other government agency requirements, no additional fee will be charged.
- B. Plans that receive a letter of adequacy and are resubmitted within two (2) years of the letter date with minor revisions (such as lot line adjustments) that do not alter the erosion control best management practices or their adequacy will be reviewed at no additional charge. Plans that involve major revisions that alter the erosion control best management practices shall be subject to a charge of 35% of the review fee schedule in effect at the time of resubmittal.
- C. Letter of adequacy issued by the District are valid for two (2) years from the date of issuance. Failure to begin earthmoving within two (2) years will invalidate the review and require a resubmission, which will be considered a new application and require a fee based on the review fee schedule in effect at the time of resubmittal.
- D. Each resubmission of a different project on the same tract of land will be charged separately according to the fee schedule, regardless of whether or not the original project received a letter of adequacy.
- E. Any plan for the same tract resubmitted more than two (2) years after the last review will be assessed a new fee based on the fee schedule in effect at the time of resubmittal.
- F. This plan review fee will be in addition to any other required state fees such as NPDES, etc.

107 Administrative Procedures:

- A. The applicant shall submit a check or money order payable to the Lackawanna County Conservation District along with the Erosion and Sediment Pollution Control Plan and narrative and one copy of the E&S Fee application.
- B. The Conservation District E&S review fee should not be combined with any other municipal or county fee. The cancelled check will be the applicants' receipt.
- C. Any submission which does not contain the appropriate information will not be reviewed. The applicant will be informed of any additional information on fees needed for a review.
- D. If a check is refused by the bank due to insufficient funds, the entire application package will be returned to the applicant without additional reviews being performed. An additional \$25.00 charge will be assessed for any check refused by the bank due to insufficient funds.
- E. The maximum review time will be thirty (30) working days from the date of receipt of a complete submittal.
- F. The Conservation District reviews the Erosion and Sediment Control Plan solely to determine whether it is adequate to satisfy the requirements of Title 25 PA Code Section 102.2 et seq., the erosion control regulations of the Department of

Environmental Protection. By a determination that the plan is adequate to meet these requirements, neither the Conservation District nor the County assumes any responsibility for the design or implementation of the plan or the proper construction and operation of the facilities contained in the plan.

- G. Upon written request by the applicant and approval by the District Manager, a portion of the review fee may be refunded if the applicant withdraws the plan prior to review. No fees are refundable after the district review is underway.
- H. The District does charge an E&S review fee for NPDES permit renewals. The policy regarding E&S fees for NPDES permit renewals is as follows; a fee of 20% of the current project review fee will be charged for projects whose plans have not significantly changed from the previously approved plan. Projects whose plans require revisions that alter the erosion control best management practices shall be subject to a change of 35% of the current project review fee. It is recommended that the District be contacted prior to submitting a permit renewal if the applicant/applicant's engineer have questions regarding the fee.

108 - Fee Schedule:

Residential Developments For Townhouses consider "PAD" (Multi-unit Building as 1 lot)

1 Lot	\$ 120.00
2-4	250.00
5-10	650.00
11-25	1,000.00
26-50	1,400.00
51-70	2,000.00
71 +	2,000.00 + \$60.00/add. lot

Industrial/Commercial/Other

Less than .33 ac.	\$ 75.00
.34 – 0.99 ac.	500.00
1-4.99 ac.	900.00
5-14.99 ac.	1,800.00
15-30 ac.	3,000.00
Over 30 acres	3,000.00 + \$60.00/add. ac.

(Round disturbance to nearest whole number)

Timber Harvest

Less than 25 ac.	\$ 50.00
25-50 ac.	150.00
50-250 ac.	300.00
Over 250 ac.	450.00

E&S Plan associated with Chapter 105 General Permits, which are not part of larger projects - \$75.00.

109 Approval:

Be it resolved this 24th day of February in the year 2004 that the Lackawanna County Conservation District does hereby adopt a fee schedule and policy for the review and approval of all Erosion and Sediment Control Plans as authorized by the Commonwealth of Pennsylvania Act Number 217 of 1945, Conservation District Law as amended, in accordance with the attached schedule of fees and policy.

**APPLICATION FORM AND FEE SCHEDULE
EROSION AND SEDIMENT CONTROL PLAN REVIEW
LACKAWANNA COUNTY CONSERVATION DISTRICT**

1038 Montdale Road
Scott Twp, PA 18447

Telephone: 570-382-3086 Fax: 570-382-3485

PROJECT NAME _____ DATE _____
MUNICIPALITY _____ PROJECT ACRES _____
LOCATION _____
_____ EARTH DISTURBANCE ACREAGE _____ acres

APPLICANT/OWNER _____
ADDRESS _____

RESPONSIBLE PERSON _____ TELEPHONE NO. _____
FAX NO. _____

CONSULTING FIRM _____ TELEPHONE NO. _____
ADDRESS _____

PLAN PREPARER _____ TELEPHONE NO. _____
FAX NO. _____

IS THE PLAN DESIGNER TRAINED AND EXPERIENCED IN E&S CONTROL METHODS AND
TECHNIQUES? _____ YES _____ NO

PROJECT DESCRIPTION _____
FEES: SUBDIVISION: LOTS _____ \$ _____
INDUSTRIAL/COMMERCIAL/OTHER: ACRES _____ \$ _____
TIMBER HARVEST: ACRES _____ \$ _____

SUBMISSION INFORMATION - CHECKLIST

- COPY: APPLICATION
E&S PLAN
LOCATION MAP
NARRATIVE/CALCULATIONS
WETLAND REPORT (if applicable)
- REVIEW FEE (SEE ABOVE FOR
FEE SCHEDULE)

**** FOR OFFICIAL USE ONLY****

Check # _____
Amount of Check \$ _____
Date Received _____
Required Fee Correct _____
Plan Contents Complete _____

CHECKS MUST BE MADE PAYABLE TO: LACKAWANNA COUNTY CONSERVATION DISTRICT

The enclosed Erosion and Sediment Control Plan has been prepared in accordance with the requirements of Title 25, Chapter 102 Erosion and Sediment Control and the guidelines of the Pennsylvania DEP Erosion and Sediment Pollution Control Program Manual.

The undersigned agrees to comply with all requirements of Title 25, Chapter 102, Erosion and Sediment Control and NPDES storm water permit antidegradation requirements where applicable and authorizes the Lackawanna County Conservation District to make inspections as necessary. Applicant further agrees to obtain all necessary federal, state and local permits associated with subject project.

Signature of Applicant/Agent

Print Name

Date

NOTE: We do not accept Erosion and Sediment Control Plan submittals; NPDES permit applications or chapter 105 general permit notifications via facsimile transmittal.

APPLICATION FORM AND FEE SCHEDULE
EROSION AND SEDIMENT CONTROL PLAN REVIEW
LACKAWANNA COUNTY CONSERVATION DISTRICT

1038 Montdale Road, Room 109
Scott Twp, PA 18447
Telephone: 570-382-3086 Fax: 570-382-3485

PROJECT NAME: _____ DATE: _____
MUNICIPALITY: _____ PROJECT ACRES _____
LOCATION: _____ EARTH DISTURBANCE ACREAGE _____

APPLICANT/OWNER:
ADDRESS: _____

RESPONSIBLE PERSON: _____ TELEPHONE NO. _____
FAX NO. _____

CONSULTING FIRM _____ TELEPHONE NO. _____
ADDRESS: _____

PLAN PREPARER: _____ TELEPHONE NO. _____
FAX NO. _____

IS THE PLAN DESIGNER TRAINED AND EXPERIENCED IN E&S CONTROL METHODS AND
TECHNIQUES YES NO

PROJECT DESCRIPTION

FEES: SUBDIVISION:	LOTS	\$
INDUSTRIAL/COMMERCIAL/OTHER:	ACRES	\$
TIMBER HARVEST:	ACRES	\$

SUBMISSION INFORMATION – CHECKLIST

- COPY: APPLICATION
- E&S PLAN
- LOCATION MAP
- NARRATIVE/CALCULATIONS
- WETLAND REPORT (if applicable)
- REVIEW FEE (SEE OTHER SIDE FOR FEE SCHEDULE)

FOR OFFICAL USE ONLY
Check # _____
Amount of Check _____
Date Received _____
Required Fee Correct _____
Plan Contents Complete _____

CHECKS MUST BE MADE PAYABLE TO: LACKAWANNA COUNTY CONSERVATION DISTRICT
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